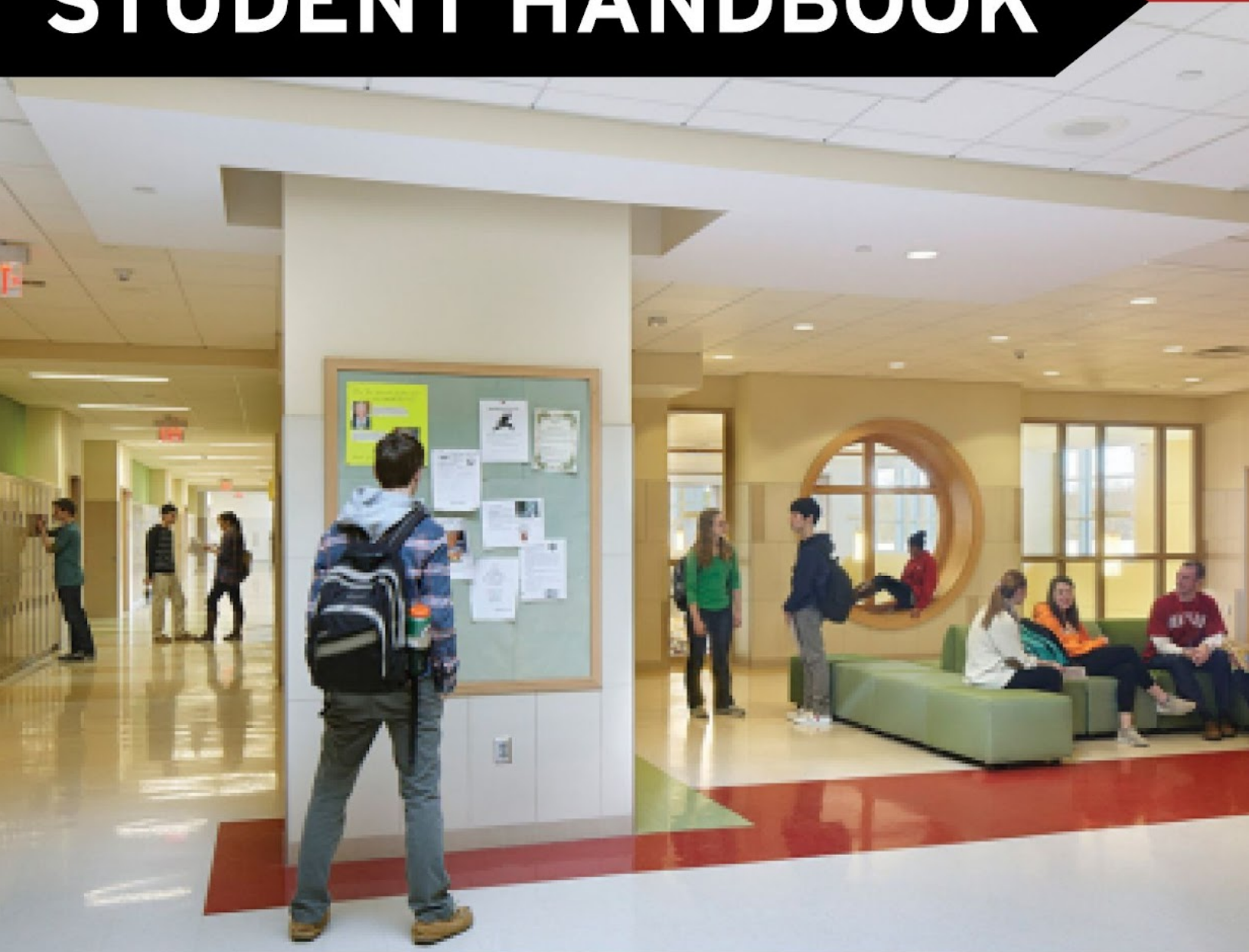


WELLESLEY HIGH SCHOOL

STUDENT HANDBOOK



2021 - 2022

WELLESLEY HIGH SCHOOL

MISSION STATEMENT

Wellesley High School cultivates positive learning experiences and fosters responsibility and integrity so that, upon leaving, our students will continue to contribute to their worlds.

CORE VALUES

Wellesley High School is a dynamic learning community guided by our district's core values:

- ❖ Academic excellence
- ❖ Cooperative and caring relationships
- ❖ Respect for human differences
- ❖ Commitment to community

ACADEMIC EXPECTATIONS

Our goal is that Wellesley High School students will:

- ❖ write effectively for a variety of purposes
- ❖ read actively and critically across the curriculum for a variety of purposes
- ❖ speak effectively in different settings
- ❖ express ideas creatively across the curriculum
- ❖ apply reasoning and problem-solving in all disciplines
- ❖ use technology effectively and responsibly for a variety of purposes
- ❖ perform physical and artistic skills
- ❖ identify, evaluate and utilize a variety of resources for obtaining information

Wellesley High School encourages our community to recognize the value of learning for learning's sake.

SOCIAL EXPECTATIONS

Our goal is that Wellesley High School community members will:

- ❖ contribute to the well-being and welfare of others within the school community
- ❖ assume responsibility for their own decisions and behavior
- ❖ demonstrate a willingness to resolve conflicts responsibly
- ❖ respect one another

CIVIC EXPECTATIONS

Our goal is that Wellesley High School community members will:

- ❖ foster respectful and productive relationships between the Wellesley High School community and the community at large
- ❖ exercise their rights and responsibilities in a democratic society

HONOR CODE

As a member of the Wellesley High School community, I will act with honesty, integrity and respect through the choices I make.

- ❖ I will act with integrity and honesty when taking tests or assessments, which means neither offering nor receiving unapproved assistance.
- ❖ I will act with integrity and honesty when submitting homework and papers, which means neither copying nor plagiarizing the work of others.
- ❖ I will respect the property of the school, my classmates and other members of the WHS community.
- ❖ I will speak and behave respectfully to all members of the WHS community.

The Wellesley Public School System does not discriminate on the basis of race, color, sex, age, gender, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status in admission to, access to, employment in, or treatment in its programs and activities.

The Wellesley Public School System is committed to maintaining a school environment free of harassment based on race, color, sex, age, gender, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status.

All district academic and nonacademic programs and events are offered regardless of race, color, sex, age, gender, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status.

WELLESLEY HIGH SCHOOL - STUDENT HANDBOOK

STATEMENT OF PURPOSE

The Wellesley High School Handbook is an informational resource that outlines school procedures and defines policies in order to help students develop the self-discipline necessary to achieve the school's Social Expectations goals. The key purpose of these goals is to foster a climate of caring and cooperative relationships between all members of the community, and to encourage students to advocate for themselves by working maturely and directly with their teachers. Students should use the Handbook as a guide to the behaviors that are appropriate in our school and that will enable us to achieve our educational goals. Students should also realize that the expectations outlined in the Handbook may be different from those in other aspects of their lives, therefore, it is essential to understand this detailed information to avoid unnecessary consequences.

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SECTION 1

GENERAL INFORMATION

COMMUNICATING WITH WELLESLEY HIGH SCHOOL

MAIN NUMBER - 781-446-6290

A parent or guardian must inform the High School on the day of a student's absence. **Call: 781-446-6290 press option 1 by 9:00 AM** each day of the absence with your name, the student's name, reason for absence and a phone number where you can be reached.

Please call to leave a voice message for a specific teacher. Teachers are expected to respond to phone calls or e-mails within 48 hours. If a parent would like to meet with a teacher, please call the teacher and make an appointment for a mutually convenient time.

Principal: Dr. Jamie Chisum	x 4602
Perrin House: Assistant Principal: Mr. Collin Shattuck	x 4638
Phillips House: Assistant Principal: Mr. Andrew Kelton	x 4651
Bradford House: Assistant Principal: Ms. Sarah Matloff.....	x 4626
Art Department: Mr. Thomas Carter, Director K-12	x 4639
Athletic Department: Mr. John Brown, Director	x 4616
Classical and Modern Languages Department: Mr. Timothy Eagan, Department Head	x 4619
Communication /TV/Video Production: Ms. Kathy Dooley, Director K-12	M.S. 446-6210 x 4519
English Department: Mr. John Finneron, Department Head	x 4620
English Learner Program: Ms. Anne Higgins, Director K-12	M.S. 446-6210
Family & Consumer Science Department: Mr. Collin Shattuck, Department Head	x 4638
Fitness & Health Department: Ms. Joanne Grant, Director K-12	M.S. 446-6235
Guidance & Counseling Department: Ms. Dana Plunkett, Director	x 4603
Library: Ms. Toni Carlson, Director K-12.....	x 4653
Mathematics Department: Ms. Elisa Morris, Department Head	x 4646
METCO: Ms. Cynthia Russell, Director K-12	x 4606
Nurses: Ms. Krisann Miller, Ms. Shari Johnson, and Ms. Pam Sheridan	x 4610
Performing Arts Department: Mr. Michael LaCava, Director K-12	M.S. 446-6250 x 4120
Science, Technology and Engineering Department: Ms. Nora Wilkins, Department Head	x 4652
Social Studies Department: Mr. Michael Reidy, Department Head	x 4631
Special Services Department: Mr. Greg Beaupre, Department Head	x 4628
Transportation: Mr. Deane McGoldrick	M.S. 446-6210 x 4514
Utilization of School Facilities: Ms. Trisha Slyne	M.S. 446-6210 x 4511
Virtual High School Coordinator: Mr. Andrew Kelton	x 4651

Please access the Wellesley High School web page for the e-mail address of the WHS faculty and staff at the following:

Wellesley High School Web Site: wellesleyps.org/whs/

WHS Athletic Department Web Site: wellesleyps.org/athletics/

WPS POLICY ON EMAILS AND OTHER ELECTRONIC COMMUNICATION

OVERARCHING EXPECTATION

Email and other electronic communication tools can be an effective and efficient means for communication. The Detailed Guidance below is intended for all members of the WPS community: students, parents and staff. Our overarching expectation is that emails and electronic communication should:

- ❖ promote productive, honest, and respectful communication
- ❖ reflect the spirit of our district value of caring and cooperative relationships
- ❖ align with the WPS school improvement goal to foster a safe and welcoming community
- ❖ mirror the civility and professionalism of a face-to-face conversation

DETAILED GUIDANCE FOR STUDENTS, PARENTS, & STAFF

Emails are not confidential and are subject to Public Records Law. They can be requested by anyone. When writing/sending emails:

- ❖ observe rules of formal English grammar, punctuation, spelling, etc.
- ❖ avoid the use of all capitals, which many interpret as the equivalent of yelling
- ❖ be aware: emails can be forwarded without the original sender's permission
- ❖ limit the use of "reply all"
- ❖ avoid unnecessary or aggressive use of cc (carbon copy)
- ❖ use Bcc when emailing groups to keep email addresses confidential (blind carbon copy)
- ❖ To avoid misunderstandings and/or misinterpretations, keep emails simple, direct, and businesslike (e.g. limit emails to ~100 words).
- ❖ Emails should not be used to communicate any information that is highly emotional, sensitive or contentious. In such a case, emails may be used to arrange a time to meet or to have a phone conversation.
- ❖ On occasion, an email correspondence that begins cordially may start to feel contentious; when emotions start to run high, it is best to arrange a time to talk face-to-face or by phone.
- ❖ In urgent matters and time-sensitive communications such as dismissals, please call the office and speak to someone to have the message relayed to the faculty member. Faculty members are teaching students and are not always checking email during the school day.
- ❖ For nonurgent emails, it is reasonable to expect a response within 2-3 school days (excluding weekends).
- ❖ Students in Grades 7-12 should use their WPSraiders.org account when emailing teachers and should address email to the staff wellesleys.org account.
- ❖ School email accounts should not be used for business unrelated to the work of the school (e.g. fundraising, political campaigns, advertising non-school events, etc.).
- ❖ Educators are not given a school cell phone and therefore, except in predetermined circumstances approved by a supervisor, texting should not be used as a means for parents and students to communicate with staff.

ASSISTANT PRINCIPAL AND GUIDANCE COUNSELOR ASSIGNMENTS

SECOND FLOOR - BRADFORD HOUSE

Assistant Principal: Ms. Sarah Matloff

House Assistant: Ms. Amanda Avery

Counselors:	12th - 2022	11th - 2023	10th - 2024	9th - 2025
Marissa Coughlin	A — Carr	A — Bu	A — Carp	A — Chui
Jane Barrell	Cart — Ed	Bv — DeO	Carr — Fazz	Chiz — Dy
Dana Plunkett		Df — Fang	Fb — Fol	Dz — Fit

THIRD FLOOR - PERRIN HOUSE

Assistant Principal: Mr. Collin Shattuck

House Assistant: Ms. Brenda Iarossi

Counselors:	12th - 2022	11th - 2023	10th - 2024	9th - 2025
Kristi Stone	Ee — Gr	Fanh — Has	Fom — Hilk	Fl — Hh
Dana Plunkett	Gs — Has			
John Steere	Hb — Lar	Hat — Lei	Hill — Laq	Hi — Leb
Julie Trask	Las — Mc	Leib — Mcl	Lar — Mor	Lec — Mil

FOURTH FLOOR - PHILLIPS HOUSE

Assistant Principal: Mr. Andrew Kelton

House Assistant: Ms. Andrea Ridge

Counselors:	12th - 2022	11th - 2023	10th - 2024	9th - 2025
Annis Chwalek	Me — Red	McK — Renn	Mos — Reza	Mim — Rei
Janet Sozio	Ree — Te	Reno — St	Rezab — Vella	Rej — Ta
Diego Contreras	Tf — Z	Su — Z	Velm — Z	Tb — Z

Students as Advocates for Themselves:

Students at the high school level should be taking on increasingly more and more responsibility for themselves as individuals and as students. Therefore, when a student is having difficulty in a class, they should speak directly with the teacher as a first step in addressing/resolving the issue.

When the Parent/Guardian Becomes Involved:

- ❖ If, after the student has spoken directly with his or her teacher, the parent remains concerned, the parent should then contact the teacher. The parent should not go directly to the department head, assistant principal or principal without first addressing the issue with the teacher.
- ❖ Parents can contact teachers by either phone or email.
- ❖ Teachers are expected to respond to phone or email messages within 48 hours.

Guidelines for Parent-Teacher Communications:

Occasionally, the number of back-and-forth communications between teachers and parents becomes excessive. The guideline we have established to address this is the two response communication. When a parent or guardian makes initial contact with a teacher to express a concern, the teacher will respond with answers to the parent's questions. The parent may then ask any follow-up questions

they might have, and again the teacher will respond to those questions. At this point, the issue should have been sufficiently addressed; however, if the parent or guardian feels the issue has not been sufficiently addressed and continues to email or phone the teacher, further communications will be forwarded to the department head for consideration. The parent/guardian or student should contact the department head after they have discussed their concerns with the teacher and the concerns still exist, to arrange a meeting. Requests to avoid a teacher in subsequent years will only be considered if the previous steps have been taken. Further decisions as such will only be for the student in question, not subsequent siblings.

Meetings:

- ❖ The student must attend the meeting unless there is a compelling reason for them not to be there.
- ❖ Parents/guardians and students should clearly state their reason for requesting a meeting so that all points can be thought about researched and addressed. This will also help to ensure that the discussion remains focused on the specific issue that is of concern to the student and/or parent.
- ❖ Meetings should be planned at a mutually agreeable time.. All parties should adhere to the agreed upon time frame for the meeting.

POWERSCHOOL ACCEPTABLE USE GUIDELINES

We believe that student, parent/guardian access to grades and attendance through PowerSchool is a means of communication with your student's teachers during the school year in our effort to support their education.

Please be respectful of this access. There may be times that the information in the PowerSchool system may be out of date. If the issue has to deal with grades, please contact the appropriate teacher. Any other concerns should be directed to the House Office. In addition to checking the PowerSchool portal to monitor your student's academic progress, please follow the protocol outlined below when seeking clarification about their progress:

1. Talk with your child
2. Have your child talk with their teacher
3. Check the teacher's grading policy. The computer does the calculation based on the teacher's grading policy.
4. Send an email or call the teacher (s) for further clarification
5. Request a meeting with the teacher
6. Contact your child's guidance counselor
7. Contact an administrator (Department Head or Assistant Principal)

As a parent/guardian, I understand that I am agreeing to the following:

1. Username and passwords are to be kept confidential.
2. Only one username and password will be issued per student and parent/guardian
3. PowerSchool login issues should be submitted via Help Desk. Note: The school system does not provide support for your home/work computer.
4. It is your responsibility to determine which parent (s) or guardian (s) will be able to access records.
5. After your child speaks to their teacher, a follow up email directly to the teacher or setting up an appointment is the recommended protocol to address concerns about your child's grades. After talking to the teacher, contact the Department Head, if necessary.
6. Even though you will be able to check grades 24 hours a day/7 days a week, teachers will be expected to update their gradebooks monthly, at mid-quarter and at the end of the quarter/semester. Please be patient and do not contact teachers requesting a grade sooner than what is outlined above.
7. Please be sensitive to the number of students each teacher grades when contacting them: excessive emails will take away from necessary time needed to prepare for their classes. If you have questions with any of your child's grades, just send one email to the teacher inquiring about the grade.

Inappropriate use of PowerSchool may result in discontinued access after a meeting with the Assistant Principal.

WPS 2021-2022 ACADEMIC YEAR CALENDAR

August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Aug 25-27 (Wed-Fri)
Aug 30 & 31 (Mon/Tues)

Sept 1 (Wed)
Sept 1 thru Sept. 10

Sept 6 (Mon)
Sept 7 (Tues)

Sept 13 (Mon)
Sept 16 (Thurs)
Oct 11 (Mon)

Oct 13 (Wed)

Nov 2 (Tues)
Nov 11 (Thurs)
Nov 24 (Wed)
Nov 25-26 (Thurs/Fri)
Nov 29 (Mon)
Dec 24 - Dec 31

2022

Jan 3 (Mon)

Jan 17 (Mon)

Feb 21 - 25 (Mon-Fri)

March 29 (Tues)

April 15 (Fri)

April 18 - 22 (Mon-Fri)

May 30 (Mon)

June 3 (Fri)

June 20 (Mon)

June 24 (Fri)

June 27 (Mon)

Please see PAWS Website for PAWS-Specific Start/Stop Dates

WHS Graduation day is Friday, June 3. The final day of school will be adjusted depending on the number of contingency days used if any. (Teachers work 184 days; students attend 180 days.)

No School

Additional Elem. Early Release Date for Parent Conf.

Early Release Dates for WMS & WHS

Early Release Date **WMS Only**

Early Release Date **WHS Only**

Early Release - Elementary students are dismissed on Wednesdays at 12:00 noon. Middle School (11:19 am) and High School (11:29 am) Early release dates are: October 13, November 3 and 24, December 1, January 5, February 2, March 2, April 6, May 4. **NB: June early dismissals are Middle School: June 1; High School: June 3**

The final day of school will be a half day. For elementary students there will be only one half day during the final week of school. If the last day of school is a Thursday or Friday, the preceding Wednesday for elementary students shall be a full day.

Football First day of practice:

Fall Athletics First day of practice:

Winter Athletics First day of practice:

Spring Athletics First day of practice:

As Voted by School Committee: 4/13/21

September 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

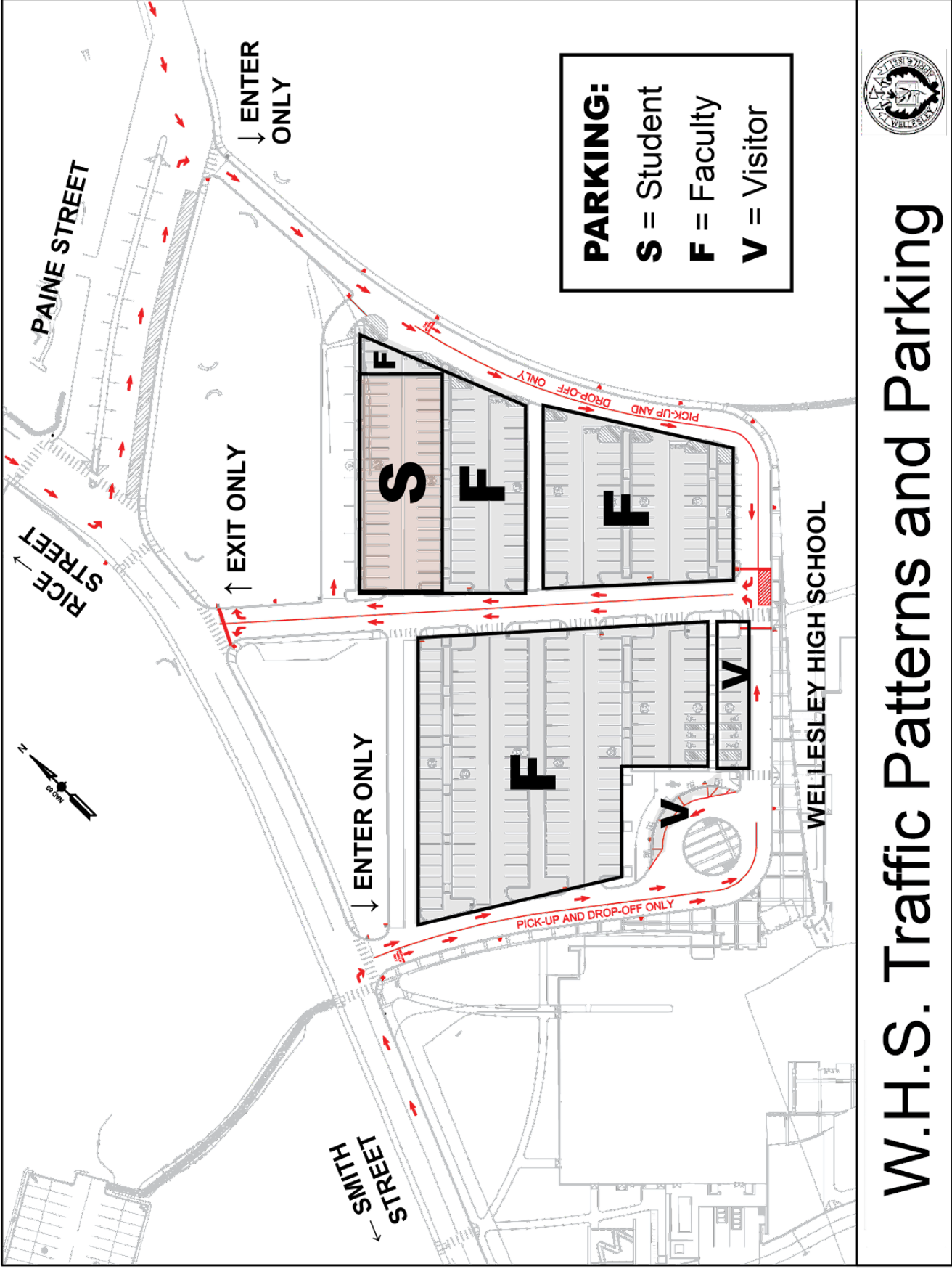
June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Scheduled Days

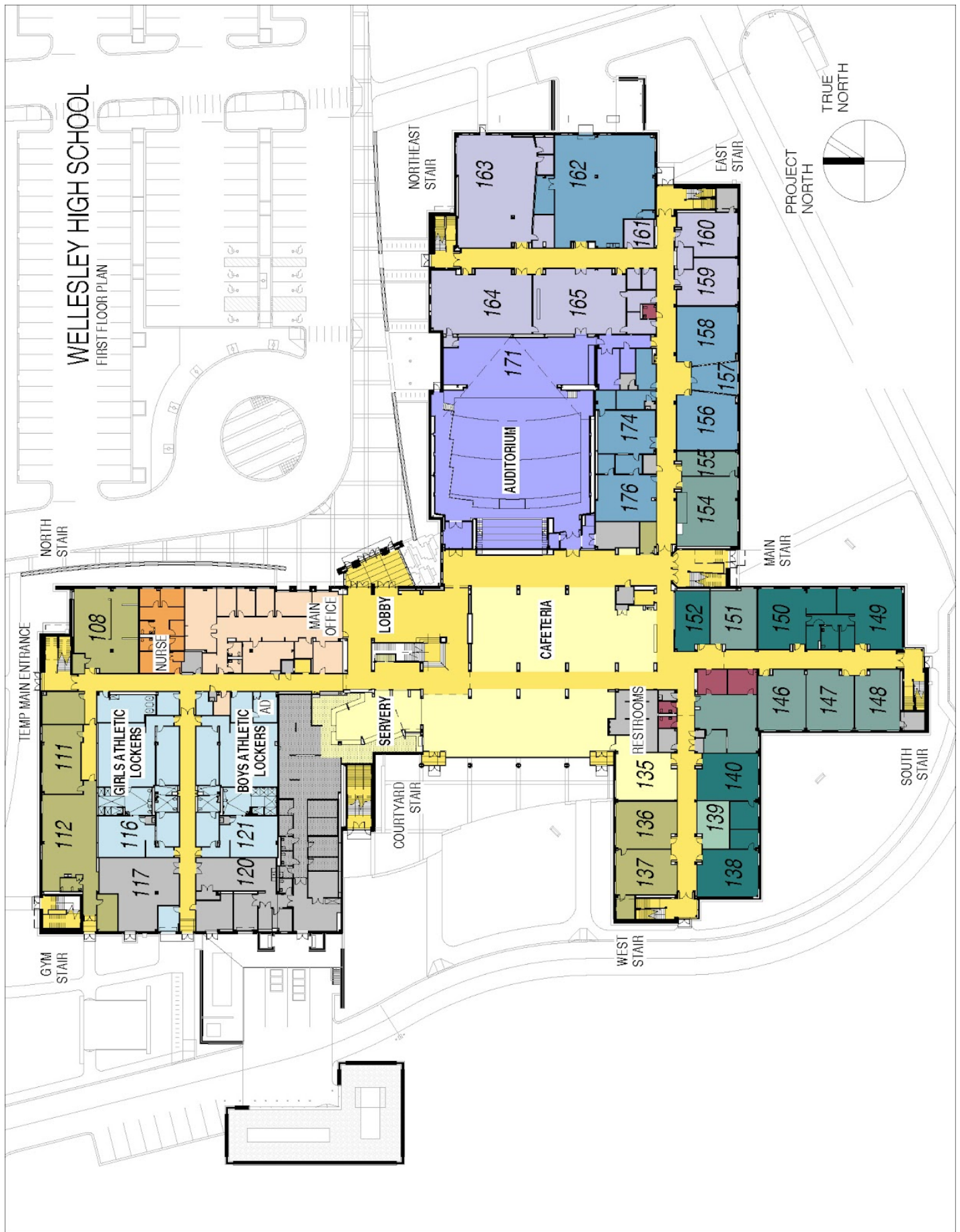
September 19 February 15
October 20 March 23
November 18 April 15
December 17 May 21
January 20 June 17
Total: 185

WHS TRAFFIC PATTERNS, PARKING AND SCHOOL MAPS



W.H.S. Traffic Patterns and Parking





WELLESLEY HIGH SCHOOL

SECOND FLOOR PLAN



WELLESLEY HIGH SCHOOL

THIRD FLOOR PLAN



WELLESLEY HIGH SCHOOL

FOURTH FLOOR PLAN



WHS STAFF DIRECTORY 2021-2022

SCHOOL COMMITTEE

Ms. Catherine Mirick, Chair
Ms. Linda Chow, Vice Chair
Mr. Leda Eizenberg, Secretary

Mr. Jim Roberti, Member
Ms. Melissa Martin, Member

CENTRAL ADMINISTRATION

Main Number: 781-446-6200

Dr. David Lussier, Superintendent of Schools
Ms. Sandra Trach, Asst. Superintendent of Teaching and Learning
Ms. Cynthia Mahr, Asst. Superintendent of Finance and Operations
Ms. Sarah Orlov, Director of Student Services
Dr. Charmie Curry, Director of Diversity, Equity & Inclusion
Ms. Monica Visco, Director of Human Resources

WELLESLEY HIGH SCHOOL

Main Number: 781-446-6290

Dr. Jamie Chisum, Principal
Mr. Collin Shattuck, Assistant Principal
Mr. Andrew Kelton, Assistant Principal
Ms. Sarah Matloff, Assistant Principal

Ms. Diane Zinck, Assistant to Dr. Chisum
Ms. Brenda Iarossi, Assistant to Mr. Shattuck
Ms. Andrea Ridge, Assistant to Mr. Kelton
Ms. Amanda Avery, Assistant to Ms. Matloff

Ms. Linda B Corridan, Department Head of Nursing
Ms. Patricia Ayer, Shari Johnson and Ms. Pam Sheridan, Nurses

Mr. John Brown, Athletic Director
Ms. Kyle Williams, Assistant Athletic Director

Ms. Mary Anne McDonald, Secretary to Mr. Brown
Mr. Rob Buffis, Athletic Trainer

Mr. Tony Vassiliadis, Head Custodian
Mr. Chuck Bognanni, Student Supervisor

Mr. Tom Denman, Student Supervisor
Mr. Dan Sorrell, Student Supervisor

ART DEPARTMENT: Mr. Thom Carter, Director

Mr. Brian Corey
Mr. Douglas Johnson
Ms. Amie Larson

Ms. Jacqui Martell
Mr. Brian Reddy
Ms. Shayla Vines

Ms. Julie Spilka, TV Video

BRIDGE PROGRAM: Ms. Lindsey Yamagucci, Clinical Coordinator

Dr. Adam Diliberto, Academic Coordinator

CLASSICAL AND MODERN LANGUAGE DEPARTMENT: Mr. Timothy Eagan, Department Head

Ms. Luz Barrientos	Mr. Paul Esposito	Ms. Shannon O'Neil
Ms. Catherine Beck	Ms. Kimberly Kaufman	Ms. Susannah Perry
Ms. Jennifer Desautels	Ms. Christine Laborde-Casterot	Mr. Michael Travers
Ms. Maria DiPietro	Ms. Aurelia Nkam	Ms. Yihong Xu
Ms. Devon Ellis	Ms. Kristina Nowak	

ENGLISH DEPARTMENT: Mr. John Finneron, Department Head

Mr. Kevin Tan	Mr. Luke Day	Ms. Shima Khan
Ms. Amy Anderson	Ms. Stephanie DeOliveira	Ms. Elizabeth Mastrangelo
Mr. Andrew Bennett	Ms. Carol Dubé	Ms. Jacqueline Maxwell
Mr. Alan Brazier	Mr. Thom Henes	Ms. Alison McCormick
Mr. Stephen Bresnahan	Mr. Daniel Joseph	Mr. David McCullough
Ms. Amanda Brown	Ms. Christine Kerr	Ms. Caroline Prinn
Mr. David Charlesworth		

ENGLISH LANGUAGE LEARNER DEPARTMENT: Ms. Anne Higgins, Director

Ms. Jenna Stacy

FAMILY AND CONSUMER SCIENCE: Mr. Collin Shattuck, Department Head

Ms. Katie Bender

Ms. Jane Lord

Ms. Rachel Slaeker

Mr. Robert Emmett

Ms. Heidi Marquedent

Dr. Erika Vina

FITNESS AND HEALTH DEPARTMENT: Ms. Joanne Grant, Director

Ms. Kathleen Brophy

Mr. John Mulryan

Mr. John Griffith

Mr. Matthew Wassel

GUIDANCE DEPARTMENT: Ms. Dana Plunkett, Director

Ms. Jane Barrell

Ms. Alice Goodrich

Ms. Kristi Stone

Mr. Diego Contreras

Ms. Janet Sozio

Ms. Julie Trask

Ms. Marissa Coughlin

Dr. John Steere

Ms. Annis Chwalek

Ms. Lucretia Burns, Secretary

Ms. Anne North, Secretary to Ms. Plunkett

WILBURY A. CROCKETT LIBRARY: Ms. Toni Carlson, Libraries and Innovation Director

Ms. Ellen Chu, Librarian

Ms. Jordan Alexson, Instr. Library Asst.

Ms. Amy Fiske, Librarian

MATHEMATICS DEPARTMENT: Ms. Elisa Morris, Department Head

Ms. Stephanie Adams

Mr. Lawrence Fisher

Mr. Nick Miller

Ms. Caroline Bell

Ms. Laurie Haig

Mr. Dan Patisteas

Mr. Craig Brown

Mr. Will Horne

Ms. Andrea Miller

Ms. Leah Burby

Ms. Jill Lapato

Ms. Stephanie Gancioppo

Ms. Kristen Cerreta

Ms. Kendall Pieri

Ms. Alexandra Wohler

Dr. Robert Cohen

Ms. Rebecca MacKenzie

Ms. Carol Campbell, Math Spec.

Mr. Eric Collins

Ms. Jennifer Milne

METCO PROGRAM: Ms. Cynthia Russell, Director

Ms. Carla Lumley, Secretary to Ms. Russell

PERFORMING ARTS DEPARTMENT: Mr. Michael LaCava, Director

Dr. Sergey Khanukaev

Mr. Steven Scott

Mr. Chad Weirick

Dr. Kevin McDonald

Ms. Kara Sullivan

Ms. Allison Madden, Secretary

SCIENCE & TECHNOLOGY DEPARTMENT: Ms. Nora Wilkins, Department Head

Mr. Kenneth Bateman

Mr. Paul Gancioppo

Ms. Louisa Morrison

Mr. Matthew Boody

Ms. Mindy Hoge

Ms. Mahshid Pourmand

Ms. Chelsea Booker

Dr. Sylvia Kaczmarek

Dr. Jeffrey Robin

Ms. Christine Carpenter

Mr. Michael Krieger

Ms. Meghan Sgambati

Ms. Meghan Dore

Mr. Laurence Lovett

Mr. Joseph Shay

Ms. Danielle Fuchs

Mr. Nathan Margolin

Ms. Beanie Spangler

Mr. Derrick Genova

Ms. Caitlin Moniz

Dr. Thomas Van Geel

SOCIAL STUDIES DEPARTMENT: Mr. Michael Reidy, Department Head

Ms. Crystal Bartels

Mr. Kyle Gekopi

Ms. Condro Lukitosari

Ms. Aimee Bel

Ms. Emily Giddings

Mr. Zachary Nicol

Mr. John Burns

Ms. Emily Gordon

Mr. Cole Stephenson

Dr. Stephanie Cacace

Ms. Britta Hiester

Ms. Erin Sullivan

Ms. Jennifer Despo

Ms. Jacqueline Katz

Ms. Stephanie Erickson

Mr. Ryan Liacos

SPECIAL SERVICES DEPARTMENT: Mr. Greg Beaupre, Department Head

Ms. Katie Lynch, Special Education Team Chair

Ms. Barbara Newton, Secretary

Ms. Tefta Checola, Special Educator

Ms. Sherry Ly, Speech and Language

Mr. Patrick Collier, Gateways Program

Ms. Margaret Lynch, Reading Specialist

Ms. Kelly Corda, Special Educator

Ms. Lindsey Nixon, Gateways Program

Mr. Jesse Davis, Special Educator

Ms. Jordana Matz, Psychologist

Ms. Marian Derryberry, Special Educator

Ms. Marianne McCormick, Reading Specialist

Ms. Julianne Doyle, Special Educator

Ms. Kiley Fraizer, Special Educator

Mr. James Gowen, Special Educator

Ms. Alison Poltrino, Special Educator

Ms. Melissa Gray, Psychologist

Ms. Ann Riley, Special Educator

Ms. Kristine Horigan, Gateway Program

Mr. Sam Ringel, Psychologist

Ms. Mary Howard, Cornerstone Program

Ms. Crystal Hodges, Special Educator

Mr. Timothy Kadehjian, Cornerstone Program

Ms. Nina Slywotzky, Speech and Language

Ms. Nicole Kaufman, Special Educator

Ms. Zach Biedermann, Psychologist

TECHNOLOGY DEPARTMENT: Ms. Kathy Dooley, Director of Technology

Ms. Andrea Holbrook, Tech. Specialist/Technician

Ms. Ranjani Sriram, Instructional Technology Specialist

Ms. Lynn Hershelman

Ms. Barbara Crane

WHS PTSO BOARD 2021 - 2022

President: Sarah Laybourn

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Co-Vice Presidents: Meridith Edmonds and Debbie Cutler-Ortiz

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School Council (4): Victoria Ostler

Bilingual Coordinator: Weihong Wang

Ann Trenk

OPEN

OPEN

Challenge Success Liaison: Chris Cavallerano

Volunteer Coordinator: Susan McCormack

Committee 21: OPEN

Website Content Contributor: Nichole Bernier

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WEF Representative: OPEN

Community Hospitality: Lisa Collins & Johanna Murray

Sustainable Wellesley Co-Representatives: Nancy Braun & OPEN

Directory: OPEN

Faculty Appreciation: Lisa Fico

Faculty Monthly Meetings: Susan Calcio & Susan Bannon

Grade Reps: Jennifer O'Shea (9), Melinda Arias-Voci (10), Anne Horn (11), Eunice Groark (12)

* New Families Welcome, Back to School Night, Seminar Day

** Back to School lunch, Holiday breakfast, Appreciation lunch, Teacher last day lunch

WHS CLASS OFFICERS 2021-2022

12th GRADE CLASS

President: Ottou Fouda
Vice President: Abraham Budson-Mcquilken
Secretary: Audrey Turco
Treasurer: Thomas Cahaly
Advisors: Dr. Diliberto and Ms. Erickson

11th GRADE CLASS - Elections to be held in the Fall

Advisors: Ms. Larson and Ms. Spilka

10th GRADE CLASS - Elections to be held in the Fall for 4 officer

Advisors: Mr. Brazier and Ms. Giddings

9th GRADE CLASS - Elections to be held in the Fall for 4 officers

Advisors: (TBD)

STUDENT ADVISORY TO THE STATE BOARD OF EDUCATION (TBD)

Delegates:

STUDENT CONGRESS OFFICERS (TBD)

President:
Vice President:
Secretary/Treasurer:
Advisors:

SCHOOL COUNCIL STUDENT REPRESENTATIVES (TBD)

STUDENT REPRESENTATIVES TO SCHOOL COMMITTEE (TBD)

SECTION 2 ACTIVITIES

Committees, After School, Athletics, Governance, and Extra Curricular

STUDENT ADVISORY COMMITTEES

STUDENT ADVISORY COMMITTEE TO SCHOOL COMMITTEE:

The purpose of the Advisory Committee to the School Committee is to:

- ❖ Provide for a meaningful link and promote a mutual sense of respect and understanding between the student body and the School Committee.
- ❖ Represent the attitudes, interests, and concerns of the student body to the School Committee.
- ❖ Advise and add insight to the deliberations of the School Committee.
- ❖ Bring and support before the School Committee specific proposals and items of concern to the student body; also, to initiate, on the behalf of students and in conjunction with the School Council, projects and proposals for presentation to the School Committee.
- ❖ Inform the student body of the functions and workings of the School Committee.
- ❖ Represent a cross-section of the student body to the School Committee.

One student will be elected to the School Committee by Student Congress. The representative will attend School Committee meetings to represent the interests and perspectives of the student body.

STUDENT ADVISORY COMMITTEE TO STATE BOARD OF EDUCATION:

“The Greater Boston Regional Student Advisory Council (GBRSAC) to the State Board of Elementary and Secondary Education (BESE) is a legislatively-mandated organization unique to Massachusetts. Each spring, every high school in the Commonwealth elects two students to attend monthly meetings of the GBRSAC. The role of this regional council is to advise the State Student Advisory council (SSAC) on issues pertinent to its region. On the GBRSAC, the students decide which issues concern them most. Each year, they formulate bills to be presented to the BESE and/or develop white papers/pamphlets to be sent to the Commonwealth’s schools and distributed to students. The SSAC is elected from members of the Regional councils to coordinate and oversee this work. The SSAC also elects a Chairperson who serves as a full-voting member of the BESE and represents all students throughout Massachusetts. Elections to the GBRSAC are open annually in March to 9th graders, sophomores, and juniors to serve for the following school year. The term of office is one year.”

AFTER SCHOOL AND EVENING ACTIVITIES

Students are encouraged to participate in extracurricular activities, to work with their teachers, and to use approved areas such as the library after school. Students are prohibited from being in unauthorized areas of the building.

With the exception of end-of-year dances, school social activities are provided for Wellesley High School students only and all school rules apply. The High School Administration reserves the right to use breathalyzers at school-related events.

Students should be in attendance in all their classes to attend/participate in an evening activity/event/performance.

A student will not be allowed to attend dances and/or end-of-the year activities for which the student has bought a ticket if the student owes detention time or has outstanding obligations, including food service, parking and library fines, or activity fees, unless there are extraordinary circumstances which have been pre-approved by the student’s Assistant Principal. Students who need financial assistance should see their Assistant Principal.

Once a student enters the building for an evening social activity, they cannot leave and then later return to the activity.

ATHLETICS

As a member of the Massachusetts Interscholastic Athletic Association (MIAA) and the Bay State Conference, Wellesley High School is governed by the Association and Conference rules and regulations. The athletic department posts online a "Family Information and Reference Guide" designed to better acquaint students and their families with many of the policies, practices, and regulations that govern the high school athletic program. The material in the guide supplements the information in this Handbook. The guide is available at the WHS website, wellesleyps.org/athletics/.

PHILOSOPHY:

The Interscholastic Athletic Program at Wellesley High School is committed to the total physical, emotional, social and mental development of its participants. The program is an extension of the values and ideals of our school and aims to promote the development of a well-rounded individual. Wellesley High School athletes should take pride in themselves and in their team, school and community while learning to work together to achieve common goals. Every athlete should enjoy the experience of being a team member.

Tryouts for the athletic program are open to all students, provided they meet the standards of academic eligibility and school citizenship, and meet basic physical/health qualifications. Participation in the program is a privilege granted to students who meet and maintain these standards. Wellesley High School does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.

As members of the Wellesley athletic program, students are expected to demonstrate proper respect for all coaches, teammates, officials, spectators and equipment. Student athletes are expected to exhibit the highest level of conduct and sportsmanship both on and off the playing field as they are, at all times, representatives of their team, school and community.

ATHLETIC ACTIVITIES AVAILABLE FOR STUDENTS:

FALL SEASON		
Boys	Girls	Coed
Football: (V, JV, F)	Field Hockey: (V, JV, F)	Cross Country: (V, JV)
Soccer: (V, JV, F)	Soccer: (V, JV, F)	
Golf (V, JV)	Swimming and Diving	
	Volleyball: (V, JV, F)	
WINTER SEASON		
Boys	Girls	Coed
Basketball: (V, JV, F)	Swimming/Diving	
Wrestling: (V, JV)	Alpine Skiing	
Ice Hockey: (V, JV)	Basketball: (V, JV, F)	
Indoor Track: (V, JV)	Ice Hockey: (V, JV)	
Alpine Skiing	Indoor Track: (V, JV)	
Nordic Skiing	Gymnastics: (V)	
	Dance Team	

SPRING SEASON		
Boys	Girls	Coed
Baseball: (V, JV, F)	Golf: (V, JV)	Sailing
Lacrosse: (V, JV, F)	Lacrosse: (V, JV, F)	
Outdoor Track: (V, JV)	Outdoor Track: (V, JV)	
Tennis: (V, JV, F)	Softball: (V, JV, F)	
Volleyball: (V)	Tennis: (V, JV)	

[\(Coaches names and contact information available on the Athletics Department Website \)](#)

PLAYING TIME:

Daily

When trying out for and after being selected to be a member of a Wellesley High School team, students are expected to make at least a 2 to 3 hours per day, 5 days per week commitment to the team for the extent of the season. Practices will consist, on average, of 2 hours of team activity daily, usually between the hours of 2:30 PM and 7:00 PM. Preparation time before and after practice and/or games bring the total time to 3 hours.

At the Varsity and JV level, weekend and/or evening practices and games are common. Students should expect regular involvement during these times. Because many of our teams share facilities and/or use facilities off campus, practice and game hours may vary considerably. Contact the coach or the athletic office for more specific information concerning practice and game times.

Tryouts/Cuts

Participation in athletics is a privilege; students try out voluntarily and, for some teams, risk being cut. During the tryout period, the coach will provide an explanation of their expectations. It is the student's responsibility to demonstrate to the coach that they can meet them. Students cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut from a team will be informed individually by the coach. After tryouts begin, no athlete may voluntarily leave one team and try out for another without the consent of the coaches of both teams and the Athletic Director.

Vacation and Extended Absence Policy

Varsity Teams: Families of student athletes should understand that all three regularly scheduled school vacations, in December, February and April, are in the heart of the athletic seasons. The athletic program continues to operate. PRACTICES AND CONTESTS ARE SCHEDULED during school vacation weeks. Although extended absences from team functions during school vacation periods or while school is in session are discouraged, the Athletic Department recognizes that certain circumstances do require them. Students who plan to be absent from team activities for an extended period due to reasons such as family trips, religious obligations, or college visits are expected to inform their coaches regarding the absence as soon as plans are made. If an athlete misses one game or more than one practice under such circumstances, they may miss the first scheduled contest after their return. Although prior notification for a planned absence is mandatory, such notification does not eliminate the possibility of consequences following an absence. An athlete is required to earn his or her position back upon return.

Junior Varsity and 9th Grade Teams: During school vacation periods, Junior Varsity and 9th grade teams, with the exception of ice hockey, will not be scheduled for contests against other schools. Coaches may elect to hold practices for students who are not on an extended absence as defined in the Varsity Section above. All available team members are expected to attend team practices. Efforts will be made by the Athletic Department not to schedule contests against other schools until sufficient practice time has been allowed upon school re-opening at the conclusion of the vacation period. Once contests resume, all team members are eligible to compete.

Daily Team Attendance

Coaches expect their athletes to attend all team-related activities and may suspend a team member from contests who has been absent from class. While students are excused from team activities for illness, injury, academic, family or religious reasons, prior notification is expected.

MIAA Athletic Eligibility Rules

As with all MIAA rules, there is a waiver process. Waivers of MIAA rules must be initiated by the school principal. For more information and questions about a waiver, contact the Athletic Office.

Enrollment in Courses/Scholastic Achievement

Student athletes must be enrolled in and passing at least 24 credit hours of work at the conclusion of each marking period. For the fall season, year-end grades from the previous school year are used to determine eligibility. At Wellesley High School, a credit hour is defined as any credit that counts towards graduation.

Age

A student athlete shall be under 19 years of age, or may be 19, provided that their birthday falls on or after September 1st of the school year in which they compete.

Time Allowed for Participation

A student has four consecutive years of eligibility starting from the date they enters the 9th Grade. This means that they may participate in a maximum of 12 consecutive athletic seasons. A 5th year high school student is usually ineligible for interscholastic competition.

Transfers to Wellesley High School

Complex rules govern students entering Wellesley High School from another high school. Information regarding the athletic eligibility of transfer students should be requested from the Athletic Office.

Academic Achievement

Scholastic “extra help” sessions and make-up work are expected to be completed as soon as possible. On practice days, students should stay after school to complete work whenever necessary. Coaches should be informed by students, in advance if possible, when practice time will be missed due to academic obligations. Once the obligations are completed, students are expected to report to practice as soon as possible on that same day. If the coach was not notified in advance, 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 receive an athletic team penalty. On game days, unless time allows, students should ask their classroom teacher if make-up work or extra help may be postponed until the next practice day. A classroom teacher may or may not grant such a postponement. The Athletic Department reserves the right to remove a student from a team for poor academic performance and may reinstate that student after obtaining evidence of sufficient improvement. Reinstatement cannot be granted if MIAA scholastic eligibility requirements are not met.

School Discipline Obligations

Any student athlete with a school disciplinary obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect, and should not request, disciplinary action to be postponed or cancelled for any athletic related reason. The Athletic Department reserves the right to remove a student from a team for excessive disciplinary problems and may reinstate that student after obtaining evidence of sufficient improvement. It is expected that our athletes be model citizens both in and out of school; they should set an example for all students.

Daily Attendance, Class Cuts

Students are expected to attend all scheduled periods during the school day. Athletes should be in school a full day in order to practice or play on that day. Exceptions, such as doctor appointments or college visits, must be cleared in advance by the Athletic Director or Assistant Principal whenever possible. The Athletic Department reserves the right to remove a student from a team for excessive disciplinary infractions and may reinstate that student after obtaining evidence of sufficient improvement.

Fitness and Health

All students are required to participate in regularly scheduled Fitness and Health classes. A student who is excused from a Fitness and Health class for medical reasons will not be allowed to participate in their team practice or game that same day.

School Nurse

Students who spend time in the nurse's office due to illness on a school day will not be allowed to participate in any athletic activities on that same day.

Transportation to and from Contests

The school provides bus transportation or a suitable substitute to most "away" contests. All team members are expected to travel to these contests using school-provided transportation, when provided. Exceptions to this policy must be requested in writing to the Athletic Director, by a student's parent, prior to the contest. Reasonable requests will be honored. A coach may allow students to ride home from a contest with their parents provided personal contact is made between the parent and coach at the game site. In most instances, students will not be allowed to ride to and from contests with other students. Non-team members may occasionally be allowed to ride team transportation if: space allows, the coach in charge has given approval, and prior, written consent has been given from the parent to the Athletic Director.

In the event that a student engages in a dangerous activity while on the athletic bus, that student may be prohibited from riding the athletic bus for the remainder of the season. If the season is over, the student may be prohibited from riding the bus during the student's next complete season. Transportation to and from athletic events will become the responsibility of the parent/guardian and must be approved by the Athletic Director.

Athletic Fees

According to School Committee policy, each student athlete at Wellesley High School is required to pay a fee to participate on a team according to the following guidelines:

Student athletes are required to pay an athletic fee of \$300.00 for each season they participate on a team. The maximum charge per family, per school year is \$1,800.00. Athletic fees are due when the student registers to participate in a sport. A student may be excluded from contests if their athletic fee has not been paid. Any costs incurred for returned checks will be charged to the student. The fee schedule is in no way designed to exclude students from participating in the athletic program. Exemptions from the athletic fee may be granted by the Principal or Athletic Director. A coach does not have the authority to grant an exemption. We ask parents to make a call to the Principal or Athletic Director to request an exemption. All such requests will remain confidential. Any student who voluntarily leaves a team or is dropped from its roster for disciplinary or eligibility reasons, will not be granted a refund. In other instances a refund may be granted, upon request from a student. Refunds are made in the form of a credit, good for the next season of athletic participation. If the athletic fee credit is never used, a check for the refund will be issued by the Town of Wellesley.

MIAA Drug and Alcohol Policy

As a member of the MIAA, Wellesley High School strictly enforces the following Rule:

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product including e-cigarettes; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a drug specifically prescribed for the student's own use by their doctor. This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate.

Minimum Penalties

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 the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Any fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical dependency treatment program must certify that the student is attending or issue a certificate of completion. All fractional part of an event will be dropped when calculating the 40% of the season

Penalties shall be cumulative each academic year but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, 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.

Team Captains

It is a coaching decision as to how and when team captains are selected. Captains may be elected by their team or appointed by their coaches prior to their first regularly scheduled contest. Captains may also be elected or appointed on a game-by-game basis. Captains of teams may be relieved of their position for violation of team, department or school rules. Discussion between the coach and the athletic director must take place before an athlete is dismissed as a team captain.

MIAA Tournament Participation/Bona Fide Team Members

Participation in any Meet or Tournament sponsored by the MIAA is limited to students of institutional member schools which have registered that sport with the Association during the summer membership renewal process.

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student Athlete is suspended for 25% of the season. Second Offense: Student Athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

Sportsmanship

Wellesley High School expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches and spectators should treat opponents, game officials and visiting spectators with respect. The MIAA reserves the right to "warn, censure, place on probation or suspend up to 1 calendar year any player, team, coach, games or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship." Wellesley High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, both home and away.

CLASS GOVERNANCE

CLASS OFFICERS:

Class officers and officers of student organizations are expected to model the qualities of a good citizen of Wellesley High School. They are expected to sign an Officer's Agreement noting their understanding of these standards. It is expected that class officers be leaders of their class and should be ready to assume duties as outlined by their advisors. They are expected to be highly aware of school rules and of their responsibilities. Class officers may be dismissed from their positions for violation of school rules; however, discussion between the advisor and an administrator must take place before an officer is dismissed. If a student fails to meet expectations as outlined in the Agreement, they may lose the opportunity to run in subsequent class elections.

Representing your class as an officer is a privilege. In the event that a student displays inappropriate behavior at any time, particularly during the election process or while in the officer role, their Assistant Principal may prohibit them from seeking office in the future.

The class officers of Wellesley High School coordinate a variety of activities that relate to the social and financial well-being of their class and to the school in general. They work closely with class advisors throughout the year and with other members of the school community.

A candidate for office must be a member of the class they seek to represent and must have an appropriate number of course credits. A candidate should realize that a great deal of time is necessary to meet the many commitments of the office. A student experiencing academic difficulty should not jeopardize their grades or limit the time they can devote to class activities by running for office. The activities for the class officers are as follows:

- ❖ Attend weekly leadership class.
- ❖ Attend weekly officer meetings with their advisors to plan and coordinate class activities, and class meetings.
- ❖ Plan and organize activities that promote class and school spirit, pride and involvement.
- ❖ Plan and organize class social and community service activities.
- ❖ Raise money to support class activities.

GUIDELINES FOR CLASS AND SPECIAL ELECTIONS:

1. It is necessary that candidates adhere to these guidelines to assure fairness and to facilitate election procedures. If you have any questions, see Mr. Shattuck, Assistant Principal.
2. Sign-up - You must sign your name in the space provided beneath the office of your choice by 3:30 P.M. within the stated time period. The sign-up lists are posted in the second floor House. **NO SIGNATURES WILL BE ACCEPTED AFTER THE DEADLINE.**
3. Candidate statements are also due no later than 3:30 P.M. on the day of the deadline.
4. A mandatory candidates meeting will be held to review procedures for campaign speeches, posting of campaign literature and the election.
5. Campaign speeches will be held during class meetings.
6. Elections will be held following class meetings.

These guidelines are subject to change. Guidelines are made available to students at the beginning of the two-week election period. If a student fails to follow the election guidelines, (sign-up, statement, meeting) they will not be allowed to speak at the election class meeting nor will their name appear on the ballot.

COMMUNITY SERVICE

Community service is an important part of the student experience at the High School. Community service develops and instills in students an awareness, understanding, and appreciation of the larger community and the responsibility of each citizen to help others for the benefit of all. Students are encouraged to become involved through class-sponsored service projects. Support is also provided to individuals who wish to design service projects. Many faculty members support service learning opportunities in the curriculum.

The senior class will spend time during their final week of school on service activities that are identified by the class.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITY FEES:

In order to help defray the cost of supporting after-school groups and clubs, the School Committee voted to assess an activity fee at the High School. The activity fee, which is \$150.00 per student, per school year, allows a student to participate in all school clubs, activities, and events that are offered at the High School, other than athletics. This is a required fee for the high school official clubs (i.e. Academic Decathlon, Climate Action, Computer science, debate, French, Spanish, Latin, GLOW, Improv Troupe, math, science teams, Model UN, Moving Company, Photography club, literary magazine, Robotics, Student Congress, fall musical, class officers). **If any student cannot pay their fee they should see their Assistant Principal or guidance counselor for assistance in obtaining a fee waiver. Students must provide proof of payment to their club advisor by the third meeting.**

CLUBS AND ACTIVITIES:

Clubs and activities meet periodically after school, in the evenings and/or on weekends. Please refer to the Wellesley High School webpage for the meeting times for each club. Advisors for these clubs are Wellesley School faculty members or are non-school personnel approved by the School Committee.

Initiation activities are not permitted as a part of any school-sponsored activity. Students violating this rule are subject to suspension from school for a first offense. This also falls under the State Hazing Law in the Code of Conduct section.

Extended Trips include the French, German and Spanish Programs, Art, History, and World Challenge trips.

Academic Decathlon Team

Advisor: Mr. Ryan Liacos

The United States Academic Decathlon is a nation-wide contest of academic skill. Each team consists of three varsity, scholastic, and honors students. The team competes in November against approximately 60 teams from Massachusetts. The top 16 teams compete again in March to determine the State Champion. Decathlon is open to ninth through twelfth graders.

Placement on the team is determined by knowledge and performance in the ten subject areas: Economics, Science, Mathematics, Fine Arts, Social Science, Language & Literature, Speech, Essay, Personal Interview, and the Super Quiz Topic of the year.

AFS -International Exchange

AFS offers students an opportunity to experience a foreign culture by hosting a foreign student or by living abroad with a host family. AFS has been offering such opportunities for over 50 years. Meetings are held occasionally and information is dispersed throughout the year. Programs offered include homestay for the year, semester, or summer. In addition, AFS offers summer homestay plus additional group activities, homestay plus language study and homestay plus community service. Over the years, many Wellesley students and families have taken advantage of this unforgettable opportunity.

Bradford

Advisor: Ms. Amanda Brown

This print and web publication is written, edited and produced by Wellesley High School students. It contains news and feature articles on school activities as well as issues of local, national and world significance. In addition, it includes photographs, cartoons, satire, interviews with public figures and reviews of current movies and books.

Chinese Club

Advisor: Ms. Yihong Xu

The Chinese Club is open to anyone who is taking Chinese class and the students who have genuine interest in Chinese language and culture. The club regularly explores Chinese culture through authentic Chinese cuisine, table tennis tournaments, Chinese movies, and Chinese festival celebrations (i.e. hosting Chinese New Year Party or trips to restaurants). The club also offers free tutoring to students who need help with Chinese language. Joining the club gives students the opportunity to immerse into Chinese cultural event and improve their multicultural sensibilities.

Climate Action Committee

Advisor: TBD

Green Team is a student organization dedicated to the greening of WHS and to the education of our school community about environmental issues including conservation, recycling and renewable energy. Students work together to identify areas of environmental concern. They then collaborate with faculty, staff and students to bring these concerns into view, and create plans to lessen or eradicate them. Students in the club design green initiatives and work to implement them. The club meets one time/cycle and members communicate with the WHS community via the Green Team website, bulletin board and Facebook Group. We encourage interested students, especially those with a vision for a greener WHS, to join Green Team and help us create the school and world we want to be in!

Computer Science Club

Advisor: Dr. Robert Cohen

The computer science club is a place for interested students to explore the world of computer science. Students work on projects of their choosing. Teams from the club also participate in a number of programming and cybersecurity competitions throughout the year.

Culture Clubs (4)

Advisors: TBD

The Culture Clubs welcomes students and faculty of all backgrounds who are interested in learning more about various cultures and history, cultural issues and current events. The clubs feature culturally-based activities including film, athletics, dinners and cooking, field trips, music, fund raising, education, and other celebratory festivities.

Debate Team

Advisor: Mr. Kyle Gekopi

In a democratic society, the art of debating is essential. The Debate Team furthers this skill through weekly debates and analysis of current issues. The team may participate in regional, state and national conferences. The Wellesley chapter elects its own leaders who handle every detail of running the club. The team also belongs to the Massachusetts Forensic Society which sponsors local, state, national and international competitions.

Foreign Exchange Programs:

Students taking French and German may be able to participate in the High School's two-way cultural and educational exchange programs with France and Germany. Goals of the exchange program include the improvement of language proficiency, the expansion of cultural horizons, the heightening of self-awareness and the development of individuals who will contribute in a positive way to international relationships.

Selection criteria: Participants are chosen on the basis of their maturity, academic effort, dependability, adaptability, willingness to participate in all aspects of the program, and especially their attendance record. Students with incomplete grades in any subject are not eligible. Students currently enrolled in a French or German class are eligible. Typically we do not take students in Year 1 courses because their proficiency would not be sufficient for a language immersion experience. Students with disciplinary records wishing to attend must apply directly to the Department Head for consideration. All decisions are final and will not be subject to an appeal. Students applying for programs that entail extended absence from classes must demonstrate the ability and willingness to complete all course work missed during the trip in a timely manner upon their return (in cases where the exchange takes place during the school year). Teachers of prospective participants will be asked to evaluate students on the above criteria. Any student who does not receive a positive recommendation from a teacher will not be allowed to participate in the exchange. We ask parents and students to sign FERPA (Family Educational Rights and Privacy Act) waivers on all recommendation forms. The student's proficiency in the foreign language will be assessed by their language teachers. Due to the homestay aspect of the programs, and consistent with program goals, the student must possess adequate proficiency in the language. Proficiency will be assessed by their language teachers. Participants and the student's parent/guardian must be able to attend orientation and information meetings prior to departure, as scheduled by the exchange coordinators. These are held after school or in the evenings and aim to provide information and language practice which will enhance the student's experience abroad.

Because the exchange programs strongly emphasize educational as well as cultural aspects, they are more valuable to students and more financially reasonable than commercial programs and tours. While it is preferable to have students who go abroad receive their host brother or sister during the return visit to Wellesley, this is sometimes not possible. Therefore, students who do not participate in the travel portion of the exchange are encouraged to serve as host families if they so desire.

French Exchange Program

Since 1976, Wellesley students have had the opportunity to be part of an exchange project with French high schools, sponsored jointly by the Wellesley Public Schools and the French Ministry of Education. In recent years, the exchange has been with Internat Ste-Marie in Lyon. The exchange experience consists primarily of total immersion with varied field trips and outings to help students gain knowledge of and insights into social, cultural, geographical and historical aspects of the host country.

German Exchange Program

This program is sponsored by the German American Partnership Program (GAPP) under the auspices of the Federal Republic of Germany and links Wellesley High School with a German "Gymnasium" (high school). Our partner school is in Radolfzell, on Lake Constance in Southern Germany. A group of students from Germany usually visits Wellesley in the fall, living with host families and attending school here during their three-week stay. Wellesley High School students return the visit for three weeks in the second semester, also living with families and attending school. The trip to Germany also includes travel through the country and visits to other cities.

GLoW

Advisor: Christine Carpenter

Gay Lesbian or Whatever (GLoW) is a club open to all students who wish to examine and help eliminate homophobia at the high school, as well as to raise awareness of important issues that affect the LGBTQ community in our school. Activities and trainings include discussions and debates, videos and movies, trust-building activities and event planning. Annual "traditions" include: outreach to the Middle School and to WHS Health classes; sponsoring speakers who address hot topics such as transgendered life, coming out, and examining identity; hosting a coffee house; and organizing the Day of Silence.

Improv Troupe

Advisor: Ms. Kara Sullivan

The WHS Improv Troupe (Robot and the Ready Readies) have been together for 15 years. The group holds auditions in September and is composed of around 15 members including understudies. Students rehearse twice a week and perform at events in and out of school. The largest event they take part in is the Boston: 48 Hour Film Project. During that weekend students will create a 4-7 minute movie in two days. This is primarily an adult competition and we have made it to the Best of Boston several times.

Key Club

Advisor: Ms. Maura Renzella

Key Club is a community service organization sponsored by Kiwanis International. Its primary goal is to encourage students to volunteer their time within the school and community. While promoting charitable involvement, Key Club also enables students to socialize with people in different grades. Projects include working with fundraisers, the elderly, clothing and food drives and volunteering at local town organizations. Annual events include a Thanksgiving Dinner for senior citizens, the Teacher Luncheon, the Alzheimer's and Diabetes Walks, stocking and sorting food at the Wellesley and Boston Food Banks and City Year, an event where members spend a day in Boston. Students are encouraged to participate throughout the whole year but new members are always welcome to join.

Math Team

Advisor: Mr. Larry Lovett

The Math Team is open to all students who want to enrich and broaden their experience in mathematical problem solving and mathematical topics not covered in math classes. Math Team members will compete in different math competitions. The Math Team meets one afternoon each week to discuss and practice problems and to explore new topics and interests in mathematics. Learn math to stump your math teacher!

Model United Nations

Advisor: Ms. Erin Sullivan

Model U.N. challenges students to look at the world from the perspectives of many countries. Students work with each other and with high school students from around the region to solve the world's crises. Model U.N. meets twice a month and attends one to two conferences during the year. It is an excellent way to learn about history, politics and diplomacy.

Moving Company

Advisor: Ms. Janet Sozio

This dance ensemble is showcased in the annual spring dance concert, Footnotes: A Dance Collaborative. This performance is in collaboration with dancers from college, community and high school ensembles. Opportunities for students to learn the art of dance choreography and create original dance works for performance in the spring dance concert are available. Technique classes may also be available for dancers in the fall through the ERP program. Students will also have an opportunity to co-teach a pre-school dance workshop offered in the fall. Dancers at all levels of experience are welcome.

New Student Ambassadors

Advisor: Ms Dana Plunkett

New Student Ambassadors assist with the transition for 8th graders entering WHS as well as during the 9th grade orientation program. NSAs mentor new upperclassman transfer students during their first semester at WHS. NSA also provides guided tours of the school to prospective students after school hours throughout the school year.

National Honor Society

Advisors: Mr. Eric Collins and Mr. Michael Krieger

The mission of the Wellesley Chapter of the National Honor Society is to continue to improve the academic climate at Wellesley High School. The classes of 2020 and 2021 with a grade point average (GPA) of 4.30 or higher for courses beginning in grade nine are

invited to apply to the Honor Society. Membership is not based exclusively on academic achievement; evidence of significant leadership, service, and character is also essential.

Since grades are one standard used for membership in the National Honor Society, a junior or sophomore who transfers to Wellesley High School, may be considered for the Honor Society Induction in the fall of the next academic year. A student who transfers into the High School as a senior (including the summer before senior year) may not apply. In September, all Wellesley High School juniors and seniors who are not already in the National Honor Society and who have a Wellesley High School GPA of 4.30 unrounded will be invited to apply and will be sent a letter of invitation.

Members are required to complete a minimum of 20 service hours and participate in National Honor Society service activities each year to be considered an active member. Members who fall below the standards, which were the basis for their selection, shall be warned in writing by the chapter advisors and given a reasonable amount of time to correct the deficiency. In the case of a major violation of the school's code of conduct or a criminal violation, a member may be removed from the Honor Society after a hearing is held with the faculty council. All junior members are required to maintain a minimum GPA of 4.30 and complete a minimum of 20 hours of service during their junior year to retain their active membership status September of their senior year. Failure to do so will result in dismissal. A written description of the selection and dismissal procedures is available to all interested parties upon request.

Photography Club

Advisor: Mr. Doug Johnson

The Photography Club elects officers and operates the darkroom after school on selected week-days. Field trips to photo-related exhibits and talks in the Boston-Wellesley area are also planned throughout the year.

Robotics Club

Advisor: Mr. Larry Lovett

The Robotics Club meets one afternoon each week. Members, who may have some or no prior robotics experience, can learn about robotic design and programming, work on independent projects, or work toward robotics or other science and engineering competitions. The club annually participates in the regional Botball Competition held by KIPR (refer to Botball.org) which begins in late January and culminates in the April competition.

Science Team

Advisor: TBD

The Science Team participates in five monthly competitions in the Western Suburban Science League, The State Science Olympiad at Framingham State College, and the Women of Science competition at Bedford High School. The team also helps Wellesley elementary schools with invention programs. The emphasis is on creative problem solving teamwork, rather than individual work. Membership is open to all interested students grades 9 through 12.

Student Congress

Advisors: TBD

Student Congress is an organization dedicated to representing the interests of all students within the school and working toward a positive school atmosphere. The Congress is a voice through which students address and act upon school and community issues. The Congress works for unity among students, faculty, administration and parents. Members serve on school wide committees with teachers and parents. Congress is proud to sponsor Seminar Day, Club Day, and other activities scattered throughout the school year. Student Congress is open to all. Congress meets every Monday afternoon. Membership is a year-long commitment.

Officers include: President, two Vice-Presidents, Secretary-Treasurer, plus three School Council members-the President, and two elected at-large. One student representative to the Council will be appointed annually by the Principal. Terms for all Congress positions are for one year. Three non-voting student representatives to the School Committee are elected each year for a one year term.

The Drama Society

Advisor: Ms. Kara Sullivan

The Society is designed to give students an opportunity to experience creating and performing theatre. The Drama Society welcomes into its membership, all high school students interested in theatre, whether as an actor, singer, dancer, designer, or "techie." Each school year, three plays will be produced: a musical, a one-act for the Mass. Drama Festival, and the Spring Play (a non-musical). Beginning as well as experienced actors are welcome. A Drama Board helps to structure the year's activities.

The Wellesleyan (Yearbook)

Advisor: Dr. Erika Vina

The Wellesleyan Yearbook is an annual publication, produced entirely by WHS students as they chronicle each year at Wellesley High School. The photos, stories and artwork reflect the major areas of student life at our school. Yearbook is a hands-on digital publication

course. Students develop skills in layout, copywriting, photography, advertising, financial responsibility and public relations through their course experience. Students who wish to work on the yearbook should enroll in various yearbook courses offered at WHS.

Wellesley High School Literary Magazine - Red Ink

Advisor: Mr. Thom Henes

This fine arts publication is an outlet for student's creative work such as essays, poetry, drama, novel selections, short stories, artwork and photography. WHS Literary Magazine, Red Ink, strives to serve the student population as well as the community by providing a publication that reflects the quality of the students' work.

FUND RAISING:

Often during the course of the school year certain activities or classes participate in fundraising projects. The necessity of fund raising is understood and supported by the school. However, in order to protect the reputation of the school and those activities sponsoring fundraising, certain guidelines should be followed.

A request for a fundraising activity will be made to either the Director of Athletics or the Assistant Principal for Student Activities at least three weeks prior to the starting date using the Request for Fund Raising Activity form. Fundraising for personal projects and/or non-school groups will not be allowed in the school.

SCHOOL COUNCIL:

The governance body at Wellesley High School is called the School Council. Through open discussion, it serves to advise the Principal on matters relevant to the school and approves changes to the Student Handbook. The Council meets regularly with the Principal and assists in identifying the educational needs of the students attending the school, reviewing the annual school budget, and the formulating of a school improvement plan. It also reviews the Handbook each spring to consider changes in policy. The Council is composed of: students, parents, teachers, a community representative, and the Principal. For students, the term of office is one year. One student serves as Co-Moderator with the Principal annually. The position of Secretary is open to election from the Council.

SECTION 3 ACADEMICS

Policies regarding Grading, Homework, Assessment and Program Changes

ACADEMIC MIDTERM NOTIFICATION:

Teachers must contact families, counselors, and the Assistant Principal if a student is in danger of earning a D or F for the term, for the semester, or for the year. **In the event that the initial contact does not receive a response, the teacher must try a different mode of communication.** A D or F grade may not be issued unless it has been preceded by personal contact, or an e-mail in which the teacher explicitly states that a student is potentially earning a D or F grade.

If a student who is earning a D or F in the last week of the grading period and/or earns a D or F on a test that would mean a failing term grade, a call must be made to the family, and an email must be sent to the counselor and Assistant Principal indicating that fact. In addition, the teacher must discuss the situation with the student.

In the event that the teacher has not communicated with the family in a timely manner, the student's grade will become an "incomplete" and the student will have the requisite two weeks to make and carry out a plan with the teacher(s) to address the D or F grade.

AWARDS:

Each year, an awards ceremony is held for seniors and underclass students. Students are noted for achievement in academics, co-curricular activities, leadership, and service to the school and community. A complete listing of awards is available from the Principal's office.

CREDIT FOR COURSES TAKEN OUTSIDE WELLESLEY HIGH SCHOOL:

Wellesley High School students may take courses outside the high school curriculum, but these courses will not receive Wellesley High School credit toward graduation requirements nor be listed on the report card or transcript unless they are needed to meet graduation requirements. Courses required for graduation must have the pre-approval of the Department Head and/or Director of Guidance. A transcript from the original institution for enrichment or enhancement courses may be placed in the student's folder and forwarded to colleges.

Wellesley High School advises students and parents that the taking of college courses during the regular Wellesley High School day may prevent a student from taking certain WHS classes if the course meeting times conflict.

DIRECTED RESEARCH:

Except in block one, 9th graders and sophomores are assigned to a Directed Research class when not assigned to a class. These Directed Research classes are supervised by a teacher and provide areas for research, reading or other quiet activities. Students who need to use the library for academic resources must sign out of their Directed Research class stating their reason for using the library. Students must report directly and promptly to the library, and sign-in using the online sign-in system at the front desk. If a student is denied admission to or asked to leave the library, they must return immediately to their Directed Research class. (The same sign-in procedures are used for other areas of the school such as the Labs and Health Office.) Students may sign out of the library for no more than 5 minutes at a time to use the restroom, locker, and water fountain. Students who leave for longer than 5 minutes for the academic labs, guidance, or nurse must return with a pass. All students must be present during attendance taken by library staff. Students are expected to stay until the bell and sign themselves out. Students found signing-out other students will be referred to their Assistant Principal for disciplinary action.

Students are not permitted in the corridors, cafeteria, gym, or outside the building during their Directed Research class. If they are in these areas, detention/s may be assigned.

Students are not to leave the school grounds during their Directed Research class unless officially dismissed from school. If a student does leave school grounds, three (3) detentions may be assigned and the student's parent/guardian notified.

EARLY GRADUATION

If a student is considering early graduation, the student and family should contact their school counselor and Assistant Principal.

EXTRA HELP:

Teachers shall be available after school (except on Fridays and preceding holidays) to meet with students who request help unless there is a required department/faculty meeting. They may also be available at 7:30 A.M. Students are advised to make an appointment in advance.

A student may be asked to report before or after school for help. If a student does not report after school as assigned by a teacher, they may be referred to their Assistant Principal.

FINAL ASSESSMENT POLICY:

Final assessments, prepared by members of each department, are given at a prescribed time in each course. End-of-course evaluations of seniors, whether by examination, paper, project, or other, are given at the discretion of the teacher. Failure to take the final assessment in any course may result in failure of that course.

Knowing full well that extenuating circumstances can develop for parents and students, the High School faculty has agreed to the following policy:

1. All textbooks/materials must be returned (or paid for). Students may keep books that are essential until just before the assessment is administered. Non-essential texts may be returned earlier, if desired. When a student returns a text, the teacher will return the book card. In the event that a student must pay for a textbook, they will receive a receipt. This receipt should be kept in case the textbook is found and returned. Presentation of the receipt will permit a refund of the book charge if the book is returned to the High School prior to July 1.

Return of the student's textbook/materials is an element of the completion of the course. Therefore, on the day of the assessment, the student must turn in either a textbook, book slip, or receipt of payment to the teacher. If the student does not have the book/materials assigned to them, the assessment will be given to the student. The student will receive an incomplete for the course until the book/materials are returned. It is the teacher's responsibility to reach out to the student's family by phone and email prior to issuing an incomplete.

2. Early Release: School Sponsored Programs (AFS, Amigos, World Challenge) For a student to finish their school year prior to the official ending, and to participate in one of these programs, individual arrangements to make up the exam/s will be made with the student's teachers and Assistant Principal.
3. Students whose families request withdrawal before the final assessment period for such reasons as summer camp, employment or vacations will be given an incomplete in each of their major courses. Students are responsible for all course content through the end of the academic year. Exams will be made up during the summer by appointments with the administration. The grading of the exams will be done no later than the first full week of school in September.
4. Arrangements may be made with the Department Head for obtaining textbooks necessary for summer study. A deposit may be required.

GRADE POINT AVERAGE:

The level of the course and grade attained in the course are the basis for computing grade point average (GPA). All major academic courses and selected elective courses completed in grades 9-12 at Wellesley High School are counted. Only courses taken in Wellesley High School are computed. Transfer students' GPAs will be calculated upon completion of their first semester at Wellesley High School. The following will be used:

GRADE	HONORS	ADVANCED COLLEGE PREPARATORY	COLLEGE PREPARATORY
A+/A =	5.0	4.5	4.0
A - =	4.7	4.2	3.7
B+ =	4.3	3.8	3.3
B =	4.0	3.5	3.0
B - =	3.7	3.2	2.7
C + =	3.3	2.8	2.3
C =	3.0	2.5	2.0
C - =	2.7	2.2	1.7
D + =	2.3	1.8	1.3
D =	2.0	1.5	1.0
D - =	1.7	1.2	.7
F =	0	0	0

GRADING:

Grades are issued at Wellesley High School in alphabetic form. Provided here, for general information and to promote consistency, is the numeric conversion for all high school courses.

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	F 0-59

Grading Policy for 2021-2022 Course and Level Changes:

- ❖ Grades will not move with a student from one course to a new course prior to October 25th.
- ❖ If a course change is made prior to October 1st, the student will receive a term 1 grade from their new teacher.
- ❖ NG (no grade) will be a reporting option for students who change courses between October 1 and October 25th **only**. The receiving teacher will decide if the student has enough grades in the new course to earn a grade for term 1.
- ❖ If the 1st term grade is a NG, then the year grade will be based on terms 2 - 4. The student will earn full credit for the course.
- ❖ After October 25th, grades will move with the student and the grade on the report card for term 1 will incorporate grades earned in the old course and new course.

If a student changes levels in any other term, grades earned in the first course will move with the student to the new course. If the student changes a level in a course within a department, the student's grades for the first course go with them to the second course after term 1. The first teacher will supply the second teacher with the grades the student earned. The second teacher will apply the grades as they are; e.g. a D earned in an Honors course will be transferred to an Advanced College Preparatory course as a D. The term grade is calculated by the second teacher.

A student's transcript will only show final grades. Senior report cards are sent to colleges term 1 and 2.

W/U Withdrawn from course, no credit, due to unexcused absences.

N No grade and no credit is computed.

A student may receive an N grade if they miss a total of 11 class periods in a term, including excused or unexcused absences in a class that meets 5 or 6 times per cycle. Teachers will notify school counselors and administrators of attendance concerns and a student's team will meet before issuing an N grade. If there are extenuating circumstances presented to the student's Assistant Principal, the Assistant Principal may allow the student to receive credit for the term. In the event that a student loses credit due to absences, there is still a possibility of earning a final grade in the course.

Term 4 seniors - A senior will receive an N grade if they miss a total of 6 class periods in the term, including excused or unexcused absences in a class that meets 5 or 6 times per cycle. If there are extenuating circumstances presented to the student's Assistant Principal, the Assistant Principal may allow the student to receive a letter grade for the 4th term.

- ❖ If the student receives 1 N in a year-long course, 25% of the credit will be reduced but the student will pass the course and meet the graduation requirements.
- ❖ If the student receives 1 N in a semester course, 50% of the credit will be reduced but the student may still pass the course.
- ❖ If the student receives 2 N's in a semester course, the student will not receive credit in the course.
- ❖ If the student receives 2 N's at any time in a year-long course, the student's support team (Assistant Principal, counselor, teacher, parent and/or student) will meet to determine whether the student can continue in the course. If they can continue, 50% of the credit will be reduced; if the student passes the course for the year, the student will meet the graduation requirements.
- ❖ If the student receives 3 N's at any time in a year-long course, the student will receive an N for a final grade, will not receive credit, and will not meet the graduation requirements.

The total number of absences from each course in each marking period is recorded on PowerSchool. Absence and/or lack of class participation will affect grades.

Any student whose achievement grade is below C in the core academic subjects of English, mathematics, science, social studies and classical and modern language may be assigned to Directed Research classes, including those scheduled during first period, when they are not enrolled in a class.

See Report Cards, Making Up Class Work, and Code of Conduct - Attendance.

GRADUATION REQUIREMENTS:

The following are required for graduation from Wellesley High School:

1. Earn 136 credits* in grades 9-12, Pass 4 years of English, 2 years of math, 2 years of science, 2 and ½ years of social studies (1 of which must be U.S. History), 1 quarter of Physical Education in 9th, 11th and 12th grade, and a semester of Health in 10th grade.
2. All Massachusetts state colleges and universities require in depth study in the areas of mathematics (4 years), science (3 years) and Classical & Modern Language (2 years) to qualify for admission. It is important that you and your school counselor consider this in your post-secondary planning.
3. Pass all required MCAS tests.

* A student must fulfill all their graduation requirements prior to the graduation ceremony in order to participate in the ceremony.

HONOR ROLL:

The school recognizes scholarship by announcing a scholastic honor roll at the end of each semester. All students who carry a minimum of four major subjects and who receive no grade below C in any subject are eligible for the honor roll. Students earn **High Honors** for all A's in all major subjects; **Honors** for A's and B's in all major subjects; and **Honorable Mention** for A's and B's in all but one major subject if a C in that major subject is offset by an A in another major subject.

HOMEWORK:

Homework Philosophy

At Wellesley High School, we believe homework reinforces the value of students being alone with the work in a space – both physical and intellectual – that allows for challenge, discovery, and growth.

Short and long term assignments are meaningful tools whose purposes will be clearly communicated to students. Homework will promote academic excellence, critical thinking, collaboration, creativity, and time management skills to enable all students to be lifelong learners and responsible citizens.

Homework Expectations

Homework is a very individual and subjective activity. Student intellectual abilities vary and expectations about quality of performance on assignments are different. The student's passion, personal experience and interest for subjects may vary as well.

A typical Wellesley High School student can expect up to 3 hours of homework per evening (more or less depending on subject, long term assignments and levels taken). Nightly homework will not be due on a day that the course does not meet nor will additional homework be assigned to compensate for time missed due to the drop day. In addition, nightly homework assignments are expected to be announced in class and materials needed to complete the assignment should be available to students either physically or on-line by 3pm.

When selecting an overall program, be mindful that all students are growing young human beings who need time to learn, think, study, reflect, socialize, sleep, relax and play.

Factors to consider that can impact student ability to be successful with homework include:

- | | |
|-------------------------------------|--------------------------|
| ❖ Extra-curricular activities | ❖ Work obligations |
| ❖ Performing arts requirements | ❖ Family Commitments |
| ❖ Service and club responsibilities | ❖ Balance of course load |
| ❖ Athletic team commitments | |

Vacation Policy

Academic excellence is a core value at Wellesley High School, and we remain committed to rigorous instruction and an enriching curriculum. We also value the importance of rejuvenation and reflection time for both staff and students.

As such, nightly homework will not be assigned over the school vacations (Thanksgiving, December, February and April). Continued work on long-term assignments may be necessary. Long-term assignments or assessments will not be due until at least the third day after the break.

INDEPENDENT STUDY:

Students may engage in Independent Study for credit. These opportunities do not include serving as Student Assistant (refer to the Student Assistant description). A course of Independent Study is student initiated, has a faculty advisor, and is approved by the student's family, counselor, faculty advisor, Department Head and Assistant Principal. Students need to be aware that due to workload, teachers may not be able to act as an advisor. Credit for Independent Study will be established based on the number of hours spent on the study per cycle and lasts for a semester or year. Students are graded pass/fail.

LEVEL DESIGNATIONS:

In order to meet the individual needs of a wide range of students, Wellesley High School offers a variety of courses taught at three different levels; **H (Honors)**, **ACP (Advanced College Preparatory)** and **CP (College Preparatory)**. It is recommended that students take no more than four courses at the H level at a given time due to the demanding workload required for these courses.

All Advanced Placement courses will have the A.P. designation preceding the course title. In courses designated as Advanced

Placement, a syllabus approved by the College Board is used. These courses are the equivalent of college/university level courses, and students are strongly encouraged to take the College Board Advanced Placement Examination.

H – Honors Level courses require a great deal of independent initiative and outside preparation. The pace is accelerated. Student work requires thoughtful analysis and attention to detail leading to synthesis of ideas and prior learning. Written work must exhibit complexity in structure, thought, and vocabulary. Outside reading, problem solving, and study usually precede classroom discussion. Advanced Placement courses are included at this level.

ACP-Advanced College Preparatory courses are demanding courses requiring a great deal of outside preparation. The pace is rigorous. Student work requires thoughtful analysis with substantiation of ideas under study. Consolidation and application of concepts are developed both independently and with teacher guidance. Written work must exhibit proficiency in sentence structure, sophistication of vocabulary, and in the development and integration of themes and concepts. Outside reading, problem solving and study usually precede and follow classroom discussions.

CP-College Preparatory courses are designed to develop a thorough understanding of the fundamentals of a subject, the skills needed to understand relevant material, and the application of concepts. Material is presented at a deliberate pace in both abstract and experiential formats. Considerable instructional support is provided by the teacher with the goal of building independent study skills. Written work must be clear and thoughtful, demonstrating basic understanding of vocabulary and accuracy of expression. Outside reading, writing, and problem solving are structured by the teacher.

COURSE REGISTRATION:

Wellesley High School does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, disability or housing status.

The Registration Process

Teacher recommendations for level placement and realistic assessments of ability and work habits should be considered seriously by students and parents during the course selection process. These recommendations and assessments are intended to place students in courses where the pace, expectations and standards are appropriate to their needs and abilities. As students formulate their course registration plans, attention to the *Program of Studies* is essential because it contains statements of prerequisites, course recommendations, and course expectations.

The Course Registration Procedure

1. The student and their counselor discuss the overall course selection process and timetable in Guidance Seminar.
2. Teachers meet individually with students to recommend courses and levels. These recommendations are followed unless a student submits an override form after consulting with their school counselor.
3. The student and their family discuss program choices for the following year, review specific language in the *Program of Studies*, and review the student's current grades. The student completes their elective course selections on-line. The student submits their course selection, prints a copy to confirm the courses and brings a signed student/parent/guardian copy to their House Office by mid March.
4. For academic courses where there is a disparity between a request and a recommendation, the level recommended by the teacher will be followed. In order to resolve the disparity, the student may submit a *Course Level Change Request Form* to change the course recommendation. Forms must be submitted by the end of the course selection process.

MAKING UP CLASS WORK:

Whenever students are absent from school, they should contact their teacher, refer to Canvas or contact a classmate. If a student is absent for a minimum of two days and an extended absence is anticipated, families may request assignments on behalf of their student by contacting the teacher. Teachers will provide homework assignments in a timely manner. Teachers will send homework assignments electronically whenever possible or will provide hard copies to be left in the House Office.

A student needs to meet with their teachers immediately upon their return to school to schedule makeup work. Previously assigned school work including, but not limited to tests, quizzes, homework, etc. is due on the day a student returns to school, unless a teacher has previously specified that a long term project is due even though a student is absent. Students who are suspended will have their

work due on the day of their return to classes.

A student must submit all school work (homework, papers and projects) that is due on the day of a field trip, before they leave on the field trip.

When a student has been in attendance and work has not been passed in on the due date, this may affect the grade on the assignment. The teacher's policy regarding late work should be clearly outlined in their course syllabus which is available on Canvas.

MAKING UP INCOMPLETE REPORT CARD GRADES:

Incomplete grades are awarded when an **excused absence** has prevented a student from completing required work. *All students are required to complete the missing assignments or work that resulted in the incomplete report card grade within two weeks of the preceding marking period. Work not made up within this time will be recorded as 0 and the grade computed.* The only exception to this policy is when a student has extenuating reasons for their absence which have been brought to the attention of and approved by the student's Assistant Principal.

MINIMUM ASSIGNED CLASS TIME:

9th Graders and Sophomores

9th graders and sophomores are required to be in a supervised area for the duration of the school day. In the event that a 9th or 10th grader has a free block, they will be assigned to a Directed Research class.

Juniors and Seniors

Juniors and seniors are required to be enrolled in 34 credits for the year. *All students are advised to be enrolled in 37 credits per year.*

Work Study and Independent Study credits count toward the minimum assigned class time.

PROGRAM CHANGES:

For grades 10 - 12

Because students were given the opportunity to make schedule changes in June, we eliminated the option for students to make changes prior to the start of school (no fall scheduling arena). We would like all students to experience the courses they have selected prior to making a change.

If a student is interested in making adjustments to their schedule, prior to requesting a change they are required to first experience the course by attending their currently assigned, September 1st-3rd.

After the first three days of school, the process to request a schedule change will be as follows:

- Wednesday September 8th - Sunday September 12th students must complete a [Schedule Change Request Form](#). Counselors will be available for students to make appointments to discuss possible scheduling changes.
- All students and parents/guardians are encouraged to discuss the decision together.
- The deadline to submit a Schedule Change Request Form is **5:00 pm on Sunday, September 12th**.
- Schedule changes will be processed on Monday, September 13th. It's important to emphasize that there is no priority given to students who contact their counselors earlier in the week. Please make sure to take your time, think through your options, and make a prudent decision.
- There is no guarantee that a request for a schedule change will be met. The master schedule is built upon the original course selections of our students and space is created to meet these requests. All attempts to honor the requested change to an individual schedule will be limited to the predetermined space available.
- A reminder that level changes, according to our policy, can occur at any time with the stipulation that there is space available in the course.
- School counselors will contact students after September 13th to inform them of the status of their request. **Students must continue to attend their current assigned classes until they learn if their request was accommodated.**

The actual processing of the schedule change requests will not occur until Sept. 13th. At that time, counselors will come together to process all change requests in an equitable manner that will go course by course and attempt to meet all requests. If there are more requests to add a course than spaces available, a random lottery system will be used without consideration to the day or time that the student made the request. Students unable to gain entry into the course will be placed on a waitlist based on the lottery selection.

For Incoming 9th Graders - Class of 2025

When schedules are released in August, students will be informed that if they have one of the following issues with their schedule they can make an appointment to see their assigned counselor prior to school starting in late August.

Reasons for a meeting include:

- ❖ Under enrolled - For 9th graders, this would be less than 34 credits
- ❖ Missing a Major Class - Including English, Math, Science, Social Studies, Classical and Modern Language, Fitness and Health
- ❖ Mistake in schedule

If 9th graders wish to make a change for any reason other than what is listed above, they should follow the same procedure as 10th, 11th and 12th graders.

Level Changes

When making level decisions for high school courses, students need to make informed decisions, conference with their teachers and consider their passion for learning. However, if the student's family, teacher, counselor and Department Head are all in agreement, a level change may be made at any time. It should be noted, however, that it will become increasingly difficult for students to make schedule changes once school has begun. Available seats and textbooks for a class may be assigned to other students, therefore, changes may not be possible.

If a student changes levels in a year-long course **during term 1** then:

- ❖ Grades will not move with a student from one course to a new course prior to October 25th.
- ❖ If a course change is made prior to October 1st, the student will receive a term 1 grade from their new teacher.
- ❖ NG (no grade) will be a reporting option for students who move course between October 1 and October 25th **only**. The receiving teacher will decide if the student has enough grades in the new course to earn a grade for term 1.
- ❖ If the 1st term grade is a NG, then the year grade will be based on terms 2 - 4. The student will earn full credit for the course.
- ❖ After October 25th, grades will move with the student and the grade on the report card for term 1 will include grades earned in the old course and new course.

If a student changes levels in any other term, grades earned in the first course will move with the student to the new course. If the student changes a level in a course within a department, the student's grades for the first course go with them to the second course after term 1. The first teacher will supply the second teacher with the grades the student earned. The second teacher will apply the grades as they are; e.g. a B earned in an Advanced College Preparatory course will be transferred to an honors course as a B. The term grade is calculated by the second teacher.

A student's transcript will only show final grades. Senior report cards are sent to colleges after term 1 and 2.

Teacher Change Request

Families may request not to have a teacher for a second time for their child, but this does not apply for siblings. This aligns with the belief that each student-teacher relationship is unique. If families wish to request a change in teacher for their student who has already had that teacher, please contact the subject area Department Head.

SUGGESTED CREDITS PER YEAR

A student should have earned 34 credits by the beginning of their sophomore year, 68 credits by the start of their junior year and 102 credits by the start of their senior year. (All students are advised to take 37 credits per year).

RELIGIOUS HOLIDAY POLICY:

Rosh Hashanah - Tuesday, September 7th (school is not in session)
Yom Kippur - Thursday, September 16th (school is not in session)
Ramadan - Begins Saturday, April 2nd (school is not in session)
Passover – Friday, April 15th (falls during April vacation)
Good Friday -Friday, April 15th (school is not in session)
Easter - Sunday, April 17th (school is not in session)

Teachers will not assign homework or tests to be due the day after any of the religious holidays when Wellesley High School is not in session. Teachers will give appropriate consideration to students unable to complete homework assignments and to those who are unable to participate in other activities that interfere with religious holidays and observances.

REPEATING A COURSE THAT HAS BEEN PASSED:

When a course is passed in grades 9-12, graduation credit is automatically awarded for that course. If a student wishes to repeat that course for any reason, it is possible to do so, but additional credit will not be awarded upon completing the course the second time. (There are exceptions to this rule. Some elective courses that have been passed previously can be taken a second or third time for credit. The opportunity to earn credit more than one time in these courses must be designated in the description that appears in the Program of Studies).

If a ninth grade student wishes to repeat a math or world language course passed in the eighth grade to improve their background or skills, they may do so and receive graduation credit. A request to repeat a course that has been passed (other than those designated in the *Program of Studies*) must be preapproved by the appropriate Department Head.

POWERSCHOOL:

In addition to the grade earned in each subject, the total number of absences from each course during each marking period is recorded. This number includes absences due to illness, tardiness to school, dismissals, class cuts, field trips and special school activities. The number of graduation credits earned previously in high school courses (grades 9-12) is also included. PowerSchool online gradebook will be open throughout the school year and teachers will update their grades monthly at minimum. The final grade is an evaluation of the entire school year and represents all term grades, including the final assessment grade.

(See also Grading; Marking Periods; Making Up Incomplete Report Card Grades.)

SEMESTER OR TERM AWAY FROM WELLESLEY HIGH SCHOOL:

Students must withdraw from Wellesley High School for the period of time they are not attending the High School. The student, parent, counselor and Assistant Principal should meet prior to their withdrawal to outline the process to reenroll at the High School and the implication for the student's credits and graduation. If a student is an athlete they should meet with the Director of Athletics in order to confirm participation upon their return.

While at their semester or term away from school, students must be enrolled in an educational program that offers its own curriculum and instruction. Students will not have access to Wellesley High School's online Canvas program nor will they receive instruction from their Wellesley teachers. Grades earned at the new school will be awarded credit and will count towards the student's core graduation requirements. The grades earned for each class at the away school will not be calculated into the student's final year end grade nor in their GPA.

SENIOR PROJECTS:

Coordinator: Ms. Emily Gordon and Mr. Will Horne

Seniors are offered a unique opportunity for independent study in an area of personal or career interest during the fourth term. Projects are individually designed and must meet the approval of the Senior Project Committee which is comprised of administrators and faculty. In most cases, the project takes place outside of school and requires students to complete their regular course work at the end of the third term. Student projects cannot be under the supervision of a parent, or worked on at the home property (i.e. garage) during school hours. A community service component must be included in all senior projects.

A sampling of recent projects include: internships at the State House, a biotech laboratory, a financial institution, a physical therapy facility, and a veterinary office, working as a teaching assistant in a local elementary school, designing and creating a web page, and working at a homeless shelter.

At the conclusion of Term 3, a student's grade in each class must be a C- or above to receive approval to begin a Senior Project.

A student withdrawing from a course in the fourth term must have their teacher sign a withdrawal form indicating that the student has met the teacher's final requirements. Withdrawal from an Advanced Placement course/s requires written permission from the college/s to which the student has applied, before the Senior Project may begin.

STUDENT ASSISTANT POLICY:

Students may apply to be student assistants (SAs) for teachers if they follow the guidelines set below:

- ❖ SAs must be approved by both the teacher and the Department Head
- ❖ SAs serve at the discretion of the teacher
- ❖ SAs should have exhausted all of the department's course offerings and have reached a certain level of proficiency as determined by the teacher and department head.
- ❖ There can be no more than 2 SA's per teacher
- ❖ Students on 504s, IEPs and/or with medical issues may not be identified to SAs and therefore SAs cannot have access to any of these forms
- ❖ SAs may not grade any student assignment or assessment
- ❖ SAs may assist in the preparation of assessments provided the questions are made available to all students prior to the assessment date
- ❖ SAs may not have any access to assessment materials or grades
- ❖ SAs may not make copies for the teacher
- ❖ SAs can do some preparation and organization work for the class but their primary function is to support other students as if they were a tutor.
- ❖ SAs can take paper attendance for the teacher who will enter it into Powerschool at a later time.
- ❖ SAs can work with the teacher to write warm-ups and/or tickets-to-leave
- ❖ SAs and their cooperating teacher must be communicating regularly with each other
- ❖ SAs can keep journal entries on what they have learned, what they have noticed, what progress has happened and/or how they might explain something differently the next time.
- ❖ SA can be available once a cycle to assist with office hours/extra help sessions.
- ❖ SAs could be asked to do some reading in preparation for lessons.
- ❖ SAs will attend all class meetings of the course for which they are SAing (ie, if the course meets 5 times a cycle, the SA is expected to be in the classroom all 5 times) SAs must be enrolled in the course for the full duration of the course they are SAing. Students are not eligible to join a class as a SA for the second semester of a course.
- ❖ SAs will receive the same number of credits for the course as students in the course
- ❖ SAs will be graded on a Pass/Fail scale.

Students wishing to apply to be a SA must complete the SA form that is available in the House Offices. SAing is not an option in all departments and that being approved to SA in a department does not fulfill a graduation requirement (i.e. SAing in the Health and Fitness).

SUMMER SCHOOL PROGRAMS

Students may earn credit for courses taken in an accredited public or private summer school program outside of Wellesley. Credit for summer courses will not be granted without **prior approval** by the student's Assistant Principal, the Director of Guidance and the Department Head. Approval forms can be obtained from the student's counselor.

Review courses are offered only to those students who have already studied the subject for a full year and can be taken for credit if the student completed the course during the regular school year with a failing grade. To receive graduation credit for review courses, students may need to pass a department exam, paper or portfolio review.

Summer School grades are not included in the Grade Point Average.

TESTS:

Teachers will announce in class all major, in-class assessments at least one week in advance. ("In class" can mean orally, on the board, etc., but prohibits solely announcing on the class Canvas page.) These assessments include tests, in-class essays, "quests," etc., which are expected to last more than half of a period. One week's notice should provide students with sufficient time to prepare and also time to inform teachers if several major assessments are scheduled for the same day. Schedules will be changed when a student has more than two major assessments including writing assessments scheduled for the same day and if **written confirmation of the student's conflicting assessment schedule is submitted by the student to each teacher at least five days prior to the conflict. Preference regarding assessment due date will be given to the earliest assigned assessment.** Assessments scheduled on a snow day will be moved to the next scheduled class.

Teachers will not schedule assessments for students taking MCAS (9th/10thgraders) on their scheduled MCAS testing days.

WITHDRAWING FROM A COURSE:

Withdrawing from a course by a student requires the approval of parent/guardian and a signature from the teacher, department leader and counselor. In order for a senior to make any changes in their program after November 1st, they must have a conference with their counselor. Seniors making changes in their program should contact colleges to which they have applied and/or been accepted to notify them of the change.

If a student withdraws after the midpoint of the duration of the course, regardless of whether it is a quarter, semester or year long course, a "W" will appear on the student's transcript. Any changes made before these dates will not appear on the student's transcript.

A student who withdraws from a course at any time during the school year cannot take a summer school review course. The opportunity to take a summer school review course is reserved for students who have completed the course during the school year.

Partial Credit

Partial credit will not be given for successful completion of partial coursework, except for the following reasons:

1. Prior arrangements have been made by the student, Department Head, counselor and Assistant Principal as part of a plan for graduation or as a result of extenuating circumstances.
2. It is determined to be a necessary procedure for a student who is transferring to another school.
3. It is necessary because of an approved Independent Study Project.

SECTION 4 SERVICES

Information on School and Community Services and Resources

ADVISORY PROGRAM:

The aim of the Advisory Program is to personalize the educational experience for all students. Students will meet with a staff member, who will serve as their advisor daily to engage in dialogue on a wide array of topics, such as school issues and current events.

Advisory groups will be structured according to grade, with students randomly placed in sections. Students will stay with the same advisor and advisory group while they attend Wellesley High School. Students must speak to their guidance counselor and Assistant Principal if they feel the need to switch advisory groups.

The mission of the High School Advisory Program is to offer opportunities for students and staff to interact in a safe, and supportive environment. The Advisory Program will further develop our sense of community, enhance the student experience, and foster positive social connections.

Cutting an Advisory is viewed as cutting a class; therefore, the appropriate *Student Handbook* consequences apply and detentions may be assigned.

AVAILABILITY OF STUDENT DIRECTORY

Names, addresses, and phone numbers of students and their families are provided to select non-commercial groups involved with school-related or support activities at the discretion of the Principal. If you wish for your student's name and pertinent contact information to be removed from this list, please notify the Principal in writing.

BULLETIN BOARDS:

Ample bulletin board space is provided for the use of students and student organizations. The following rules regarding posting apply:

- a. The school will not allow any materials to be posted which cause or contribute to a disruption of the educational process or which an administrator judges to be offensive or in poor taste.
- b. Materials to be posted must be dated, signed by the student group wishing to post them and approved by either the group's advisors or an Assistant Principal.
- c. Materials may be posted on bulletin boards, brick walls using painters' tape. Windows, painted surfaces and stairway posting is not permitted.
- d. Students posting materials are responsible for removing those materials after publicizing an activity or after a reasonable amount of time has passed so that others may use the space.

BUS TRANSPORTATION:

There are four morning buses, all routes start at 6:40 A.M. and arrive at the High School no later than 7:05 A.M. There is a second morning bus that starts at 7:45 A.M. and arrives at the school at 8:15 A.M. Four afternoon buses pick up students at 2:30 P.M.

Bus passes are available only at the Transportation Office which is located at the Middle School. They identify the bus route the student is authorized to use and must be presented to the driver. If a bus pass is lost, a new one may be obtained from the Transportation Office for \$5.00. Permission for temporary transportation cannot be authorized by anyone at the High School.

Call 781 446-6210 ext. 4514 for information about transportation.

Late Buses

Late buses will pick up students at approximately 3:40 P.M., Monday-Friday, except on early dismissal days when late buses are not available. There are two buses that make a broad circuit of the Town of Wellesley.

METCO BUS: Procedure for Late Arrival and General Information

1. Wait 10 minutes beyond the time that appears on your schedule before leaving your bus stop.
2. Call your family and inform them that you are proceeding to school on public transportation.
3. Your parent or guardian should call the school immediately at the following number: 781-446-6248.
4. When the entire bus is tardy, the METCO Coordinator will report the time of its arrival to the main office.
5. The METCO Office will contact the transportation provider to determine the cause of the late arrival.
6. All METCO students are expected to follow this procedure or your lateness will be considered an unexcused tardy.

Transportation provided by the school system is intended to convey Wellesley Public School students to and from their homes. Parents and guardians may travel on school buses in order to attend parent conferences and to participate in school sponsored activities.

School sponsored transportation is not available to guests who are not Wellesley Public School students.

Bus Transportation Regulations:

Students are expected to demonstrate appropriate behavior while riding on any school bus to or from school or to or from any school-sponsored activity. When a student fails to conduct themselves in a manner consistent with acceptable public behavior, transportation privileges may be revoked. The following procedures will apply:

Suspension of Transportation Privilege:

When, as a result of a student's failure to conduct themselves in a manner consistent with commonly accepted public behavior, it becomes necessary to revoke transportation privileges, the following procedure for such suspension shall apply.

1. Poor behavior or unsafe conduct by a student while boarding, leaving or in transit, shall be reported on a Wellesley Public School "Bus Conduct" Report Form. Forms should be submitted to the Assistant Principal of the receiving school or their designee.
2. The student's Assistant Principal shall meet with the student and may require the parent or guardian of the student to be present. An administrator may suspend the student's transportation privilege for up to two days without further hearing.
3. If a student has repeated instances where suspension by the Assistant Principal has resulted in no improvement of behavior, the Principal may recommend to the Superintendent or their designee that a hearing be scheduled to consider a more lengthy suspension of the privilege. The Superintendent or their designee will, upon receiving this request, schedule a hearing with the student, the parents/guardians, and the receiving school Principal. The Superintendent may, at their discretion, permit the student to continue on the transportation service pending the outcome of the hearing.
4. Any Category B, C or D Infractions that occur on the school bus will result in a hearing with the student's Assistant Principal that may lead to school discipline up to and including suspension, or expulsion.
5. See Wellesley METCO Program Bus Contract for additional information.

CAFETERIA:

The Cafeteria opens for breakfast at 7:00 A.M. and serves food, throughout the day, until 12:22 P.M. Lunch is served from 10:55 A.M. to 12:22 P.M. Lunch is not served on early dismissal days. Full meals may be purchased at lunchtime or items may be purchased a la carte. Students who use the cafeteria have the right to and should expect to find a clean table at which to eat. Each student is responsible for cleaning his or her table.

Food should be eaten only in the Cafeteria and the designated outdoor courtyard area.

Students in financial need may receive the application for free or reduced assistance from their House Assistant or school counselor.

CANCELLATION OR DELAYED OPENING OF SCHOOL:

When school is cancelled for the day or when the opening of school is delayed, an announcement is made through School Messenger and on all major radio and television stations. **The cycle calendar is not changed when a day is missed.** For example, if a snow day is Day 1, the following school day is Day 2, etc. When the opening of school is delayed, students should report to the block in session

when school begins. For example, if a two-hour delay is announced, students should report to their Advisory class at 9:38 A.M. If a one-hour delay is announced, students should report to their second block class at 8:34 A.M.

Teachers may not assign additional homework because of the snow day. No homework will be due on a snow day. Students may still work on long-term assignments and are expected to complete previously assigned homework (i.e. reading calendar, AP courses may maintain their content schedule). Assessments scheduled on a snow day will be moved to the next scheduled class.

Please do not call the high school or the police station to obtain cancellation information, since phone lines need to remain open for emergencies. Consult Wellesley Cable channel 9, TV channels 4, 5, or 7, radio stations WBCN, WBUR, WBZ, WCRB, or WVBF, or call the Wellesley Public Schools information number: 781-446-6200.

COMMUNITY RESOURCES:

STD Hotline - 800-227-8922

Alateen/Al-Anon – 508-366-0556

Alcohol/Drug Helpline - 800-327-5050

Domestic Violence Hotline 800-799-SAFE (7233)

Child Abuse/Neglect Hotline - 800-792-5200

Department of Mental Health Helpline - 800-221-0053

Fenway Community Health Lesbian, Gay, Bisexual and Transgender Hotline -888-340-4528

National Gay, Lesbian Bi and Transgender Youth Hotline - 888-843-4564

Peer Listening Line - 800-399-PEER

Human Relations Services of Wellesley -781-235-4950 or www.hrshelps.org

The Human Relations Services is Wellesley's community mental health agency. Its goal is to prevent and/or help solve personal and family problems. Those who come to HRS include children, teenagers, adults and families who are faced, as everyone is at times, with personal difficulties such as: school problems, family illness or death, divorce, or drug or drinking problems. The HRS staff includes psychiatrists, psychologists and social workers who offer counseling to anyone in need. Fees are charged, but no one is denied assistance for financial reasons. A psychologist from HRS is in the High School Guidance Department full time.

Massachusetts Eating Disorder Association - 617-558-1881

Massachusetts Substance Abuse Information and Education Helpline c/o The Medical Foundation - 800-327-5050

MBTA - 617-722-3200

Newton Wellesley Hospital - 617-243-6000

Parental Stress Hotline - 800-632-8188

Police - 781-235-1212

Boston Area Rape Crisis Center - 617-492-8306

Riverside Community Care – Newton 617-969-4925

Riverside Community Emergency Service/Crisis Care – 800-529-5077

Runaway Hotline - 617-423-9575 (18-24) 800-Runaway (14-17)

Samaritans: Massachusetts 24 Hour Crisis Intervention/Suicide Hotlines: 877-870-4673

Wellesley Youth Commission - 781-446-6274

The purpose of the Wellesley Youth Commission is to serve as an advocate and a representative voice for the youth of Wellesley as well as to ensure that the needs and concerns of the youth are recognized by those Town boards, departments and agencies involved with youth. Programs include employment, volunteer, Youth Council, and after-school drop-in center.

OUTSTANDING OBLIGATIONS:

A student will not be allowed to attend school events and/or end-of-the year activities (even if they has already bought a ticket for that event) if the student owes detention time, if they have outstanding obligations including food service, library, books, activity fees, lab fees, parking tickets or any other outstanding obligations. Exceptions may be granted by the student's Assistant Principal in cases where extraordinary circumstances have prevented a student from meeting their obligations.

FIELD TRIPS:

Specific units of the curriculum are occasionally enriched by on-site visits to locations which highlight a particular area of study. Class and activity advisors also sometimes plan trips to allow students to participate in or perform as representatives of the High School.

Students and families are informed that any student who chooses to participate on such a trip, whether day or overnight, is under the direct supervision of the teacher(s) and chaperone(s) assigned to the trip. While involved in the activity, students must follow the policies and procedures of Wellesley High School as indicated in this Student Handbook. All information regarding field trips (itinerary, mode of transportation, costs, information regarding chaperones, etc.) will be sent to families prior to the trip along with a field trip permission slip and consent form to sign and submit.

Points to consider in planning to participate on a field trip:

1. Completed permission slip and consent form signed by parent or guardian must be received seven days before the trip in compliance with any due date specified for the trip.
2. Students going on the trip are responsible for all transportation expenses and fees.
3. Students are responsible for notifying their teachers in advance of the trip and for making up all work missed because of field trips. If a student fails to make up work, they will be given a failing grade for that work. A student is expected to take a test missed because of a field trip the day after the field trip. A student must submit their school work (homework, papers, or projects) which is due on the day of a field trip before they leave on the field trip.
4. Any student who violates the school's alcohol and drug policy included in Section D of this *Handbook* or any other *Handbook* rule may face school consequences.

Students are advised that missing school for extended trips can have an adverse impact on academic achievement in some courses. Class teachers are not responsible for tutoring or reteaching a student who has missed school because of a school sanctioned field trip.

FIRE DRILLS/EMERGENCY EVACUATION:

Everyone must exit the building in an orderly manner whenever an alarm sounds. If you are not in an area that has an immediate life safety threat, exit with your class during school hours. After school hours, leave in an orderly fashion and report to the nearest faculty member. Students are expected to cooperate fully and to follow the direction of any adult during a building evacuation. Fire Exits are clearly marked throughout the building and shall be utilized if it is the quickest way to exit the building. If a fire alarm is sounding, leaving via a Fire Exit marked alarm will not trigger an additional alarm. All teachers will lead students from classrooms and corridors to the appropriate exit and outdoor area. At no time will you have to cross a street or congregate in the parking area during a non-emergency drill. **Students will remain with their class at all times.** Emergency response vehicles arrive from different routes, so be aware of your surroundings and oncoming vehicles. If an exit becomes bottlenecked, look for an alternate route.

Expectations for students

1. Leave the building quietly, promptly, no texting/cell phone use until you have reached the designated evacuation area.
2. Remain with your classroom teacher for attendance during the entire evacuation.
3. Do not stand in roads, driveways or courtyard.
4. **Do not return to the building until directed to do so by a teacher, even if the alarm stops.**

Expectations for teachers

1. **Teachers should report missing students to either the Student Supervisor or Administrator in their designated area.**
2. Teachers who are free should assist moving the students to the designated areas.
3. Administrators in each designated area will notify students and teachers when they can return to the building and they will determine if there are students missing.
4. Administrators or designees in designated areas shall sweep the bathrooms to ensure 100% evacuation prior to exiting the building.

GUIDELINES FOR APPROPRIATE DRESS:

As an educational community, we must ensure that all students and members of the faculty and staff feel as though their educational environment is not disturbed. We value the freedom to express individuality through dress but also believe that all members of the school community should understand that respect is conveyed through behavior and appearance.

Upon reports from a member of the faculty or staff, a school administrator will determine if that student's dress is disruptive to the school environment. When appropriate, an administrator may hold a discussion discreetly with the student. Repeated instances of dress that are disruptive to the school environment may lead to disciplinary action.

GUIDANCE SERVICES:

The Guidance Department provides a variety of services in three areas: educational, career and personal domains. Within these three broad areas are nine specific services: guidance seminars, counseling, teacher consultation, resource coordination, information delivery, family education/consultation, placement, evaluation/planning and records/testing. While students are the primary focus of these activities, counselors also work closely with families, teachers and administrators.

School counselors spend the majority of their time in direct service to students. Through individual counseling and guidance seminars, counselors address the developmental needs of their students and provide crisis intervention. They are also in frequent communication with faculty, staff and families in order to coordinate services and provide an optimum school experience for all students. Counselors work closely with special educators, serving as referral agents and as members of the core evaluation team. They also meet regularly with the Assistant Principal, school psychologist and special educator to share concerns and develop strategies to meet the specific needs of individual students' concerns.

Guidance Resources

The Guidance website is: <https://sites.google.com/a/wellesleyps.org/whsguidance>

- ❖ Admissions officers from over 100 colleges and vocational schools visit the high school throughout the year. Visits are scheduled during the students' lunch periods and after school. Other post-high school opportunities are publicized throughout the school year on the guidance website.
- ❖ The computer program, NAVIANCE Family Connection enables our counseling department to offer a comprehensive website that students can use to help in making decisions about college and careers.

School-to-Career

The primary goal of the program is to broaden the scope of existing work-based learning and enhance career education resources throughout the school system. The program will provide a variety of career exploration opportunities.

Guidance Seminars

All students meet with their counselor in groups of ten to fifteen, once a cycle, for one quarter each year in a program to assist students in maximizing learning and planning for the future.

Any student who wishes to meet with their counselor individually should make an appointment in advance. In emergencies, however, a student should feel free to come in to see their counselor without advance notice. If the counselor is not available, the student can see their House Assistant. Families are encouraged to call with questions or request a conference when appropriate.

College and Career Testing

Wellesley High School is a test center for the College Board. Registration Bulletins and college testing booklets describing the testing program listed below are available in the House Offices..

ACT-American College Testing: This standardized test is used throughout the country by college and university admission offices. Somewhat like the SAT Reasoning Test, it is curriculum based and includes tests related to high school content areas: English, mathematics, reading and science reasoning.

AP-“Advanced Placement Exams” Three-hour tests administered in May each year at Wellesley High School for students seeking advanced standing or credit in college in certain subject areas. WHS only administers AP exams for students enrolled in WHS AP courses, WHS sponsored VHS AP courses, or for the AP Language & Composition, AP Literature, AP Chinese or AP World History exams. Students taking AP courses or preparatory classes outside of WHS will need to find an alternative test site.

CB-College Board: This agency, which is in charge of many tests and services connected with the college admissions process, administers the SAT Reasoning Test.

Pre-ACT: The Pre-ACT is a practice test for the ACT.

PSAT/NMSQT-Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Tests: The PSAT is a practice test for the SAT Reasoning Test.

SAT Reasoning Test: This standardized test is used throughout the country by colleges and university admission offices. The SAT is a multiple-choice test designed to measure your verbal and mathematical reasoning abilities.

Testing plans are discussed in Guidance Seminars; a typical testing pattern is as follows:

- ❖ **Sophomore Year**-The Pre-ACT is administered in October.
- ❖ **Junior Year**-The PSAT/NMSQT is administered in October. Test booklets and scores returned in December provide a study guide to assist students in their preparation for the SAT Reasoning Test in the spring. It is also the qualifying exam for the National Merit Scholarship Program.
- The ACT and/or SAT Reasoning tests are usually taken in March, May and June.

Senior Year-Seniors typically take the ACT/SAT Reasoning Test in September, October or November.. Advanced Placement Exams are administered in May.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Wellesley Public Schools, in conjunction with Section 504 of the Rehabilitation Act of 1973, does not participate in discrimination or harassment on the grounds of race, color, sex, national origin, age or disability in any educational programs, activities, or employment. Furthermore, the Wellesley Public Schools has procedures regarding the referral, evaluation and placement of students with disabilities who are eligible for accommodations under Section 504. The 504 Coordinator for the High School is the Director of Guidance. The 504 Coordinator for the Wellesley Public Schools is Ms. Sarah Orlov, the Director of Student Services. Please contact the Director of Guidance at the High School or the Student Services Office of the Wellesley Public Schools at 781-446-6210 ext. 4529 for more information.

LOCKERS:

If a student is interested in being assigned a locker, they should see their House Assistant. Lockers are school property and as such, they are not to be written on. If a student damages the finish of a locker, they will be held responsible for restitution. A student may be held responsible for other types of damage to their locker. Problems should be reported immediately to the student's House Assistant. Do not use lockers that do not lock!

Keep your locker locked. It is assumed that the contents of your locker belong to you. Do not share a locker with another student. Do not leave valuable items or money in your regular locker or gym locker. These should be left in their House Office. Students can only use school issued locks on their hallway lockers. Other locks will be removed.

LOST AND FOUND:

Found personal articles are kept in the Cafeteria's lost and found box for a reasonable period of time, then donated to a charitable organization. Lost books returned to the office are sent to the appropriate department center. A form for reporting the loss or theft of an item is available in the House and Main Office and should be filled out as soon as possible after a loss or theft occurs.

NURSING SERVICES

The Nursing Department collaborates with parents and staff to provide services to support the student's health, well-being and safety in school. Our comprehensive school health program includes care coordination, leadership, quality improvement and community/public health. Under this umbrella of services are the mandated screening programs, protocols to prevent the spread of communicable diseases, emergency care and the development of plans in order to support school attendance for students with medical needs.

The **SBIRT (Screening, Brief Intervention, Referral for Treatment)** program is a direct response to the opioid crisis and provides motivational interviewing for students in grade 10. This is a comprehensive, integrated, public health approach to prevent and/or delay substance use and early identification of the small percentage of students thought to be at risk for substance abuse. Recognizing the increasing rates of reported sexually transmitted infections (STIs) among the adolescent population, condoms are available to students through the Nurse's Office *only after* the school nurse has met with the student and provided counseling and education.

ILLNESS, INJURIES, AND SCHOOL ATTENDANCE:

School attendance is key to your child's success in school. Students should be in school if they are rested, eating well, feeling good and are fever free. **If a student is feeling ill, they should stay home.** The information below should give you direction when making the decision to send your child to school or keep them home. REMEMBER: Your school nurse is an excellent resource if you need any guidance or direction when making this decision. Never hesitate to consult with your school nurse.

Absence

Please notify the school when your child will be absent and indicate whether it is due to illness or injury. Providing information about your child's absence allows for the school nurses to track and trend illness in school and begin interventions should a pattern of illness develop.

Illness

Students should remain out of school for vomiting, diarrhea and or fever. Students receiving antibiotics for contagious conditions such as strep throat must remain out of school for the first 24 hours of antibiotic therapy.

**** It is also important to notify the school nurse of any contagious diagnoses, (i.e. pertussis, chicken pox etc.) at 781-446- 6290 ext. 4503/4611**

If your child will be absent from school for an extended period of time such as for a surgical procedure, let the school nurses know so that they can assist with the transition process as your child returns to school.

Injury

A student who has sustained an injury including a sport injury and has been treated by a physician or at an emergency room and whose activity will be restricted for a limited period of time (stitches, sprains, fractures, etc.), must bring a note from the physician to the nurse stating the nature of the restrictions. The student will not be allowed to return to sports or fitness class until a note is received from the physician indicating that they are cleared to return to full activity with no restrictions. If a student sustains an injury that they feel will affect school performance, or if a parent/guardian of an injured student feels school activity should be limited for 1-2 days, the parent/guardian must send a note to the nurse.

Fever

If your child has a temperature in the morning, it is recommended that your child remain home. Students should remain home for 24 hours after a fever has subsided without the use of fever-reducing medication such as acetaminophen (Tylenol) or ibuprofen (Motrin). If your child develops a fever during school hours, they will not be allowed to return to the classroom and will remain in the health office until dismissed to a parent/guardian or their designee.

Dismissal

Students who become ill or injured at school must report to the nurse's office. **Students are not allowed to go home without parental (or parental designee's) consent and the nurse's permission.** The nurse must speak with a parent/guardian prior to allowing a student to find a way to transport themselves home after an injury or illness at school. Students must have someone to call in an emergency if a parent/guardian cannot be reached. It is the family's responsibility to update contact information in PowerSchool or through their House Office

Immunizations

Massachusetts law requires that students be immunized against DPT, Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella. Any student who does not have an up-to-date immunization record on file by the first day of school will be excluded from school by order of the Department of Public Health until their health record is brought up-to-date.

Physical Examinations

Physical examination by a physician, nurse practitioner or physician's assistant are required for 9th graders and new students. The examination must occur within one year prior to the student entering school or within 30 days after they enter. In order to participate in any interscholastic sport, documentation of a physical examination within the last 13 months by the student's primary health care provider must be on file with the school nurse prior to tryouts.

SCREENINGS:

1. ***Vision and Hearing Screenings*** are conducted for grade 10 students according to guidelines provided by MDPH (<http://www.mass.gov/eohhs/gov/departments/dph/>). A referral letter is sent home when the student does not meet the screening parameters recommending evaluation by your physician.
2. ***Postural screening*** is conducted annually in collaboration with the Fitness and Health Department for students in Grade 9. A report from the student's doctor is required in order to be excused from the school screening. A referral letter is sent home when the student does not meet the screening parameters so that further evaluation can be done.
3. Heights and weights are done on students in Grade 10. ***Body Mass Index (BMI)*** and corresponding percentile is calculated and recorded following guidelines from the MDPH for each student. The results will be recorded in the student's cumulative health record at school. Parents are welcome to call the school nurse to discuss the findings.
4. ***SBIRT Screening*** (Screening, Brief Intervention, Referral for Treatment) will be conducted for all grade 10 students.

MEDICATION PROCEDURES WHILE AT SCHOOL:

There are times during the school day when students will require the administration of medication. When at all possible, medication should be given at home but there are circumstances when it is important to maintain therapeutic levels or to keep a student pain free and comfortable during school hours. Students with medical conditions should have emergency and as needed medication available at school as well.

The following information is a guideline for you in deciding if medication administration during school is appropriate for your child. This information is part of the Massachusetts Department of Public Health regulations on administration of medication in a school setting. Your school nurse will help you navigate through the process of establishing a medication routine for your child while at school.

1. Medication orders must be renewed at the beginning of each school year.
2. All medications require a written order from the health care provider and written parent/guardian consent. This includes all daily medications, both prescription and over the counter (OTC) medications.
3. **Medications are administered only by the school nurse and are stored in a locked cabinet in the nurse's office. The nurse may delegate administration of student medication during a field trip. Students are not allowed to carry prescription medication in school.**
4. If short-term antibiotic medication (10 days or less) is to be administered during the school day, the original pharmacy container may be used as the "written order" from the health care provider. A written consent form signed by the parent/guardian is required.
5. All medication must be supplied in the correctly labeled original pharmacy container. Only a thirty (30) day supply will be accepted at any time.

6. At the high school, the nurse may administer ibuprofen or acetaminophen to the student once during the school day for dental pain, headache, menstrual cramps or muscle soreness. Written parent/guardian consent is required. The middle school and high school supply ibuprofen and acetaminophen in tablet form only. The parent/guardian must provide chewable or liquid medication, if their child is unable to swallow tablets.
7. The nurse may administer allergy eye drops to an individual child once during the school day for treatment of allergy symptoms. The parent/guardian will provide written consent and the medication in its original container.
8. Complementary/Alternative medications such as homeopathic medications, herbal medications and dietary supplements require a written order from a licensed Massachusetts physician and written parent/guardian consent. Medication must be FDA approved and provided in its original container.
9. **For safety reasons, students should never transport medication to and from school or keep medicine in their possession during the school day.** The parent/guardian or an authorized adult are requested to deliver medication to the health office. Exception to this policy is the “self-administration” consent, which allows students to carry their personal inhaler and/or EpiPen and self-administer as directed. Consent from their health care provider and parent/guardian are required for the self-administration order.
10. School nurses and trained non-nursing personnel may administer Epinephrine (EpiPen) by auto-injector to students with identified severe allergic reactions.
11. At the end of the year, all medications must be picked up by a parent/guardian. Any medications not picked up will be discarded.

CONCUSSION/HEAD INJURY PROTOCOL:

The nurses, counselors, teachers and athletic trainer collaborate to ensure prompt identification of a student concussion and/or head injury symptoms in order to initiate an appropriate management plan.

Recognizing that each student responds and recovers from a head injury differently, families should contact the school nurses so that the appropriate accommodations can be put in place in order to support your child during the brain healing process. Student athletes must have an ImPACT test prior to participation in interscholastic sports.

STUDENT IN CRISIS

When an administrator determines that a child is in crisis, they will contact the parent/guardian. If an administrator deems that a student's safety is in immediate jeopardy, emergency services may be called and the student may be transported to the nearest emergency room. When a parent/guardian has notified the student's Assistant Principal that they have received safety assurance for their child, a re-entry meeting will be scheduled. The re-entry meeting may include the parent/guardian, student, Assistant Principal, guidance counselor, school nurse, other school support personnel, and a representative from the Bridge Program. The Bridge Program is a short-term program that assists students and their families with the process of re-entry and reintegration into the school community following psychiatric and medical interventions. Bridge staff can provide a variety of services including clinical and academic support, and communication between the school and other service providers.

USE OF THE ELEVATOR

An elevator pass will be distributed to students who need them at the discretion of the nurse. Student use of the elevator without a pass after a warning may be assigned detention/s.

STUDENT RECORD REGULATIONS

STUDENT RECORD REGULATIONS & FERPA

The *Family Educational Rights and Privacy Act (FERPA)* is a federal law that provides two basic rights to parents in regards to student records:

1. The right to inspect and review their child's education records
2. The right to prevent unauthorized persons from seeing the same records

The Commonwealth's student record regulations (603 CMR 23.00) are designed to ensure parents and students of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

To request records, please send a written request to your child's school and/or to the Student Services Office, 40 Kingsbury Street, Wellesley, MA 02481.

Transcript And Temporary Records

The following is a summary of the Student Records Regulations adopted by the Massachusetts Board of Education on January 28, 1975. The purpose of these regulations is to ensure parental and student rights are protected regarding the confidentiality, inspection, amendment and destruction of student records. For students aged 14-17, or in ninth grade or above, these rights shall be exercised by the student and their parent/guardian, or by either acting alone. If a student is 18 or older, they alone shall exercise these rights, although a parent may continue to exercise them until expressly limited by a student who has filed the appropriate form in the Main Office.

The student record shall consist of the transcript and the temporary record. The transcript shall contain records that constitute a minimum amount of data and shall be limited to the name, address and phone number of the student and of the parent or guardian, the student's birth date, course titles, grades, grade level completed and year completed. The temporary record shall consist of all information, not in the transcript, that is of importance to the educational process. The transcript shall be maintained by the School Department and may only be destroyed sixty years following a student's graduation, transfer or withdrawal from the school system.

The temporary record shall be destroyed within seven years after the student transfers, graduates or withdraws from the school system.

Access

The eligible student and their parent/guardian, or either one as applicable, shall have access to the student record and may obtain copies of any information in the record. Authorized school personnel shall also have access to student records. In general, no information in a student record shall be disseminated without the specific, informed, written consent of the eligible student or the parent/guardian. Please note that federal student record regulations under the Family Educational Rights and Privacy Act ("FERPA"), 34 C.F.R. §99 also apply. A log shall be kept to record the dissemination of any information in the student record.

A parent or guardian has the right to see a copy of their student's academic record and can exercise this right by writing to the guidance counselor.

Amendment

The eligible student and their parent/guardian, or either one, has the right to add information or other relevant material to the record. They also have the right to request the deletion or amendment of any information in the record. The school Principal or their designee is required to make a decision regarding such a request which may be appealed first to the Superintendent and then to the School Committee.

"Parent" shall mean a student's father, mother, guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother or guardian. The term, as used in these regulations, shall include a divorced or separated parents, subject to any written agreement between parents or court order governing the rights of such a parent that is brought to the attention of the school principal. (CF. Chapter 71, section 34H). Unless notified by the custodial parent to the contrary, the non-custodial parent will have access to the same information as the custodial parent.

Discipline Records

A student transferring into the high school must provide the new school system with complete school records from their prior school/s. Said records shall include, but not be limited to, reports of any incidents involving suspension or violation of criminal acts or any incident reports in which such student was “charged with any suspendable act.”

NONCUSTODIAL PARENT:

(5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. the parent has been denied visitation, or
 - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

RELEASE OF STUDENT INFORMATION:

The school may release for publication a student's name, class, photograph, participation in officially recognized activities and sports, honors and awards. Parents who do not wish to have such information released to the news media should indicate “No” in Powerschool.

Pursuant to 603 CMR 23.07(g), the WPS may provide student record information (including the special education record) to a school to which a student seeks or intends to transfer without the consent of the eligible student or parent, so long as the parent receives annual notification of this law.

Right to Request That Student’s Information Be Withheld From Armed Forces Recruiters:

The *National Defense Authorization Act* requires that school officials provide military recruiters with student information including names, addresses, and telephone numbers. Parents/guardians and students of majority age have a right to request that their information be withheld from military recruiters. To do so, notify in writing your request to your child’s House Assistant.

RESOURCE AREAS

Students who use a lab or the library during a Directed Research class must first notify their Directed Research teacher and then sign in to the lab or library where attendance is recorded.

LIBRARY:

The staff of the Wilbury Crockett Library welcomes students and teachers to use the facility and its resources. The library staff is available to answer questions and provide assistance with research projects before, during, and after the school day. Please make it a point to visit the library and see the opportunities that it provides to the Wellesley High School community.

The library is open from 7:15 A.M. to 3:45 P.M., Monday through Thursday, and 7:15 A.M. to 3:00 P.M. on Friday.

The Library is an academic space and should be used for academic purposes. Academic purposes may include: homework, research, reference assistance, group project work, quiet study, reading, school-related computer use, and use of the copy machine. If a class or special event is scheduled in the library, space may be limited and access controlled by the library staff.

Block One Guidelines

7:15 - 8:30 A.M.

The library is open for students to come and go freely. Students may enter the library to do school work as space allows and at the library staff's discretion.

Announcements concerning library changes or limitations will be posted outside the library.

Blocks Two through Six

To use the library, 9th and 10th graders must:

1. Students who choose to access the library during DR must sign out of their DR classroom and must sign into the library.
2. Report directly and promptly to the library and remain for the entire block.
3. Sign-in using the online sign-in system at the front desk of the library. Sign-out at the end of the block. Students who need to leave for longer than five minutes to visit academic labs, guidance, or the nurse need to return with a signed pass.
4. Students may only sign themselves in and out of the library: They may not sign other students in or out.

Juniors and seniors do not need to sign-in or out of the library and may use the library on a space-available basis. When the library is at capacity, the library staff may ask students to leave or deny admittance to newly arriving students.

Circulation Policy

All books checked out to students circulate for three weeks, and students may renew a book they are still using. The library will email overdue notices to the student's parents/guardian. Although we do not charge fines for overdue books, if materials are not *returned*, the students will be billed for these materials. After three email notices, a letter requesting payment for the lost material will be mailed to the student's parents/guardians.

Lost or Damaged Library Materials

Prices for lost or damaged books are as follows:

Hardcover Fiction \$30.00, Paperback Fiction \$20.00, Hardcover Nonfiction \$45.00, Paperback Non-Fiction \$30.00. Some materials such as reference books, art books, and DVD's are billed at replacement cost to the library.

Students who find a book that they have already paid for will be reimbursed if the book is returned in satisfactory condition by the last day of school.

MATH LAB:

The Math Lab, a drop-in center staffed by members of the Mathematics department, is located in room 437. Students are encouraged to bring homework, assignments, problems they are having difficulty with to the Math Lab for one-on-one conferencing and support.

SOCIAL STUDIES LAB:

The Social Studies Lab is located in room 327. Students should check with their social studies teacher or check the door of the lab to see when help is available to them for independent enrichment, research, writing projects, makeup work, and computer-assisted activities. 9th and 10th graders may not be in the lab during unsupervised blocks. The books in the lab are not to be removed for any reason.

WRITING LAB:

The Writing Lab, a drop-in writing center staffed by English teachers 30 blocks per cycle, is located in room 227. Students are encouraged to bring written work in any stage of the writing process to the Writing Lab for one-on-one conferencing and support. Students may also use the computers and printer in the Writing Lab during blocks when it is staffed.

MOTOR VEHICLE USE:

Parking Lottery

Each spring and winter, seniors will have the opportunity to enter the Parking Lottery.

Regulations

All cars must be registered with the Student Supervisors in the Main Office. The Wellesley High School senior parking sticker must be secured to the automobile's front windshield. Seniors are to park only in the designated student parking area.

All cars parked on school property must be kept locked and anything in the car is assumed to belong to the owner of the car. The Administration retains the right to search any vehicle parked on school grounds.

Students may not be in the parking lot except when arriving or departing from school and should therefore not store books, lunches or other materials needed during the school day.

Motor Vehicle Violations

Parking at the school is a privilege granted by the school. A \$25 motor vehicle violation will be issued for the following reasons.

1. Failure to display parking sticker
2. Parking in unassigned area
3. Parking in the faculty area
4. Parking in a HANDICAP space
5. Parking in NO PARKING area or a FIRE LANE
6. Parking in RESERVED OR DESIGNATED area
7. Blocking driveway or access road
8. Speeding
9. Improper/dangerous use of motor vehicle.

All Student Handbook rules apply to the parking lot. Leaving campus with a student who does not have permission to leave will result in school consequences. Junior/Senior passes will be revoked for failure to adhere to the parking lot/school ground rules and regulations.

For repeat offenders, the student's motor vehicle will be towed at the owner's expense. If the student does not pay their fine/s, they will not be allowed to purchase tickets to any school events. If a fine remains unpaid after two weeks from the date of the violation, junior/senior privileges will be suspended for the remainder of the term.

RESTRICTED AREAS OF THE BUILDING:

Student use of the following restricted areas is permitted only in an emergency or when authorized by a staff member. Presence in these areas without permission is a Category A Infraction

1. Auditorium and stage.
2. Locker rooms unless supervised.
3. Teachers' offices and work rooms.
4. Classrooms not in use.

Under no circumstances should more than one student be in a bathroom stall or stand alone bathroom. Doing so may result in school consequences as well as possessions being searched by an administrator or school supervisor.

SECURITY:

The Wellesley Public Schools works in collaboration with the Wellesley Police and Fire Departments to ensure that all students are safe and our buildings are secure. Each year the high school participates in emergency evacuations so students and teachers will know what to do in the event of an emergency. To further ensure school safety and security, all doors to the high school are locked at 8:45AM each day. Students and parents/guardians arriving after that hour will need to ring the doorbell to gain admittance. Security cameras are located throughout the school, on school buses and on school grounds. Letting students into the building or pegging doors open is a serious violation of our security protocol and may result in suspension.

Protection Of Valuables:

Students are urged not to bring valuables or large sums of money to school. **DO NOT LEAVE MONEY OR VALUABLES IN HALLWAY OR UNLOCKED GYM LOCKERS.**

WORK PERMITS:

Students under 18 years of age are required by Massachusetts State Law to have a work permit on file with their employers. Wellesley residents may obtain work permit forms in the Main Office. It is necessary to have a social security number in order to obtain a work permit. Applications to apply for a social security number may be obtained at a Social Security Office.

SECTION 5

WPS DISTRICT POLICIES

School Committee Approved District Wide Policies

ACCEPTABLE USE POLICY – TECHNOLOGY

PURPOSE

The Wellesley Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, communication, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

AVAILABILITY

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Wellesley Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Wellesley Public Schools.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Wellesley Public Schools as well as with law and policy governing copyright.

MONITORED USE

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

LIABILITY

The Wellesley Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Wellesley Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Code: IJNDB

ACCEPTABLE USE POLICY - SYSTEM AND NETWORK:

1. Commercial use of the system/network is prohibited.
2. The District will provide training to users in the proper use of the system/network.
3. The District will provide each user with copies of the Acceptable Use Policy and Procedures.
4. Copyrighted software or data shall not be placed on the District system/network without permission from the holder of the copyright and the system administrator.
5. Access will be granted to employees with a signed access agreement and permission of their supervisor.
6. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
7. Initial passwords provided by the network administrator should be set to expire on login.
8. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
9. Students completing required coursework will have first priority for after hours use of equipment.
10. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
11. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of District technology. All such agreements are to be maintained at the building level.
12. Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
13. Superintendent or designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
14. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
15. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
16. System users shall not use another user's account.
17. System users should purge electronic information according to District retention guidelines.
18. System users may distribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, District policy, and administrative procedures.
19. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
20. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
21. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
22. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
23. Forgery or attempted forgery is prohibited.
24. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
25. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
26. Pretending to be someone else when sending/receiving message is prohibited.
27. Transmitting or viewing obscene material is prohibited.
28. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
29. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's system/network.

A user who violates 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.

BRING YOUR OWN LAPTOP (BYOL) GUIDELINES:

Laptop Use:

1. I will use the laptop as a learning tool for educational purposes as directed by the teacher including turning off messaging and message notifications during class time.
2. I will use the laptop in ways that are appropriate and meet the Wellesley Public Schools Acceptable Use Policy.
3. I will obtain explicit permission before taking and/or sending pictures/video/audio of other people.
4. I will not take or share inappropriate pictures/video/audio of myself or others.
5. I will make sure my laptop is charged and ready to use for my first class of the day.
6. I understand that the Wellesley High School Honor Code as stated in the Student Handbook applies to my laptop and email use in the classroom.

Email Use:

7. I will use my Wellesley raiders gmail *account* for all school related work.
8. I will not send emails that contain inappropriate content, harassing/offensive language, gossip, bullying, or viruses.
9. I will not send or read email during class time (unless a teacher gives permission).
10. I will not use the account of another person.

Laptop Care:

11. I will notify the Wellesley Technology Department immediately if any school owned laptop is missing or damaged.
12. I will never leave my laptop unattended and will know where it is at all times.
13. I will keep food and beverages off my desk when I am working on my laptop and will clean the screen with an appropriate cloth when necessary.
14. I will report to my teacher if I think my laptop has been tampered with.

Other & Damage/Loss:

15. I understand that the use of electronic resources shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use (as stated in the Acceptable Use Policy).

I will notify the school and file a police report with my parents in case of theft or vandalism.

CODE OF CONDUCT

ATTENDANCE:

Philosophy

Students are expected to be in school and to follow their assigned schedule every day. Parents/guardians and students should be fully aware that in most cases, classroom learning cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily activities of their classes. When someone is absent, the educational experience of all the students in the class is diminished.

In Attendance

A student will be considered “in attendance” if they are involved in a school-scheduled and/or school-supervised activity which precludes their presence in the building for all or part of the school day or a series of days. **Thus, a student who leaves at the beginning of the school day and returns at the end of the school day on a school-sponsored field trip is considered present and is expected to complete all assignments when due.** A student who participates in a school-sponsored exchange trip or concert for several school days is considered legally present for those days and is entitled to make up missed work, for credit, provided a planned absence contract is completed and approved by their Assistant Principal prior to departure.

In order to participate in an extracurricular activity sponsored by Wellesley High School, a student must be present for all assigned blocks during the school day, unless excused by their Assistant Principal for extraordinary circumstances. This includes, but is not limited to, drama, musical rehearsals or productions, athletic practices or competitions, and club and class activities.

Wellesley High School does NOT have an “open campus.” With the exception of those leaving for legitimate reasons (and with the permission of an administrator), students are not allowed to leave campus during the school day. Those students who leave without permission during any part of the day will be subject to disciplinary action.

Absence

Chapter 76 of the General Laws relating to education in the Commonwealth of Massachusetts specifically outlines the responsibilities of parents/guardians, students, and the school regarding attendance. School attendance prior to age 16 is compulsory. If a student is reported as ill for five or more days, the school may request a physician’s statement for their absences. School becomes a privilege for students 16 years of age and older, except for students covered under Chapter 71B. Pursuant to Chapter 240 of the Acts of 2012, Child Requiring Assistance (CRA), the school may file when a student is habitually truant from school, (not excused for more than 8 days in a quarter).

Parents/guardians must notify their House Assistant of all **student absences**. Such notice may be given in the form of a written note signed by the parent/guardian or a telephone message from the parent/guardian to the appropriate House Assistant. The school should be notified before 9:00 A.M. (on each day of absence) but no later than on the day the student returns to school. If a parent/guardian contacts the school providing the reason for their child's absence, a written note is not necessary.

School attendance is taken daily. If a student is missing from two classes, the High School will consider the student absent from school. The parent/guardian will receive a school message at the end of the day if the school has not been called.

Students who have been absent and whose parents/guardians have not communicated with the school must bring a note to their House Office when they return to school, before attending their first class. Failure to do so will result in an unexcused absence from the class.

IN ALL CASES, IT IS THE STUDENT'S RESPONSIBILITY TO RESOLVE THE STATUS OF AN ABSENCE FROM

SCHOOL OR FROM AN ASSIGNED CLASS WITHIN 48 HOURS. FAILURE TO DO SO MAY RESULT IN ACADEMIC CONSEQUENCES AND/OR A CLASS CUT.

Whenever students are absent from school, they should contact their classmates, access their class Canvas page, and/or refer to their class assignments sheets. If a student is absent for a minimum of two days and an extended absence is anticipated, parents/guardians may request assignments by calling their House Assistant. Teachers are expected to leave homework assignments in the House Suite by the end of the following second day if they cannot be shared through email..

Extended Absence

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the Assistant Principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The Assistant Principal shall coordinate such services with the Director of Student Services for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP (Individual Education Plan).

Absences fall into the following categories:

1. Excused: Students and parents should make every attempt to avoid any absence from school other than for:
 - a. personal illness of the student
 - b. serious illness or death in the family
 - c. religious observance
 - d. court appearance
 - e. suspension
 - f. extraordinary circumstances for which an absence has been pre-approved by the student's Principal.

Routine medical and dental appointments should be scheduled after school. If this is impossible, students should submit a note from either the doctor's office or a note from their parent/guardian with the name and phone number of the doctor. The office must have confirmation of the appointment upon the student's return to school for the absence to be excused.

Previously assigned school work including, but not limited to tests, quizzes, homework, etc. is due upon the student's return to school from an anticipated absence unless a teacher has previously specified the expectation. Teachers will work with students to determine a schedule for submission of missed work.

Assigned school work for students who have been suspended is due on the day they return to classes.

Students must submit school work (homework, papers, projects) that is due on the day of a field trip before leaving for the trip.

2. Vacations and Trips: The school strongly discourages non-school-sponsored trips and vacations which do not coincide with school vacations. The student and parent/guardian will need to speak with their Assistant Principal and develop a plan to make up work missed. Failure to do so may result in academic consequences.
3. School-Sponsored Activities: Students participating in school-sponsored field trips, exchanges are considered present in school and are entitled to make up work. School assignments need to be turned in to teachers on the first day of a student's return to school.
4. Dismissal: Any student planning an early dismissal from school must submit a written parental request to their school office prior to their dismissal. Failure to do so will result in an absence. Dismissals are permitted if a parent telephones or appears at the school prior to the student's dismissal. A dismissal request without good cause will be denied. In the case of student illness, dismissal is arranged by the school nurse.

5. Truant: A student is considered truant for the day if they are absent from school without parent/guardian permission.
6. Unexcused Absence: A student will be considered unexcused for the following reasons:
 - a. the student comes to school late without an approved excuse
 - b. the student's absence has not been excused within a timely manner of their return to school

Teachers and families will be informed when a student's absence is unexcused and what the academic consequence may be.

Each Assistant Principal shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Assistant Principal, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Pursuant to MGL Chapter 76, Section 1, the Superintendent and/or designee may excuse absences not exceeding seven full day sessions or fourteen half day sessions in any six month period. Should a student's attendance exceed this standard, the District may file a 51A report of suspected child abuse or neglect with the Department of Children and Families (DCF), file an application for "Child Requiring Assistance" (CRA) with the Juvenile Court or file a criminal complaint in court against the responsible parent/guardian.

In accordance with MGL, Chapter 76, sect. 18, no student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within five days of the tenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the superintendent or the Superintendent's designee for an exit interview. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or designated representatives, provided no extension shall be for longer than fourteen days. The Superintendent or designee shall convene a team that may consist of the Principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

The provisions of this section shall not apply to a student who has completed the regular course of education, apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

Class Cut Policy

Students are expected to follow their assigned class schedule. Students who are present in school but absent from an assigned block will be assigned a class cut. A class cut will result in no credit for missed in-class work including tests, projects, quizzes, homework, etc. Class cut will accrue per year for all classes, including Directed Research classes. The Assistant Principal will monitor each student's overall class attendance and the following consequences will be assigned:

Students who have excessive unexcused absences in a specific course will automatically lose credit in that course:

First Class Cut for the year: The student's Assistant Principal will process the class cut and notify the parent/guardian, teacher, and counselor.

Excessive absences for a 6 or 7 Year-Long Credit Classes:

2nd and 3rd class cut = The Assistant Principal will process the cut, notify parent/guardian, teacher and counselor and assign two 60 minute detentions to be served after school.

4th class cut = Loss of 3 credits from the course and two detentions assigned

5th class cut = Loss of additional 2 credits from the course and two detentions assigned

6th class cut = Loss of all credit from the course and two detentions assigned

The student will remain in the course and earn a grade; a passing grade equals the successful completion of that core subject. Students who lose credits due to excessive absences may lose eligibility to participate in sports or other extra-curricular activities such as the school play, musical or other competitive activities outside of school. 136 credits are required to graduate from Wellesley High School.

Excessive absences for a 3 credit semester course are pro-rated as follows:

2nd class cut = The Assistant Principal will process the cut, notify parent/guardian, teacher and counselor and assign two 60 minute detentions to be served after school.

3rd class cut = Loss of 1.5 credits from the course and two detentions assigned

4th class cut = Loss additional .5 credits from the course and two detentions assigned

5th class cut = Loss of all credit from the course and two detentions assigned

The student will remain in the course and earn a grade; a passing grade equals the successful completion of that subject. Students who lose credits due to excessive absences may lose eligibility to participate in sports or other extra-curricular activities such as the school play, musical or other competitive activities outside of school.

Excessive absences for a 1.5 credit semester course:

2nd class cut = The Assistant Principal will process the cut, notify parent/guardian, teacher and counselor and assign two 60 minute detentions to be served after school; Loss of .75 credit from the course and two detentions assigned

3rd class cut = Loss of additional .25 credit from the course and two detentions assigned

4th class cut = Loss of all credits from the course and two detentions assigned

The student will remain in the course and earn a grade; a passing grade equals the successful completion of that subject. Students who lose credits due to excessive absences may lose eligibility to participate in sports or other extra-curricular activities such as the school play, musical or other competitive activities outside of school.

Assistant Principals may assign students to Saturday School for these detentions.

Tardiness to Class

If a student is late to class by *fewer* than 10 minutes, the teacher may speak with the student, record the tardiness, and may take disciplinary action. If a student is *fewer* than 10 minutes late to class three times in a term, the teacher may email the student's Assistant Principal of the dates and blocks of the three tardies and the Assistant Principal will assign a class cut. If a student is more than 10 minutes late to class, the teacher will mark the student as absent and the Assistant Principal will assign a class cut.

Teacher Tardiness/Absence from Class

In the event that a teacher does not report to class 10 minutes into the period, students must follow these procedures.

DO NOT ASSUME THAT THE CLASS HAS BEEN CANCELLED:

1. The students assigned to the class must remain in the classroom until excused by a Department Head or an administrator.
2. One member of the class should go to report the teacher's tardiness to the Department Head or to either the Principal or an Assistant Principal who will determine if the class should be cancelled.

ACADEMIC INTEGRITY:

Academic integrity is perhaps the most important virtue with respect to a student's academic work at Wellesley High School. A student's integrity and credibility are based on this honesty which is one of our core values of academic excellence. Wellesley High School students are expected to understand that dishonesty on exams, papers, and homework is a violation of our academic integrity policy and is a very serious matter. Students are expected to avoid all forms of cheating including practices which allow others to cheat from them. It is unfair to the students who earn their marks with hard work; it undermines the integrity of grades; it destroys the trust between teachers and students; it is unacceptable.

Cheating can take a number of forms, including, but not limited to:

- ❖ The use of unauthorized books, notes, electronic aids, or other materials in an examination.
- ❖ Obtaining an examination ahead of its authorized release.
- ❖ Unauthorized collusion; i.e. either aiding or obtaining aid or actual work, from another student, any person, or any printed or electronic sources, where such aid is not explicitly required in the assignment.
- ❖ Copying homework or notes to be evaluated by a teacher.

- ❖ Acting dishonestly in any way, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment.
- ❖ Submitting the same or similar work on more than one occasion or in more than one class or submitting another student's work who had previously submitted the work for a grade.

Any student found to be providing information to a fellow student during a test, or examination, or the preparation of graded work will be considered as guilty of cheating as the student receiving the assistance, and the full force of the rule will apply to them as well.

Even if the student who shared their work completed the course previously, their final grade would be impacted because academic integrity extends beyond the completion of the course. When this occurs, the student's Assistant Principal and guidance counselor will meet with the student, if possible, to discuss the infraction and consequence

Wellesley High School students will sign an honor code on all final assessments/exams as well as on major papers and projects. The honor code for assessments will read, *I will neither give nor receive help on this exam.* This pledge is to be copied by the student prior to taking the exam and followed by the student's signature. The honor code for papers and projects will read, *I certify that this paper/project is my own work, and I have cited any and all sources as necessary.* This pledge will be handed in along with the paper or project and will be accompanied by the student's signature.

PLAGIARISM - A FORM OF CHEATING

Definition

Plagiarism is copying or adopting any part of a literary, musical or artistic composition, a computer program, any electronically retrieved data, or the work of another and publishing it as one's own original composition or work. The following types of papers are considered dishonest:

1. Papers on which the student has received assistance other than incidental criticism from any other person.
2. Stories, the plots of which are taken from stories in books, magazines, television or films.
3. Articles of whatever nature in which thought, information or structure is derived without statement of indebtedness from books, magazines, lecture or any other sources.
4. Papers containing quoted material/others words without the use of quotation marks and footnotes.
5. Papers not actually written by the person submitting them.

When a student borrows from any source, the extent and nature of the borrowing must be fully and explicitly stated to avoid the charge of dishonesty. The indebtedness may consist of:

1. Actual words: Quotation marks must be used in the paper and the person or book quoted must be cited in either the text or a footnote.
2. Summary of substance (the paraphrase): The fact and amount of indebtedness must be made clear by introductory sentence or by a footnote.
3. Guiding suggestion: If the student's part consists only in development, credit must be given for the guiding idea.

A student's name on a paper is regarded as an assurance that the paper is original and is the student's own work. Therefore, the submission of any work copied from another student will be considered plagiarism. ***Even if the student who shared their work completed the course previously, their final grade would be impacted because academic integrity extends beyond the completion of the course.***

Consulting Spark Notes, Cliffs Notes, or other similar summaries or book guides will be considered cheating, even if the student has already read the required text. Furthermore, consulting SparkNotes.com or similar online books guides in school constitutes a violation of the school's acceptable use policy and will warrant appropriate consequences. Students are reminded that their teachers and Writing Lab instructors are eager to help them overcome reading and writing challenges and that there are no shortcuts to becoming better readers and writers.

Disciplinary Procedure

1. **First Offense** in the student's high school career (across disciplines and academic year/s):
 - ❖ The teacher will confer with their department leader and then will meet with the student to verify cheating or plagiarism and to discuss the matter. If there is a violation, the teacher's department head and the student's Assistant Principal will be notified. The House Office will log the incident in Powerschool. If this is the student's first Academic Integrity offense as a student at Wellesley High School, the student will be able to retake an assessment or re-submit the work for a grade no higher than 50%. The student's parent/guardian will be notified by the teacher.
 - ❖ If the student is a member of the National Honor Society, Foreign Language Honor Society, etc the advisors will be notified of the infraction for possible disciplinary action and/or dismissal; if the student is not a member of an Honor Society, the incident may affect the student's selection for membership in that society.
2. **Second Offense** in the student's high school career (across disciplines and academic year/s):
 - ❖ The teacher will confer with their department leader and then will meet with the student to verify cheating or plagiarism and to discuss the matter. If there is a violation, the teacher's department head and the student's Assistant Principal will be notified and the House Office will record the violation. The Assistant Principal will schedule a meeting with the teacher, department head and counselor. The teacher and team will decide whether to allow the student to retake an assessment or re-submit their work for a maximum of 50% OR assign a zero. The student's parents/guardians will be notified by the teacher. Additionally, the student's teachers may be notified by the Assistant Principal.
 - ❖ The student will have a Saturday school.
 - ❖ If the student is a member of the National Honor Society, Foreign Language Honor Society, etc the advisors will be notified of the infraction for possible disciplinary action and/or dismissal; if the student is not a member of an Honor Society, the incident may affect the student's selection for membership in that society.
3. **Third Offense** in the student's high school career (across disciplines and academic year/s):
 - ❖ The teacher will confer with their department leader and then will meet with the student to verify cheating or plagiarism and to discuss the matter. If there is a violation, the teacher's department head and the student's Assistant Principal will be notified and the House Office will record the violation.
 - ❖ If student discipline records show that this is the student's third Academic Integrity offense as a student at Wellesley High School (from another course or a previous year/s), the Assistant Principal will schedule a meeting with the student and the student's parents/guardians. The student will receive a zero on their work and will lose privileges for the year, including removal from all student activity leadership positions, loss of junior/senior pass, and loss of permanent dismissal privilege. Additionally, the student's teachers may all be notified by the Assistant Principal.
 - ❖ The student will have an in house suspension.
 - ❖ The student may appeal the decision to an Academic Integrity Appeal Committee on the third offense. The Committee will be composed of the five academic department heads and the three Assistant Principals.
 - ❖ If the student is a member of the National Honor Society, Foreign Language Honor Society, etc. the advisors will be notified of the infraction for possible disciplinary action and/or dismissal. If the student is not a member of an Honor Society, the incident may affect the student's selection for membership in that society.
 - ❖ If the third infraction occurs in the same course, the student may be removed from the class.

PRIVILEGES:

Handheld Electronic Devices including Cell Phones

In order to prevent disruption in classrooms and to respect the academic environment the use of handheld electronic devices is prohibited during class time without express teacher approval.

Students may use their personal electronic devices silently in the library. Headphones are required for all applications that produce sound. Voice and video calls (Facetime/Zoom/GoogleChat) are prohibited in the library. If use becomes a distraction, library staff may require that the device be used outside the library or put away. Personal devices that are persistently disruptive will be taken away by a library staff member and turned over to the appropriate Assistant Principal for resolution.

Taking pictures, recording videos or recording conversations without consent at any time during the school day is strictly prohibited.

Students not adhering to this policy will be subject to the following consequences:

- ❖ Cell phones or handheld electronic devices, if used inappropriately, will be confiscated until the end of the day and a **recorded warning will be given for the first offense.**
- ❖ The second offense will result in the student being assigned two detentions and the retention of the cell phone or handheld electronic device by the student's Assistant Principal for two weeks.
- ❖ The third offense will result in the student being assigned to Saturday School and the retention of the cell phone or handheld electronic device by the student's Assistant Principal for three weeks.
- ❖ The fourth offense will result in the student being assigned to two Saturday Schools and the retention of the cell phone by the student's Assistant Principal for four weeks.

Failure to comply with a teacher request to confiscate a student's cell phone or handheld electronic device will result in consequences deemed appropriate by the Assistant Principal.

Guests to School:

All guests or visitors to the High School must be cleared by the student's Assistant Principal at least one day in advance of the visit. Student guests are permitted to visit the school if they are considering enrolling in the High School and wish to shadow a student. Former students and relatives may not visit during the school day. Once approved, the Wellesley High School student must seek the approval of all their teachers using the *Student Guest Approval Form*. Students may not bring guests to school on Pep Rally Days, during the month of June when students are preparing for final assessments, and for more than one day.

Prospective students and their families are welcome to visit the school after school hours. Tours with a New Student Ambassador can be arranged and occur at 2:45pm. If you are interested in arranging a tour please contact the Director of Guidance.

Outdoor Privileges:

This privilege applies only to juniors and seniors during all blocks and to all students during lunch block.

Permanent Dismissals:

Sophomores who have a Directed Research class Block 2 as their first class of the day or during Block 6 may file a Permanent Dismissal Form on the House Office Canvas page. This form requires the signature of the student's parent or guardian as it excuses the student from their DR. Students who have this privilege Block 2 are expected to arrive on time for Advisory, and students who have Block 6 must leave the building.

In reflecting on the challenges of the transition to high school, we have decided to limit Permanent Dismissals for 9th graders to those students who have a Directed Research class Block 2 as their first class of the day. Students may file a Permanent Dismissal Form on the House Office Canvas page. This form requires the signature of the student's parent or guardian as it excuses the student from their DR. Students are expected to arrive on time for Advisory.

Juniors or Seniors who do not have a class scheduled during Blocks 2 and/or 6 may be dismissed from school during these periods. Permanent Dismissal Forms are available on the House Office Canvas page and must be signed by a student's parent or guardian.

Senior and Junior Privilege Pass:

The Privilege Pass allows a senior/junior who meets the necessary criteria to leave school grounds during unassigned time. The Privilege Pass is an extension of freedom awarded to students who demonstrate by their good grades and citizenship that they are mature, responsible young adults who have earned the opportunity to exercise their good judgment in the use of their unassigned time. Parent/guardian permission is required to obtain a Privilege Pass.

The application form will be signed by the student indicating acceptance of the criteria and responsibilities entailed by the parent/guardian indicating consent and by their house office indicating that the criteria has been met.

Students are required to sign out of school on a form for this purpose, indicating the time they left and their destination. The sign-out log is located with the Student Supervisors.

Students are required to present their pass, which is their High School ID with a special sticker attached upon request.

At the beginning of their senior/junior year, students who meet the following criteria based on their grades and behavior in the fourth term of their junior/sophomore year may apply for a pass by filling out the form available on Canvas. Students who do not meet these criteria at the end of their junior/sophomore year may apply at the end of any term in their senior/junior year.

These same criteria apply for retention of the pass:

Attendance: No truancy from school

No class cuts

No more than one notified unexcused absence

Academic: Minimum grade of C in each class

Minimum of 34 academic credits per year

Behavior: Will have no suspensions

Will not drive students without passes off campus or drive other students if they have not had their license for 6 months

Will not be off campus with a student who does not have a pass

Will not fail to show their pass and the High School I.D. when requested to do so by a staff member

Will not be a disturbance to the community when off campus

Will not give their pass to anyone else to use

The Privilege Pass will be revoked by an administrator for failure to meet these criteria and may also be revoked by a parent or guardian for any reason. If revoked, the pass can be reinstated at the beginning of the next term if the criteria is met again. **Revocation of the Senior Pass is for a minimum of four weeks.**

All students are required to renew their passes at the beginning of each semester.

Upper Class Unassigned Periods

Students are not to leave the school grounds during unassigned class time unless officially dismissed or unless they have a Privilege Pass, or Permanent Dismissal Pass.

General Rules

1. Juniors and seniors may use the cafeteria, Library, Math, Social Studies and Writing Labs, and courtyard area during their free blocks.
2. Traffic in the corridors during class time must be kept to a minimum as it disturbs class activities
3. Students should not be in gym areas or locker rooms without the approval of a Fitness and Health teacher. Unauthorized presence is grounds for disciplinary action.
4. If a student violates any of these rules, they may be assigned to a Directed Research class and may be subject to further disciplinary action.

STUDENT CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in a manner consistent with school rules and regulations to the end that a positive learning atmosphere be established. Among other things, student conduct shall reflect care and respect for all other members of the school community. The District addresses student discipline consistent with Massachusetts General Laws Chapter 71, section 37H, 37H½, and 37H¾ and Massachusetts student discipline regulations at 603 CMR 53.00.

Certain breaches of conduct are so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

- ❖ Possession of a dangerous weapon while on school grounds or at a school-sponsored event
- ❖ Possession of a controlled substance while on school grounds or at a school-sponsored event
- ❖ An assault on a School Administrator, teacher, teacher's aide, or other staff person.
- ❖ A felony charge or conviction

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

RULES AND REGULATIONS:

Mature and responsible behavior is fundamental to maintaining a safe environment which encourages learning and respect for self, for others and for the community. Students are expected to behave as responsible citizens of the school and to differentiate between inappropriate and appropriate behavior in and outside the classroom, on the school bus, and during any school sponsored or related activity. Students will be held accountable for inappropriate behavior and are advised to familiarize themselves with school rules and regulations, which are in effect during the school day, at all extra-curricular and school sponsored activities, as well as school sponsored events.

Violations of the code of conduct will subject a student to disciplinary action up to and including mediation, detention, suspension, or expulsion.

GUIDELINES FOR CONSEQUENCES:

The following are a list of infractions and guidelines for consequences. Principal/Assistant Principal have authority to exercise discretion in deciding consequences for a student who has violated school rules.

INFRACTIONS - CATEGORY A:

Cell Phone/electronic handheld device
Elevator use without a pass
Failure to report to a teacher
Presence in unauthorized areas
Truancy

Cutting Detention
Forgery and/or impersonating a parent/guardian
Gambling and/or related activities
Leaving school grounds without authorization
Cutting class

CONSEQUENCES FOR CATEGORY A INFRACTIONS:

First Infraction - Detentions & Loss of Privileges
Second Infraction - Assigned to Saturday School
Third Infraction – Assigned to 2 Saturday Schools

INFRACTIONS - CATEGORY B:

Disrespect/Insubordination¹
Possession and/or use of Tobacco and Nicotine-Delivery products (i.e. E-cigarettes, Juul)²

CONSEQUENCE FOR CATEGORY B INFRACTIONS:

First Infraction – Assigned to Two (2) Saturday Schools

Second & Additional Infractions – In-school suspension 1 - 3 days

- ¹ Disrespectful conduct to a student or staff member or insubordination to a staff member. This includes but is not necessarily limited to abusive language, sounds or gestures; defiance in the face of a reasonable request, i.e. refusing to give cell phone/electronic handheld device; repeated and/or inappropriate use of the Internet; failure to give one's name when asked to do so.
- ² Possession and/or use of tobacco and nicotine delivery products is prohibited at all times within the school building, school events, on school grounds and/or school buses by all individuals including school personnel. In the event that a student possesses tobacco products and nicotine delivery products, the products will be confiscated, Saturday Schools assigned and the completion of a research assignment. If the student uses tobacco and nicotine delivery products a fine of \$30.00 (or the maximum fine in effect at the time of the offense) will be issued, payable to the Town of Wellesley. The student will be required to have three meetings to gain support from adults in the building: 1 meeting with the school nurse, 1 meeting with the school outreach worker, and 1 additional meeting with either the nurse or the school outreach worker.

INFRACTIONS- CATEGORY C

Disrupting School Activity

Endangering Safety and Well Being of Others

Fighting

Theft and/or Shoplifting

Threats

Unacceptable Use of Technology

CONSEQUENCE FOR CATEGORY C INFRACTIONS:

First Infraction – In-school suspension 1 – 3 days

Second Infraction – In-school suspension 3 – 5 days

Third Infraction – In-school suspension 5 – 10 days

INFRACTIONS – CATEGORY D

Arson

Assault and Battery

Possession of a Weapon³

Vandalism And Destruction Of Property⁴

Violation of Alcohol and/or Drug Policy

- ³ Items not normally considered weapons may be so considered if they are used in an inappropriate manner to do harm to another person or to place another person in fear.
- ⁴ Property that is willfully, maliciously, wantonly or destroyed or personal real property of another. Student will be assessed the cost of repair or replacement. Destruction of property, theft, and vandalism apply to electronic media as well as real property, and including tampering with or releasing confidential information.

CONSEQUENCES FOR CATEGORY D INFRACTIONS:

- Suspension of 1 to more than 10 days, or expulsion.
- Referral to the Police or Fire Department and/or for psychiatric evaluation where appropriate or required.
- Restitution where applicable.

INFRACTIONS – CATEGORY E

Bullying•

Discrimination*

Harassment•

CONSEQUENCES FOR CATEGORY E INFRACTIONS:

- Suspension of 1 to more than 10 days, or expulsion.
- Referral to the Police Department and/or for psychiatric evaluation where appropriate or required.
- Restitution where applicable.

STUDENT DISCIPLINE:

The Principal/Assistant Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal/Assistant Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed.

Detention:

Detention is scheduled for 60 minutes after school from 2:35 to 3:35 P.M. for Category A Infractions. When detention is assigned by the student's Assistant Principal, all other student commitments must be rescheduled (work, appointments, athletics). If a student fails to report to detention as assigned, their parent/guardian will be notified to inform them of the situation and to explain the consequences of cutting detention. If a student fails to report to detention on the second day, a Saturday School may be assigned.

Mediation:

Mediation is an alternative to punitive discipline which allows students and staff to resolve disputes. It is a way of looking at a problem, identifying the issues, and thinking through the alternatives and consequences. Mediation is a voluntary activity, and is most successful when done before a situation escalates or a fight occurs, and may be an alternative to some disciplinary actions when approved by the Assistant Principal.

Saturday School:

Saturday School is scheduled on Saturdays from 8:00 to 11:00 A.M. for Category B Infractions. When Saturday School is assigned by the student's Assistant Principal, all other commitments must be rescheduled. If a student fails to report to Saturday School as assigned, their home will be called to inform the parent/guardian and an automatic one day suspension may be assigned.

SUSPENSION:

A suspension is a short term or long term removal from regular classroom activities. Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less. Long term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year.

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The Principal or their designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

In School Suspension:

At the discretion of the Principal/Assistant Principal, in-school suspension may also be imposed where a student is determined to have committed a suspendable offense. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. Students will be subject to limitations on their movements and activities as determined by the Principal/Assistant Principal. In-school suspension for less than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 days shall be deemed a long-term suspension.

For an in-school suspension, the Principal/Assistant Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal/Assistant Principal determines that the student committed the disciplinary offense, the Principal/Assistant Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the Principal/Assistant Principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal/Assistant Principal shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal/Assistant Principal is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal/Assistant Principal shall send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the Principal/Assistant Principal, if such meeting has not already occurred. The Principal/Assistant Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the Principal/Assistant Principal and the parent/guardian.

In-school suspension for ten days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. An in-school suspension of more than ten days, consecutively or cumulatively during a school year, shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

Opportunity For Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive a school-wide educational service plan that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan. The school-wide educational plan includes access to tutoring services or access to an online education platform. The academic work will be consistent with the academic standards and curriculum frameworks for all students under G.L. c.69 sections 1D and 1F.

Student Due Process Rights:

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

- 1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).**

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which they are charged and an opportunity to respond. In the event that the Principal/headmaster or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any

decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed by the principal shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and Principal's meeting:

For any suspension under this section, the Principal or designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the Principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The Principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as the Principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the Principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

a.) Short-term Suspension

The Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate. The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the Principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

b.) Long Term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/family's expense; the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

If present, the parent/guardian shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days, beginning on the first day the student is removed from the building. The long term suspension shall remain in effect and until the Superintendent decides to reverse the Principal's determination on appeal

Emergency Removal

The Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The Principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the Principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent.

The Principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Superintendent's hearing:

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

There is no right to appeal a short term suspension. A student who is placed on long term suspension following a hearing with the Principal has a right to appeal the Principal's decision to the Superintendent.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the Principal/headmaster's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of

the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Principal/headmaster, but shall not impose a suspension greater than that imposed by the Principal/headmaster's decision. The Superintendent's decision is the final decision of the district.

Repeat Infractions:

If a student who has been suspended during a school year is found, after a hearing, to have acted in such a way as to have violated the student code again during the same school year, then that student may be subject to another suspension appropriate to the circumstances for up to another ten day period. In the usual case, first offenders shall be subject to a suspension of not more than five days for any one infraction, except that any student found to have violated the policy on alcohol and drugs, possession of a dangerous weapon, assault on a school staff, or to have endangered the safety of themselves or others may be subject to greater penalties up to and including expulsion, even on their first offense. See Expulsion.

Discipline and Students with Disabilities:

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to administrative personnel, or the student's teacher/counselor, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher/counselor or other school personnel, expressed specific concerns directly to the Director of Special Education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subject to disciplinary measures, the evaluation must be conducted in an expedited manner.

Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from their program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide them with a free appropriate public education during the period of exclusion.
3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of

Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

ALCOHOL AND DRUG POLICY

It is the policy of the Wellesley Public Schools that the school environment shall be free from the usage, possession, transfer or distribution of drugs, drug paraphernalia, alcohol, or other controlled substances as defined in the General Laws of the Commonwealth of Massachusetts, (but not limited to marijuana, cocaine, and heroin), as well as any other chemical substance that can impair the normal functioning of a person, other than medication specifically prescribed to an individual.

The primary purpose of the Wellesley Public Schools is to provide services, facilities and an atmosphere that encourages each student to identify and achieve his or her full potential. Alcohol and drugs do not help either the student or the Wellesley Public Schools to achieve this purpose. The Wellesley Public Schools will take every reasonable step to eliminate alcohol and drugs and their effect from the schools. This includes health and substance abuse education, close communication and cooperation with parents, guardians and other interested persons and fair enforcement of this policy and the General Laws of the Commonwealth of Massachusetts. The Wellesley Public Schools focuses these activities on the welfare and development of the individual student.

Therefore, it shall be a violation of this policy for any student to display evidence of:

1. Using or having used alcohol and/or drugs;
2. Having the alcohol and/or drugs on their person or under their control;
3. Being knowingly in the presence of alcohol and/or drugs;
4. Transferring or distributing alcohol and/or drugs; or
5. Knowingly or willfully assisting another person in using alcohol and/or drugs.

The policy shall be in effect during the school day and at all extra-curricular and school-related activities. School is considered to be any location where a school-sponsored activity is taking place.

Students who violate the alcohol portion of this policy will be prohibited from performing or competing in any school-sponsored extracurricular activity or event for two weeks or two events, whichever is greater, from the date of the offense. Students who violate the drug portion of this policy may be subject to expulsion from school.

Screening for Substance Abuse

The WPS complies with General Law chapter 71, section 97, which requires verbal screening of students at two grade levels for substance abuse disorders. Parents/guardian have the right to opt your child out of this screening by notifying your child's school at any time prior to the screening.

STUDENT/PARENT AGREEMENT - 2021/2022

This agreement states the rules that must be followed at all school sponsored events including end-of-year class events. By signing your name to this agreement, you acknowledge the following rules and agree to abide by them. It is understood that if you violate the code of conduct, you will be subject to the following consequences, listed below. Both student and parent/guardian must sign this agreement in order to attend any school events.

Rules and Consequences

The student will attend the school event alcohol and drug free. It shall be a violation of the alcohol and drug policy for any student to display evidence of:

1. Using or having used alcohol and/or drugs;
2. Having the alcohol and/or drugs on their person or under their control;
3. Being knowingly in the presence of alcohol and/or drugs;
4. Transferring or distributing alcohol and/or drugs; or
5. Knowingly or willfully assisting another person in using alcohol and/or drugs.

Consequence: The parent/guardian will be notified immediately and the student will be sent home. If a parent or another responsible

adult is not available, the student will be placed in protective custody by the Wellesley Police. Following a due process hearing, the student may be suspended up to 10 days. Any student who is in possession of a controlled substance as defined in Chapter 94 C, including but not limited to marijuana, cocaine, and/or heroin, may be subject to expulsion from the school or school district.

Consequence: The student will not be permitted to attend the next class activity or class event. If the remaining class event is a class end-of-year activity, the student may not attend that activity (i.e. junior cruise, senior prom, banquet, etc.). If the student is invited as a guest to an end-of-year activity of another class, (i.e. senior prom), the student may not attend. If there are no more class activities or class events held during that school year, this penalty will apply for the first class activity or class event of the following school year.

Consequence: The Athletic Director will be notified, the MIAA Drug and Alcohol Policy will be imposed and the Student Handbook Policy on Team Captains will be reviewed. (See *Athletic* or *Student Handbook* for complete details.).

Consequence: The student will be prohibited from participating, performing or competing in any school-sponsored extracurricular activity or event for two weeks or two events, whichever is greater, from the date of the offense.

Consequence: The Honor Society advisors will be notified of the incident for possible disciplinary action and/ or dismissal.

Search And Seizure:

The Principal or Assistant Principal retains the right to search a student's person, property, including, but not limited to, any vehicle parked on school grounds when they have reasonable cause to believe that the student has violated a school rule, has committed a crime or possesses evidence of a disciplinary violation/crime. However, lockers, desks, computer/lab tables and similar property are the property of the Wellesley Public Schools, and a student has no expectation of privacy in these areas. Therefore, these areas may be searched at any time for any reason.

Searches by school officials will be conducted in a way that protects the students' rights consistent with the responsibility of the District to provide an atmosphere conducive to the educational process.

NOTICE OF ANTI-DISCRIMINATION POLICY

The Wellesley Public School District conducts its programs and activities in conformity with Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, MGL, Ch. 76, Sec 5 and MGL, Ch.151, Sec.3A. It is the policy of the Wellesley Public School District not to discriminate, and not to allow discrimination on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age, handicap/disability housing status, genetic information, ancestry, marital status, military status, pregnancy or pregnancy related conditions or any other characteristic protected by state or federal law in any of its activities. This policy also ensures that students should be free from retaliatory and/or harassment based upon any of the foregoing attributes. Anyone having a complaint alleging a violation of any anti-discrimination laws or regulations, including the proscription against sexual harassment, should immediately bring the complaint to the attention of the administration of the Wellesley Public School District who will conduct a prompt and thorough investigation into the charges. In the event that the charges are substantiated, the administration will take appropriate disciplinary action. The Director of Human Resources, 40 Kingsbury Street, Wellesley, MA 02181, 781-446-6200, has been designated as the employee responsible for coordinating the Wellesley Public School district's efforts to implement this nondiscriminatory policy. Any inquiries concerning the application of any anti-discrimination laws or regulations by the Wellesley Public Schools may be addressed to the Department of Education, 350 Main Street, Malden, MA 02148 (781-388-3300). The full policy can be found in our policy manual on the Wellesley Public Schools web page under the School Committee tab.

NONDISCRIMINATION POLICY TO PROTECT STUDENTS AND STAFF FROM HARASSMENT, INCLUDING SEXUAL HARASSMENT, BULLYING AND HAZING

Wellesley Public Schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, age, handicap/disability housing status, genetic information, ancestry, marital status, military status, pregnancy or pregnancy related conditions or any other characteristic protected by state or federal law. If someone has a complaint or believes that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students or staff will not be tolerated in the Wellesley Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age, handicap/disability housing status, genetic information, ancestry, marital status, military status, pregnancy or pregnancy related conditions. Students or staff whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including student suspension or expulsion or staff suspension or termination.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- ❖ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- ❖ Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- ❖ Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- ❖ Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- ❖ Repeated remarks of a demeaning nature;
- ❖ Implied or explicit threats concerning one's grades, achievements, or other school matter.
- ❖ Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal (or their designee) of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student or staff member who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or staff suspension or termination.

SEXUAL HARASSMENT

All persons associated with the Wellesley Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Wellesley School Committee takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the Committee's goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit its authority to discipline or take remedial action for workplace or school conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting said individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Complaint Procedure

Students who believe that they have been subjected to sexual harassment, should report the incident to a member of the faculty or administration at the High School. Any member of the school community who believes that they have been subjected to sexual harassment will report the incident(s) to the appropriate grievance officer. The grievance officer for STAFF complaints is the Director of Human Resources. The grievance officer for STUDENT complaints is the Director of Student Services. All complaints shall be investigated promptly and resolved as soon as possible.

After reviewing the record made by the grievance officer, the Superintendent or his designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the offending conduct.

BULLYING POLICY, PREVENTION AND INTERVENTION PLAN

The Wellesley Public Schools expect that all members of the school community will treat each other in a civil manner and with respect for differences.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- ❖ causes physical or emotional harm to the target or damage to the target’s property;
- ❖ places the target in reasonable fear of harm to themselves or of damage to their property;
- ❖ creates a hostile environment at school for the target;
- ❖ infringes on the rights of the target at school; or
- ❖ materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- ❖ wire
- ❖ radio
- ❖ electromagnetic
- ❖ photo-electronic or photo-optical

The Wellesley Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore a target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The WPS Bullying Prevention and Incident Reporting Plan is a comprehensive approach to addressing bullying and cyber-bullying. The Wellesley Public Schools are committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of bullying and violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The Wellesley Public Schools Principals are responsible for the implementation and oversight of the Plan at their respective buildings except when a reported bullying incident involves the Principal or the Assistant Principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safe system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

The Wellesley Public Schools community understands that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and home status students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The WPS will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. If the Superintendent is the alleged aggressor, the School Committee, or its designee, shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

PROHIBITION AGAINST BULLYING AND RETALIATION:

Acts of bullying, which include cyber-bullying, are prohibited:

- i. On school grounds and property immediately adjacent to school grounds; at a school sponsored or school-related activity, function, or program whether on or off school grounds; at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by the school district; and
- ii. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by the Wellesley Public Schools, if the acts create a hostile environment at school for the victim or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.
- iii. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the Wellesley Public Schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

PROHIBITION OF HAZING:

In accordance with Massachusetts General Laws, Chapter 269, the School Committee hereby deems that no student, employee or school organization shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

Voted February 9, 2021 School Committee

CIVIL RIGHTS POLICIES

NOTIFICATION OF CIVIL RIGHTS AND 504 COORDINATORS

The Wellesley Public Schools Coordinator for Title VI and Title IX is Ms. Monica Visco, Director of Human Resources. She can be reached by mail at 40 Kingsbury Street, Wellesley, MA 02481 or by telephone at (781) 446-6210. For concerns related to your child, we encourage you first to contact the Director of Guidance.

The Wellesley Public Schools Coordinator for Section 504 of the Rehabilitation Act of 1973 is Ms. Sarah Orlov, Director of Student Services. She can be reached at 40 Kingsbury St., Wellesley, MA 02481 or by telephone at 781-446-6210. For concerns related to your child, we encourage you first to contact your Principal.

The U.S. Department of Education's Office for Civil Rights address is: Office for Civil Rights/ED, 8th floor, 5 Post Office Square, Boston, MA 02109-3921, (617) 289-0111.

REGULATIONS CONCERNING PHYSICAL RESTRAINT:

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring themselves, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The District adheres to the Massachusetts regulations regarding the *Prevention of Physical Restraint and Requirements If Used* at 603 CMR 46.00. The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

SPECIAL EDUCATION: INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

A student may be referred for an evaluation by a parent or any person in a caregiving or professional position who is concerned with the student's development. Students over 18 years of age may also refer themselves. Upon consent of the parent, the school will arrange for the evaluation of the student by a team of specialists in the area related to the suspected disability. A team meeting is held to determine if the student has a disability and if the disability significantly affects the student's progress. If it is determined that the student has a disability and requires specially designed instruction, an Individualized Education Program (IEP) is developed, and special education services are implemented upon written parent consent. Any Wellesley resident who has not graduated from high school is entitled to this process until their 22nd birthday.

WELLESLEY PUBLIC SCHOOL POLICY REGARDING ANIMALS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal. The Wellesley Public School District is committed to providing a high quality education program to all students in a safe and healthy environment.

WELLESLEY PUBLIC SCHOOLS POLICY REGARDING THE EDUCATIONAL RIGHTS OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS

The Wellesley Public Schools comply with federal and state laws and regulations in the identification and education of children who are in homeless situations. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education, including public preschool, as provided to other children and youth. An overview of the requirements is provided below.

In accordance with requirements of the McKinney-Vento Act, the Superintendent has designated the Director of Student Services as the Homeless Education Liaison. The responsibility of the Liaison includes assisting homeless students in enrollment, working to obtain records by contacting districts of previous attendance, and ensuring these students receive the educational services for which they are eligible.

WELLESLEY PUBLIC SCHOOLS POLICY REGARDING PREGNANCIES

The Wellesley Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Wellesley Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided. *Massachusetts General Laws Chapter 71, Section 84*

FEDERAL GRANTS

The Wellesley Public Schools participates in several federal grant programs including Titles I, IIA, III and IV. Funding for these grants is contingent on criteria established at both the state and federal levels. Below are more details about each of these programs.

Title I

The Every Student Succeeds Act of 2015 (ESSA) requires school districts that receive federal Title I funding to notify parents/guardians of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the Wellesley Public Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- ❖ Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach.
- ❖ Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- ❖ The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- ❖ Whether paraprofessionals provide services to your child and, if so, their qualifications.

The Wellesley Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the Administrative Assistant to the Assistant Superintendent at 781-446-6210 x4503. If you would like to receive information for your child's paraprofessional, please contact your building principal.

In addition, the Wellesley Public Schools are committed to continued efforts to encourage parent/guardian involvement in both their child's academic achievement and in school improvement efforts. Written parental involvement policies are distributed to parents whose children are supported by the Title 1 funds of the ESSA.

Title I Parent Involvement Policy:

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community to ensure student success.

Parent/guardian involvement activities in the school will include opportunities parents to:

- ❖ Volunteer and be involved in school activities.
- ❖ Attend parent/guardian education events.
- ❖ Provide home support for their child's education.
- ❖ Participate in school decision-making.
- ❖ Effectively communicate between the school and parents/guardians.

The schools will:

- ❖ Involve families in an organized, ongoing and timely way in the planning, review, and improvement of Title programs, plans, and policies through School Council.
- ❖ Provide opportunities for the participation of families with limited English proficiency, parents with disabilities, and parents of migratory children, by providing translated information and school reports.
- ❖ Involve families in the planning, review, and improvement of the Parent Involvement Policy and School-Parent Compact through School Council.
- ❖ Conduct and annually evaluate all the content and effectiveness of the Parent Involvement Policy.
- ❖ Make the Parent Involvement Policy and School-Parent Compacts available to the school community through the Elementary Student Handbook, Back-to-School nights, and online at wellesleyps.org.
- ❖ Host an annual meeting during Back-to-School night with the child's paraprofessional in September of each year to inform families of the schools' participation in Title I, the requirement of Title I and the rights of parents to be involved.
- ❖ Encourage families to attend the meeting and other school events through notices sent home with students, monthly newsletters, and via the district and school web pages.

Title II A

Title II Part A of the federal Elementary and Secondary Education Act provides supplemental resources to school districts to support systems of support for excellent teaching and leading. The priorities of Title IIA are to:

1. Increase student achievement consistent with the challenging State academic standards;
2. Improve the quality and effectiveness of teachers, principals, and other school leaders;
3. Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
4. Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Title III

Title III of the ESSA provides supplemental funds to improve the education of English learners (ELs), including immigrant children and youth, by assisting the children and youth to learn English and meet challenging state academic content and student academic achievement standards.

Title III Priorities are to:

- ❖ increase English proficiency and academic achievement in core academic subjects of English learners by providing high-quality language instruction programs and content area teaching;
- ❖ develop, implement, and provide extended day, weekend, and summer opportunities for English language and academic content instruction for EL students;
- ❖ provide high-quality professional development such as that which would enhance the skills and knowledge of classroom teachers to deliver effective sheltered content and English language instruction

Title IV

The purpose of Title IV, Part A of the ESSA is to build the capacity of districts to help ensure that all students have equitable access to high quality educational experiences. Title IV priorities are to:

- ❖ provide all students with access to a well-rounded education
- ❖ improve school conditions for learning to ensure safe and healthy students
- ❖ improve the use of technology to improve academic achievement
- ❖ ensure better outcomes for students

WHS CYCLE CALENDAR 2021-2022 SCHOOL YEAR

2021-2022 Cycle Calendar

M	T	W	TH	F
September				
		1-1	2-1	3-1
6-NS	7-NS	8-1	9-2	10-3
13-4	14-5	15-6	16-NS	17-7
20-1	21-2	22-3	23-4	24-5
27-6	28-7	29-1	30-2	

M	T	W	TH	F
February				
	1-2	2-4	3-3	4-4
7-5	8-6	9-7	10-1	11-2
14-3	15-4	16-5	17-6	18-7
21-NS	22-NS	23-NS	24-NS	25-NS
28-1				

October				
				1-3
4-4	5-5	6-6	7-7	8-1
11-NS	12-2	13-1	14-3	15-4
18-5	19-6	20-7	21-1	22-2
25-3	26-4	27-5	28-6	29-7

March				
	1-2	2-1	3-3	4-4
7-5	8-6	9-7	10-1	11-2
14-3	15-4	16-5	17-6	18-7
21-1	22-2	23-3	24-4	25-5
28-6	29-7	30-1	31-2	

November				
1-1	2-2	3-1	4-3	5-4
8-5	9-6	10-7	11-NS	12-1
15-2	16-3	17-4	18-5	19-6
22-7	23-1	24-1	25-NS	26-NS
29-NS	30-2			

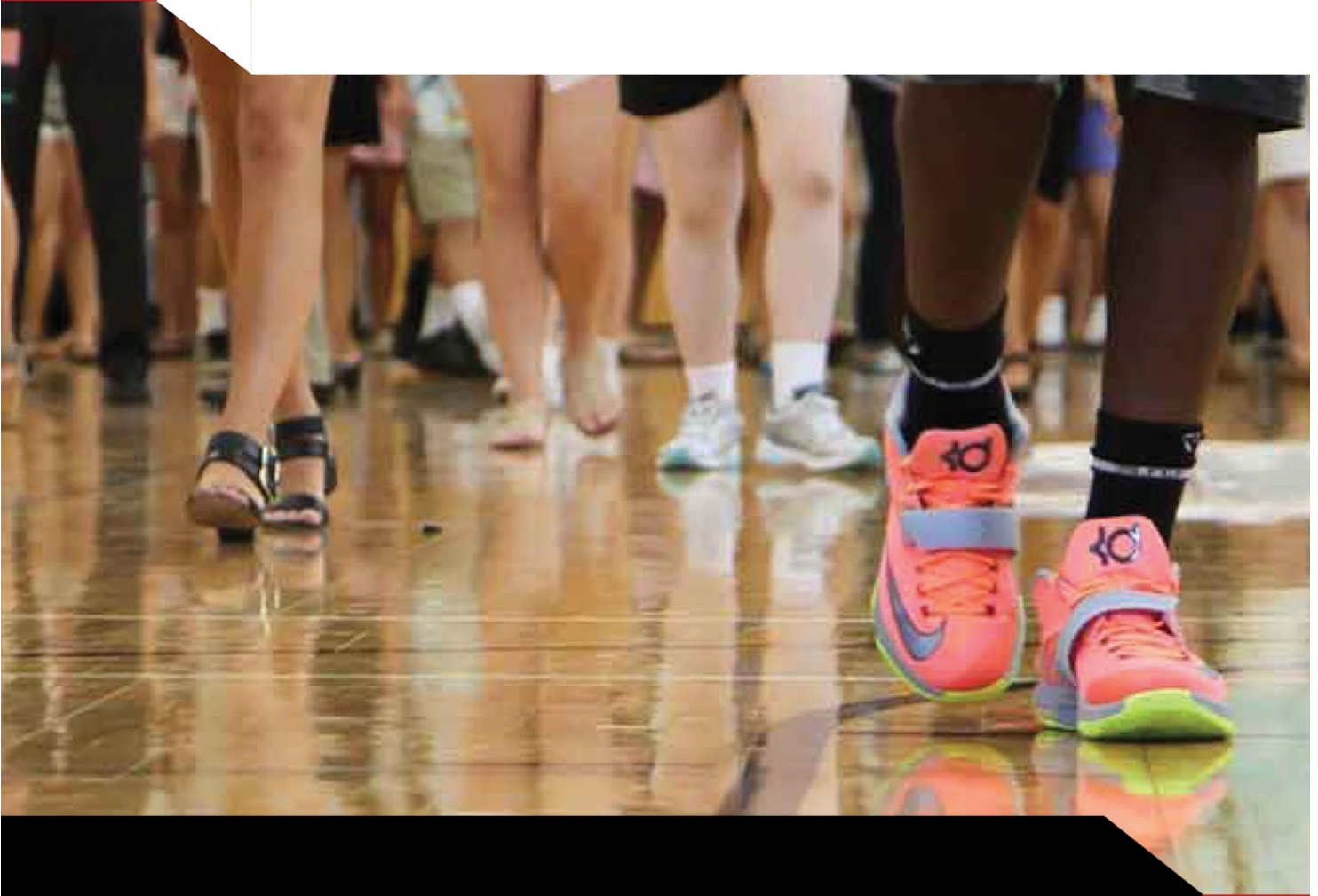
April				
				1-3
4-4	5-5	6-7	7-6	8-7
11-1	12-2	13-3	14-4	15-NS
18-NS	19-NS	20-NS	21-NS	22-NS
25-5	26-6	27-7	28-1	29-2

December				
		1-4	2-3	3-4
6-5	7-6	8-7	9-1	10-2
13-3	14-4	15-5	16-6	17-7
20-1	21-2	22-3	23-4	24-NS
27-NS	28-NS	29-NS	30-NS	31-NS

May				
2-3	3-4	4-3	5-5	6-6
9-7	10-1	11-2	12-3	13-4
16-5	17-6	18-7	19-1	20-2
23-3	24-4	25-5	26-6	27-7
30-NS	31-1			

January				
3-5	4-6	5-5	6-7	7-1
10-2	11-3	12-4	13-5	14-6
17-NS	18-7	19-1	20-2	21-3
24-1	25-4	26-5	27-6	28-7
31-1				

June				
	1-2	2-3	3-2	
6-4	7-5	8-6	9-7	10-1
13-2	14-3	15-4	16-5	17-6
20-7	21-1	22-2	23-3	24-4



WELLESLEY PUBLIC SCHOOLS

40 Kingsbury Street • Wellesley, MA 02481 • 781-446-6200