

WAKEFIELD MEMORIAL HIGH SCHOOL

STUDENT/PARENT HANDBOOK



60 Farm Street
Wakefield, Massachusetts 01880
(781) 246-6440

If you need this document translated, please contact your school principal.
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جمة هذه الوثيقة ، المرجو مراسلة مدير المدرسة N⁴ ل P إذا كنت تحتاج / تحتاج

DAILY BELL SCHEDULE & BLOCK ROTATION

Warning Bell 7:25 am	Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
HR/Advisory	7:30-7:35						
Block 1 (55 min)	7:38-8:33	A	C	B	A	C	B
Block 2 (55 min)	8:37-9:32	B	A	C	B	A	C
Block 3 (74 min)	9:36-10:50	C	B	A	F	G	E
Block 4 (48 min)	10:54-12:08	D	D	D	D	D	D
Block 5 (55 min)	12:12-1:07	G	E	F	G	E	F
Block 6 (55 min)	1:10-2:05	E	F	G	E	F	G

LUNCH 1 10:54-11:17

CLASS 10:54-11:42

CLASS 11:20-12:08

LUNCH 2 11:45-12:08

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ACCREDITATION STATEMENT

Wakefield Memorial High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically reviewed through a peer group process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the association:

NEW ENGLAND ASSOCIATION OF
SCHOOLS AND COLLEGES
209 Burlington Road
Bedford, Massachusetts 01730-1433
781- 271-0022

WAKEFIELD MEMORIAL HIGH SCHOOL ADMINISTRATION

Amy McLeod, Principal
Joseph Mullaney, Assistant Principal
Gerrilyn Trafficante, Assistant Principal
David Robinson, Guidance Director

CENTRAL OFFICE ADMINISTRATION

Douglas Lyons, Superintendent
Kara Mauro, Assistant Superintendent
Christine Bufagna, School Business Administrator
Rosie Galvin, Administrator of Special Education & Student Services
Timothy O'Brien, Director of Facilities and Transportation
Jeff Weiner, Technology Director
Estelle Burdick, Director of Wakefield Academy

WAKEFIELD SCHOOL COMMITTEE

Susan Veilleux, Chairperson
Thomas Markham, Vice Chair
Mike Boudreau, Stephen Ingalls, Amy Leeman, Kevin Piskadlo, Ami Wall

IMPORTANT TELEPHONE NUMBERS

Main Office 781-246-6440
Absent Line 781-246-6439 direct line or 781-246-6440 press #1
Guidance Department 781-246-6447
Athletic Department 781-246-6458

WAKEFIELD PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Wakefield Public Schools is to prepare students for college, career, and community by providing rich and challenging curriculum, high quality instruction, and educational experiences that meet their individual needs and interests.

NON-DISCRIMINATION STATEMENT

The Wakefield Public Schools does not tolerate discrimination against students, parents, employees, or the general public on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, limited English proficiency, religion, age, disability, and immigration or housing status.

Find the Wakefield Public Schools Non-Discrimination Policy [linked here](#).

Grievance Procedures for all non-Title IX Civil Rights Complaints [linked here](#).

Grievance Procedures for all Title IX Complaints [linked here](#).

To file a complaint alleging discrimination or harassment by Wakefield Public Schools, or to make an inquiry concerning the application of Title VI, Title IX, Section 504 of the ADA, the Age Discrimination Act, M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00 and their respective implementing regulations, please contact:

**Civil Rights Officer/Title IX
Coordinator Ms. Kara Mauro
Assistant Superintendent
60 Farm Street Wakefield, Ma. 01880
Phone: (781) 246-6400
Email: kara.mauro@wpsk12.org**

**504 Compliance Officer/Homeless Liaison
Rosie Galvin
Administrator of Special Education and Student Services
60 Farm Street Wakefield, Ma. 01880
Phone: (781) 246-6400
Email: rosie.galvin@wpsk12.org**

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Wakefield Public Schools also may be referred to the
U.S. Department of Education, Office of Civil Rights (OCR),
5 Post Office Square, 8th Floor, Boston, Massachusetts 02109-3392.
Telephone (617) 289-0111 TTY (617) 223-9695

WAKEFIELD MEMORIAL HIGH SCHOOL
MISSION, CORE VALUES, & 21ST CENTURY LEARNING EXPECTATIONS

Mission Preamble

The Mission of Wakefield Memorial High School is to provide a safe, positive learning environment where all students are challenged to reach their academic, social, and civic potential for the 21st century. The Wakefield Memorial High School community is committed to the intellectual, creative, emotional and physical growth of all its students. We promote our core values throughout our school community and foster an atmosphere of respect, excellence, and responsibility.

Core Values

Wakefield High School is a student-centered community committed to excellence in teaching and learning.

Wakefield High School is a respectful learning community that promotes personal responsibility and acceptance of individual differences.

21st Century Learning Expectations

Academic Competencies

Students will:

- Assume responsibility and self-direct their own learning
- Communicate effectively in a variety of forms
- Use technology to access, enhance and demonstrate their learning
- Apply acquired knowledge and skills to new and/or real-world contexts
- Create new and innovative ideas based on acquired knowledge and critical thinking

Social Competencies

Students will:

- Respect individual differences
- Demonstrate honesty and integrity
- Assume responsibility for their actions

Civic Competencies

Students will:

- Demonstrate an awareness of human rights
- Actively engage in service to the community

SECTION I.

WMHS OPERATING PROCEDURES

A. ATTENDANCE POLICY

Attendance is essential to the academic, civic, and social success of students at WMHS.

- A Parent or guardian is required to call the school at **781-246-6439 direct line or 781-246-6440 press #1** no later than **8:00 a.m.** on the date of absence to confirm a student's absence from school. If no call is received an automated call will be sent home notifying the parent/guardian of the absence.
- If no notice from a Parent is given regarding the Student's absence within three (3) school days, the Principal or his/her designee will notify the Student's parent/guardian of the absence.
- Students are required to attend every assigned period on each individual student's schedule as issued by the Guidance Department.
- A student will not be excused from attending any assigned class until issued an updated schedule from the Guidance Department. Attendance records from the previous class are generally carried over to the next class unless exempted by the Administration.
- Students must be present for 80% of the class days in any given term to receive a passing grade. For example, if a class meets 40 times Term 1, the student must be present for 32 of those classes. Unexcused absences beyond 20% per class, per quarter, will result in an administrative failure of the class for the quarter (59% unless the student's mathematical average is lower).
- Students are considered absent if they miss more than half of a single class session. Anytime a student is not physically present in class, the student will be considered absent for the purpose of this policy. Students

and families must appeal this academic outcome to the students Assistant Principal.

- Exceptions to this policy are listed below under, "EXCUSED ABSENCES."
- The Principal or his/her designee will notify the parent/guardian of a Student who has at least five (5) days in which the student has missed two (2) or more periods unexcused in a school year, and make a reasonable effort to meet with the parent or guardian to develop action steps for student attendance.

B. STUDENTS PERMANENTLY LEAVING SCHOOL (M.G.L. c. 76, § 18)

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of five (5) days from the student's tenth (10th) consecutive absence to the student and the parent/guardian of that student in both the primary language of the parent/guardian, to the extent practicable, and English. The notice shall initially offer at least two (2) dates and times for an exit interview between the superintendent, or a designee, and the student and the parent/guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within ten (10) days after the sending of the notice. The time for the exit interview may be extended at the request of the parent/guardian and no extension shall be for longer than fourteen (14) days. The superintendent, or a designee, may proceed with any such interview without a parent/guardian if the superintendent, or a designee, makes a good faith effort to include the parent/guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent/guardian of the student. 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.

C. EXCUSED ABSENCES

- A student who is absent for a medical reason will have the absence excused upon receipt of a note from the doctor or the doctor's office. This note should be turned into the main office within 48 hours of the absence. A note from the doctor or the doctor's office validating the illness and noting the dates absent from school as a result of the illness may be required for extended absences.
- Students shall have an absence excused and shall be excused from any school activity if the absence is for the purpose of observing a religious holiday consistent with the student's creed or belief.
- Absences due to school-sponsored activities, i.e. field trips, shall be excused.
- Seniors are allowed three (3) excused absences for college or job interviews, and juniors are allowed two (2) absences for college visits with documentation from the college/university/job site/etc. Additional days may be granted at the discretion of the administration. Absences during mid-year and final exams will not be excused for this purpose.
- Legal matters which require personal appearance in court, shall be excused.
- Emergencies which involve individuals or immediate family members may be excused by administration.
- License road tests shall be excused, however, driving hours and practice appointments are not excused.
- Vacation while school is in session is strongly discouraged. Teachers are not required to provide work prior to family vacations. It is the student's responsibility to make arrangements with the teacher to make up any missed work due to the vacation. As with all absences not considered a class cut or truancy, students will have the opportunity to make up missed work/assignments.

D. TARDINESS

- **Tardiness to School** - All students are expected to be in homeroom by 7:30 a.m. each morning. Students arriving after 7:30 a.m. must check in to the Main Office. A student must arrive at school by 10:45 a.m. to be considered present for the school day.

Consequence Guidelines for Tardiness to School

3rd-5th Tardy	6th Tardy	9th Tardy	12th Tardy
Parent Notification Via Email or letter	One Saturday Detention If Saturday detention not served, 1 day in-school detention	Administrative discretion and parent conference required	Additional Saturday Detention If Saturday detention not served, 1 day in-school detention

- All consequences described above are guidelines and subject to the discretion of the Principal and/or their designee.
 - If a student misses a class or multiple class sessions due to being tardy to school, they will be marked as absent from those classes missed.
 - Students who fail to sign in when tardy will receive one office detention each time, in addition to the penalty for being tardy.
 - **In order to be eligible to participate in any extra-curricular activity or attend a WMHS event, a student must be in school no later than 8:05 a.m. and attend all class periods on the day of the event, or the last school day preceding the event, unless approved by an administrator.**
 - Absence from class as a result of tardiness is excused for the same reasons as an absence would be excused, subject to proper documentation.
 - Administration may excuse tardiness due to extreme weather or traffic conditions at their discretion.
- **Tardiness to Class** - Each student must be in class when the starting bell rings. A student may be required to serve a teacher assigned detention for

tardiness to class. Tardiness of 10 minutes without administrative or staff approval requires notification to administration via referral system. On the third tardy to any class in a school year, the student may be referred to an administrator for administrative detention. Additional tardies will result in a parent conference and office detention. If tardiness continues, further disciplinary action, including suspension, may be taken by the administration.

E. DISMISSALS FROM SCHOOL

- Routine dismissals from school are discouraged.
- If a student misses a class or multiple class sessions due to dismissal from school, they will be marked as absent from those classes missed.
- When dismissals are necessary, communication in the form of a written note/email or phone call/message from a custodial parent or guardian should be brought/sent to the Main Office, preferably the day before the dismissal, but no later than 7:30 a.m. on the day of the dismissal. The dismissal request should include the time of dismissal, a phone number where the parent may be reached, and a parent's/guardian's signature.
 - For dismissals by email, please send email to wmhsattendance@wpsk12.org.
 - For dismissals by phone, please call the WMHS Main Office at (781) 246-6440.
- All dismissal requests will be verified by a parent or guardian before the student is allowed to be dismissed.
- **A parent/guardian should call to dismiss their child in the case of emergencies, only the administration can approve the dismissal.**
- Students who are being dismissed must obtain a slip from the Main Office Staff after parent/guardian verification of dismissal. Students will not be sent home without notification to parents. No student may drive when medically dismissed by the nurse unless parental approval has been given.

- Students who are dismissed and return to school the same day must sign out and sign back in at the Main Office.
- Students who leave school early due to illness must be dismissed through the school nurse. Dismissals through the school nurse are excused. Leaving early due to illness does not excuse a student from making up missed assignments. In certain situations, the school may require a meeting and a medical professional's approval for a student to return to school. The school nurse will coordinate such re-entry. **Students dismissed from school due to illness may not participate in extra-curricular activities.**
- Absence from class as a result of dismissal from school is excused for the same reasons as an absence would be excused, subject to proper documentation.

F. GUIDELINES FOR PROPER ATTIRE AND APPEARANCE AT SCHOOL & SCHOOL EVENTS

- The purpose of our dress code is to guide students in maintaining dress and grooming habits that will enable them to present themselves in the best possible way at school and in society. A student's appearance must be appropriate to the professional atmosphere of the school. The administration reserves the right to make decisions with regard to potential health and safety-related issues.
- Students shall wear neat, clean, and reasonable dress. Dress and grooming shall not be such as to disrupt the educational process or cause disorder in the environment. Items of dress that could be perceived as advocating violence or danger will be reviewed by the Principal, or their designee, with the student(s) involved. It shall be the responsibility of the administration to determine that such modes of dress or expression are inappropriate and should not be allowed.
- Hats, hoodies, and head coverings, except for religious or medical reasons, are not to be worn inside the school building, and may be confiscated by the administration (returned at the end of the day or, for repeat offenses, returned to parent/guardian within 30 days). T-shirts or other printed clothing are not allowed if they bear a message likely to

cause disruption or disorder within the school, such as messages or images promoting alcohol, drugs, smoking, violence, or hatred. Suggestive or inappropriate clothing will not be worn in school. The administration of the school shall have the right to make the final decision with regard to appropriate school dress.

- The Principal of the school, or their designee, shall be the arbiter of a particular mode of dress when it is questioned. Appeal shall be to the Superintendent of Schools, and their decision shall be final. The administration reserves the right to take immediate, appropriate steps to remedy violations of the above.

G. LOCKERS

- Lockers are assigned to students. **DO NOT** share lockers/combinations to lockers. Trips to lockers during class periods are not authorized as a rule. Students are advised to plan to pick up necessary materials during passing time.
- All lockers are school property and may be searched at any time by school officials. All contents of lockers are subject to inspection.
- It is recommended that students limit the amount of money, valuables, and electronic devices brought to school. If there is an occasion when a student must bring a large amount of money or a valuable to the school, the student should bring it to the Main Office before school so it can be put in the safe. The school assumes no liability for lost or stolen money, valuables, or electronic devices.
- Only school issued locks may be used on school lockers.

H. COMMON AREA

- **VOLPE MEMORIAL LIBRARY**
 - **Days and Hours of Operation**
 - The library is open Monday-Thursday 7:30 a.m. – 3:05 p.m. (pending funding) & Friday 7:30 a.m. – 2:05 p.m.
 - The library is closed during school vacations and holidays.

- **Library Book Circulation Rules**
 - General library books circulate for 2 weeks.
 - Reserved library books, magazines and materials circulate "overnight" and are due back in the library at 7:30 a.m. the following school day.
 - All materials borrowed from the library are the responsibility of the borrower. Students are responsible for returning the materials borrowed in the same condition they were received. Damaged books will be charged to the borrower on the new replacement cost basis.
 - Students must borrow books from the library personally.
- **Library Conduct Rules**
 - The library is intended for work associated with academic class requirements.
 - Eating and/or drinking is not allowed.
- **O'LEARY STUDENT CENTER (WMHS CAFETERIA)**
 - All students are required to report directly to the cafeteria during their lunch period.
 - Students must remain inside the cafeteria or in the designated seating areas directly outside the cafeteria until the bell rings ending their lunch period.
 - Each student is expected to respect the right of every other student to eat in a clean place. Every student has a responsibility to help maintain a clean and neat eating place and will pick up all refuse in their eating area regardless of the source of the refuse. Students will place trash in the appropriate container before leaving the cafeteria, and will return all chairs to their places.
 - All locations in the Wakefield Public Schools are nut and peanut free per the WPS Allergy Policy.
- **ACADEMIC SUPPORT CENTER (ASC) - O'Leary Student Center, Upstairs Library, Science Lecture Hall or classroom.**

The Academic Support Center assists students directly in meeting their academic needs. Students are assigned to the Academic Support Center during non-instructional blocks and may utilize this time to complete assignments and prepare for or make up exams.

○ **Role of the Student in ASC**

- Students are expected to utilize this time to complete assignments and/or prepare for upcoming assessments. This includes:
 - Arriving with materials necessary to complete identified tasks.
 - Signing in with the ASC teacher every day and having a work plan for the period.
 - Maintaining a positive learning environment by being courteous to others. This includes keeping on task, having an alternative plan in case you complete your task, and not distracting other students.
 - Actively seeking out help from any ASC teacher or peer tutor.
- If a student has been absent, the student should make arrangements with classroom teachers to have quizzes and tests sent to the ASC.
- No eating or drinking is allowed in ASCs which are not in the cafeteria.
- All school policies apply in the ASC.

○ **Guidelines for Travel from the ASC**

- Students needing assistance in areas other than the ASC (library, guidance appointment, P.E., class make-up, LSC, art, or music) must obtain a pass from the receiving teacher or librarian prior to attending the ASC. Additionally, students should:
 - Present pass to the ASC teacher who will sign and affix the time.
 - Sign the travel log with the time before leaving.
 - Present the pass and sign in on the travel log upon arrival.
- Library access during ASC is available for students from the Librarian upon request and depending upon library availability.

I. STUDENT PASS SYSTEM

- Every student is assigned to a particular classroom or supervised area each period of each school day. Students leaving any assigned area during class period must have an official pass from the assigned teacher. Any student without an official pass is considered unauthorized from class and will be subject to the penalties for cutting class.

J. SCHOOL ISSUED TEXTBOOKS & ELECTRONIC DEVICES

- Books and devices received from the high school are on loan to the students. Students are responsible for the care of these until they are returned to the teacher who issued them or to the main office.
- Lost or damaged books will be charged to students at a new replacement price.

K. VISITORS

- Only those persons who are registered students, staff, or faculty members of Wakefield Memorial High School or the Wakefield School Department are authorized to be on school grounds or to use the school property or facilities.
- All visitors, including parents and legal guardians, must sign into the Main Office whenever entering the building. Students may not bring any visitors onto school grounds or into the school facilities without prior written permission of the high school administration.
- Unauthorized persons found in the building will be considered intruders and will be directed to leave the premises. People who fail to leave when directed to do so will be considered trespassing. Any student who facilitates unauthorized entry into the building by a non-WMHS student may be subject to disciplinary action.
- A visitor's log is maintained in the Main Office. Visitors must display a VISITOR BADGE at all times while at WMHS.

L. OBSERVATIONS OF EDUCATION PROGRAMS

Observations of a student's current and/or proposed special education program may be conducted by a parent/guardian or his/her designee in accordance with M.G.L. c. 71B § 3. Parents must request an observation five (5) days in advance and can submit the request to the building Special Education Administrator and building Principal. Observers may be required to sign a non-disclosure form to protect student confidentiality.

M. VEHICLES ON SCHOOL GROUNDS

- Vehicles parked on school property are subject to school rules and regulations. Student parking on school grounds is a privilege and can be revoked.
- The **SPEED LIMIT is 5 mph** on school grounds.
- Prolonged idling of motor vehicles is prohibited by Massachusetts law on school grounds or within 100 feet of school property. M.G.L. c. 90, § 16B.
- **PARKING IS NOT ALLOWED:**
 - In Fire Lanes
 - On the grass
 - In teacher or staff parking spaces (these include the side lot, numbered spaces in front of the school, and spaces along the back of the school)
 - In Central Office/Superintendent's (Side lot)
 - At the Woodville School
- **PENALTIES**
 - Violation of any of the above regulations may result in progressive disciplinary action:
 - 1st offense: Information/Warning
 - 2nd offense: Detention
 - 3rd offense: Saturday detention
 - 4th offense: Suspension/loss of student parking privileges
 - Illegally parked vehicles may be ticketed by the Wakefield Police Department.
 - Vehicles may be towed at the owner's expense for a violation of parking regulations.

N. SCHOOL CLOSING AND DELAYED OPENING SIGNALS

In case of inclement weather, school closings and delayed openings will be communicated by 6:00 a.m. when possible, by audio message, text and/or email.

O. BULLETIN BOARDS

Information posted on bulletin boards is for official school business only and should be approved and initialed by administration. Non-school sponsored activity postings are not allowed without the permission of the high school administration. Soliciting private business in the school or at school-sponsored events is not allowed without the administration's approval.

P. STUDENT ACTIVITIES AND FUND-RAISING

All student activities, including clubs & fund-raising, require prior coordination and approval of the Administration.

Q. DISTRIBUTION OF MATERIALS

No person or organization may distribute materials of any kind on school property without prior written consent of the high school administration.

R. LOST AND FOUND

Anything found in the building that does not belong to you must be turned in to the Main Office. Students may check in the Main Office for articles that have been misplaced. Lost and found will be emptied and donated at the middle and end of the school year.

S. SPONSORED AND NON-SPONSORED ACTIVITIES

- Field trips approved by the high school principal are for the purpose of providing educational experiences away from school grounds. (See School Committee Policy 904-E). Faculty sponsors will provide students with parent/guardian permission slips and other appropriate notices informing parents and guardians about details related to such activities.
- All non-school sponsored activities or activities sponsored by private companies or agencies outside the jurisdiction of the school department

must be approved by the Superintendent of Schools to be advertised within the school.

- All students, including dual enrolled students, will be expected to adhere to the guidelines and expectations outlined in the field trip contract. Any violation of this contract may be considered a Group A offense and could result in loss of privileges, suspension or further disciplinary action per administrative discretion.

T. STUDENT CONTACT INFORMATION

Students and parents are responsible for keeping the school informed of changes in address or other information pertinent to parent or home contact. Such information can be vital in an emergency. The information can be updated through iParent access to the iPass Student Information System.

U. STUDENT RECORDS

The Wakefield Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or eligible student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate. The eligible student or parent shall have the right upon request to meet with professional qualified school personnel to have any of the contents of the student record interpreted.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records – In accordance with 603 CMR 23.07(4)(g), it is the practice of the Wakefield Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public-school district, if the disclosure is for purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

Non-Custodial Parents - Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public-school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access - Authorized school personnel to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Complaints - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the

Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (781) 338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

V. RESIDENCY REQUIREMENT

The Wakefield Public Schools does not participate in the School Choice Program. Unless legally homeless, students must have a legal residence in Wakefield in order to attend Wakefield Memorial High School. Students who move from Wakefield and are in their senior year may petition the high school Principal for permission to complete their education at Wakefield Memorial High School. Please refer to Wakefield School Committee policy (PO) 1003-(E) for additional residency information.

W. EIGHTEEN YEARS OLD (AGE OF MAJORITY)

Students who have reached the age of 18 have full legal capacity, pursuant to M.G.L c. 231, § 85P, to make educational decisions and access rights relative to any transactions and decisions with the Wakefield Public Schools. This means that each student who is 18 or older is an adult with the independent rights and privileges to make educational decisions. Adult students will be solely responsible for all school-related matters, including but not limited to, educational decisions, compliance with attendance policies, and disciplinary actions. Under Massachusetts state regulations, parents/guardians of a student who has reached the age of 18 continue to maintain rights related to student records, unless expressly limited in writing, by the adult student. Even if the adult student expressly limits the parent/guardian's rights in writing, the parents/guardians still maintain the authority to inspect the student's record upon request. Unless the school district receives written notice of a limitation of parent/guardian rights, parents/guardians will also continue to receive school-related correspondence and notifications regarding the adult student.

X. FIRE DRILL/EVACUATION/LOCKDOWN PROCEDURES

LEVEL I

- FOLLOW THE TEACHER'S DIRECTIONS on the chart posted in the classroom showing the quickest exit from the building.
- MOVE QUICKLY AND QUIETLY out of the building by the fire directions given by the teacher. DO NOT RUN OR CAUSE ANY DISTURBANCE DURING ANY FIRE EVACUATION EXERCISE.
- REMAIN WITH YOUR CLASS once you have reached the designated area. Attendance will be taken to ensure everybody is safely out of the building.
- RETURN TO YOUR CLASS in the same orderly manner when told to do so by the teacher.

LEVEL II

- If a LEVEL 2 evacuation is directed by the fire department, you will accompany your teacher to the field house where you are to be seated and receive further instructions.

LEVEL III

- If a LEVEL 3 evacuation is directed by the fire department, you will accompany your teacher to a location off school property as directed by your teacher where you will receive further instructions.

LOCKDOWN

- Lockdown procedures may be issued in situations that involve dangerous intruders or other incidents that may result in harm to persons inside the building. Students will be directed into the nearest classroom or office and must follow teacher instructions. Wakefield Memorial High School has adopted ALICE protocols in the event of a lockdown. Students and faculty are trained on these protocols on an annual basis.

Y. BUS RULES OF BEHAVIOR FOR YOUR SAFETY

- Bus stops are established for the convenience of bus students. Littering, defacing of property, roughhousing, throwing things, shouting, or other objectionable conduct is prohibited. It is mandatory that students stand back from the road while waiting for their bus.
- Students shall be picked up and unloaded only at regularly scheduled stops and at the scheduled time. The driver will not wait for tardy students.

- It is essential that each student cooperates and obeys the bus driver for the safety of all concerned. The bus driver is a member of the school staff.
- Students are not to do anything that will disturb or distract the driver from the safe operation of the bus.
- Students shall keep their hands, arms, and heads inside the bus.
- All articles, such as athletic equipment and musical instruments, must be kept out of the aisles of the bus.
- The emergency door must be used for emergencies only. Do not touch safety equipment on the bus.
- Students shall carry their bus passes and produce them at the request of the drivers. In the event a student cannot show their bus pass, they will not be permitted to ride. If any student is out of order at any bus stop, the driver will be required to report the details to the principal of the school. The applicable penalty will be invoked. Bus passes are not to be given to other students.
- In the event a student loses their bus pass, a new one may be issued only after a consultation with an administrator.
- The bus driver will return misbehaving students to the school or will fill out a Bus Conduct Report for administrative action.
- Students may not ride the school bus unless they are authorized to do so. Unauthorized switching of buses is not permitted.
- All rules in the student handbook are in effect while on the bus.
 - All school rules violations on the bus will be treated in the same manner as if they occurred in school. Deviation from the above bus rules will result in a Bus Conduct Report to the Principal by the bus driver. Parents will be informed either by mail or telephone of the violation of the bus behavior rules and the action taken by the Principal.
 - Parents/guardians are requested to reinforce our school bus behavior rules and to periodically review them with their children.

The possibility of bus accidents can be greatly minimized by the cooperation of the school, the home, and the student.

Z. FIRST EDUCATIONAL SAVINGS BRANCH of THE SAVINGS BANK- WMHS MAIN LOBBY

Established in 1981 by The Savings Bank, this student operated branch bank was the first of its kind in the U.S. A staff of seniors works daily to provide such banking services as: Savings Accounts, Checking Accounts, Consumer Loans, Travelers Checks, U.S. Savings Bonds, and Foreign Currency. We encourage you to open an account and enjoy the convenience of banking at school.

AA. PROGRAM OF STUDIES

Academic information and related services, procedures and protocols are listed in the WMHS Program of Studies, which is updated and approved by the Wakefield School Committee on a yearly basis.

BB. STUDENT HEALTH SERVICES

The school nurse is available for any student who feels ill or is injured during the school day. A student should report to their classroom teacher and be sent to the nurse's office with an official pass. The Health Office is located across from the Main Office.

- **MEDICATIONS (See SC Policy 1009-R)**
 - **Long Term Daily Medication**
 - When a student must be given medication in school, both a parental consent form and MD order form must be completed and turned into the nurse in order to administer the medication. Along with this is a Medication Policy which will also be shared.
 - The written medication order form should be taken to the student's licensed prescriber (physician or nurse practitioner) for completion, and be returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year. Any changes in dosing/orders must be documented on a new medication order form, by both doctor and parent.

- Medicine must be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or guardian. The pharmacy should be asked to provide separate medication bottles for school and home. No more than a thirty-day supply of medicine should be delivered to the school.

- **Short-Term Daily Medication**

- Students who require medication during the day for a short period of time (i.e. such as a short term prescription), should likewise have their medication brought into the Health Office by a parent on the morning it is to be taken. This prescription/medication can remain in the health office until completed. All prescribed short term medication must also be in a properly labeled prescription container. Students are not allowed to carry prescription or over-the-counter medication on their person.

- **HOSPITALIZATION**

Before a student returns to school after being hospitalized, including an emergency room visit, a note verifying that the student is able to return may be provided by a physician. **In addition, a re-entry meeting must be held for students returning to school from an extended hospital/rehabilitation stay.** School personnel, including the nurse, guidance counselor, and a school administrator will meet with the returning student and their parent/guardian, which facilitates transition back into the school routine.

- **IMMUNIZATION CARDS**

According to the Massachusetts Dept. of Public Health every student must be immunized against communicable diseases in order to be admitted to school. It is recommended that every student be immunized against:

Diphtheria	Varicella	Pertussis	Polio
Measles	Tetanus	Influenza	Meningitis
Hepatitis B	Human Papilloma Virus (HPV)		

- **PHYSICAL EXAMINATIONS**

- Physical examinations are required for all students in Grade 10 per Massachusetts state law. A student may have the family physician or a nurse practitioner complete the examination. If your child does not have a physician, you may contact our Health office or local Board of Health for local recommendations.
- Physical examinations are required for all athletes. A student may have the family physician complete the physical form. Physicals are valid for thirteen (13) months. In cases where forgery of a medical examination form occurs, the student will become ineligible to participate for the season.

- **ACCIDENTS AND INSURANCE**

- The school is responsible only for immediate first aid. The school department does not pay any medical or hospital bills incurred as a result of an accident to a pupil at school. The parent or guardian is responsible for the payment of such bills.
- In case of an accident, no matter how minor, the student should report the accident to the classroom teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and parents notified.
- School medical insurance is available to all students registered at the high school

- **MEDICAL TRANSPORTATION**

Except in emergency (life threatening or severely incapacitating injury), responsibility for transporting students who are sick or injured on school property is with the parent/ guardian. Students will not be sent home without notification to parents. No student may drive when medically excused unless parental approval has been given.

- **ALLERGIES IN SCHOOL SETTING**

The prevalence of reported food allergies has continued to increase significantly over the last several years. Those children diagnosed with a food allergy are at significant risk of anaphylaxis, a life-threatening reaction. In October 2002, the Massachusetts Department of Education in collaboration with the American Academy of Allergy, Asthma and

Immunology recommended that all schools have in place a system to identify children with life-threatening allergies. Education of all staff in life-threatening allergy awareness is the cornerstone of this initiative.

At all times, Wakefield Public Schools seeks to remain sensitive to all life-threatening allergies and will take reasonable measures to ensure a peanut, nut and latex-sensitive environment. We ask all parents to refrain from sending peanut, nut and latex products to school with their children.

Food allergies may be addressed through the Section 504 process as appropriate.

The complete text of the Wakefield Public Schools policy on Allergy in the School Setting is Available here. [Allergy Policy](#)

CC. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained

from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above.

The District will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901

DD. STUDENTS WITH DISABILITIES

Both our State and Federal governments have passed important legislation affecting students, parents, and schools. This legislation is designed to provide equal educational opportunities and to inform parents and students of their rights. Each act of legislation is quite lengthy, so only brief summaries are included in this Handbook. Anyone wishing additional information may contact the Special Education Office at 781-246-6416.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Pursuant to Section 504, any qualified student with a disability is entitled to a free appropriate public education (FAPE). Section 504 FAPE is the provision of regular or special education and related aids and services designed to meet a student's individual educational needs as adequately as the needs of nondisabled students are met.

Under the Individuals with Disabilities Education Act (“IDEA”) and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to: speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)’ consent, an evaluation will be conducted, and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

For more information regarding the services available to students with disabilities, please contact the school guidance counselor or Special Education Administrator at your child’s school or the Office of the Director of Special Education and Student Services.

The 504 Compliance Officer is: Rosie Galvin, Administrator of Special Education and Student Services, 60 Farm Street, Wakefield, MA 01880, 781-246-6416.

EE. STUDENTS WHO ARE ENGLISH LANGUAGE LEARNERS (ELL)

All students, as they enroll in Wakefield Public Schools, are required to complete a Home Language Survey. If a language in addition to English is spoken at home, or if a student’s first language is not English, the student will be assessed for English language proficiency. Students scoring below expectations on the English language proficiency testing and recommended for ELL services will receive ELL support services during the school day. Students receiving ELL support are required to participate in state-wide assessments. If parents elect to exclude their child from ELL services, they must check the box marked, “No” on the Permission for Services form or contact the principal in person, via telephone or email. Students will exit the ELL Program after passing statewide testing, and based on the results of standardized testing, classroom performance and teacher recommendation.

FF. HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. A child who is homeless or an unaccompanied youth and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch program.

The goal of the McKinney-Vento Homeless Education Assistance Act is: (1) To ensure that each child or youth experiencing homelessness has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths; (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths; (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment; (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging student academic achievement standards to which all students are held.

Definition of Homeless Children and Youth

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth living in the following situations:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human;

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Homeless Education Liaison

Wakefield provides various types of support for students and their families experiencing homelessness in order to help them attend school consistently. Eligible families may be living in shelters or may not have their own lease because they are temporarily staying with family members or acquaintances due to economic hardship or similar reason. Contact the district's Homeless Education Coordinator, at 413-534-2000, ext. 1140 for more details.

Enrollment and Dispute Resolution

Students identified as experiencing homelessness have a right to remain in their school of origin or to attend the school where they are temporarily residing. Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they become permanently housed, with transportation if needed through the end of the school year (June).

The Wakefield Public Schools will immediately enroll students experiencing homelessness in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. The District's liaison for homelessness will assist students who arrive without records by contacting the previously attended school system to obtain the required records.

Should a parent/guardian or unaccompanied youth disagree with the school placement decision of the liaison for homelessness, the parent/guardian or unaccompanied youth has the right to appeal. The parent/guardian or unaccompanied youth will be provided with written notification in the language of the home of the placement decision and the paperwork to complete the appeal process. While the placement decision is under appeal, the student will be allowed to attend the school of the parent/guardian's or unaccompanied youth's choice and receive transportation (according to the District transportation policy) while the dispute is under review by the Department of Elementary and Secondary Education.

GG. STUDENTS IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as

required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF and other school district to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaboration districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and

DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

HH. EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment. See policy [here](#).

II. SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, all parents/guardians of students in our school are notified by means of this handbook of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. Parents/guardians of students who enroll in school after the start of the school year will be provided with a handbook at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Within the scope of the existing curriculum, the following courses have components that include issues of human sexual education or human sexuality issues: ex. Anatomy & Physiology, Health, Biology, Psychology, Environmental Science, Sociology.

Under Massachusetts Law, you may:

1. Exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the principal.

JJ. MANDATORY REPORTING

All professional staff are informed annually of their obligations to report cases of suspected child abuse and neglect as specified in M.G.L. c. 119, § 51A-51F and M.G.L. c. 71, § 37L.

KK. PHYSICAL RESTRAINT POLICIES AND PROCEDURES

The Wakefield Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed in appropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student.

No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Nothing in Wakefield Public Schools policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. The Wakefield Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

LL. TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The Wakefield Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of sex. The Wakefield Public Schools is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The Wakefield Public Schools' policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Wakefield Public Schools or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the District's Title IX Sexual Harassment Grievance Procedures, available [here](#). Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the District's Title IX Sexual Harassment Grievance Procedure and may, if dismissed under that procedure, be investigated in accordance with the District's Civil Rights Grievance Procedures, available [here](#).

Upon receipt of a report of sexual harassment, the Title IX Coordinator will:
(1) promptly and confidentially contact the complainant to discuss the

availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

The District's Title IX Coordinator is:
Kara Mauro, Assistant Superintendent
60 Farm Street
Wakefield, Ma. 01880
Phone: (781) 246-6400
Email: kara.mauro@wpsk12.org

SECTION II. EXPECTATIONS & RESPONSES TO STUDENT BEHAVIOR

A. REGULATIONS APPLY TO ALL STUDENTS

All students at Wakefield Memorial High School have the right to be educated, a responsibility to act appropriately and behave within the rules of the school and are subject to the rules of discipline and attendance set forth in this handbook. Each member of the school community (students, parents, faculty/staff and administration) has a responsibility to understand and support the expectations for behavior and the Core Values of our mission.

B. STUDENT DISCIPLINARY DUE PROCESS PROCEDURES

Due Process Under M.G.L. 71, § 37H ¾

(For all offenses except for possession of a dangerous weapon, possession of a controlled substance, assault on staff and felony offenses)

Definitions Under M.G.L. c. 71, § 37H ¾

Superintendent – the Superintendent or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school

days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

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

Principal: the primary administrator of the school or the Principal's designee for disciplinary purposes.

Written Notice: Written correspondence sent 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.

Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ only. For due process procedures for offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below.

In every case of student misconduct under M.G.L. c. 71, § 37H ¾ for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Emergency Removals: M.G.L c. 71, § 37H $\frac{3}{4}$ - A 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. In such a case, 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, during which time the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of: (1) the emergency removal; (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate. 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 must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing. Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension. M.G.L c. 71, § 37H $\frac{3}{4}$ - Removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events,

or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 C.M.R. 53.00.

Due Process for In-School Suspension; M.G.L c. 71, § 37H 3/4:
Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H 3/4:
– On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 C.M.R. 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Short-Term Suspension; M.G.L c. 71, § 37H 3/4: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: 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, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if 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.

Principal's Hearing - Short-Term Suspension; M.G.L c. 71, § 37H 3/4: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: 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, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Long-Term Suspension: M.G.L c. 71, § 37H 3/4: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37H 1/2 of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: 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, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) 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; (4) the right to cross-examine witnesses presented by the school; and (5) 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 upon request.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, 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.

Principal's Decision – Long-Term Suspension: M.G.L c. 71, § 37H ³/₄: 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 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 principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

Superintendent Appeals – Long-Term Suspension; M.G.L c. 71, § 37H ³/₄: A student who is placed on Long-Term Suspension under M.G.L c. 71, § 37H ³/₄

following a hearing with the principal shall have the right to appeal the principal's decision to the Superintendent. The student or parent shall file a notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.

Superintendent Appeal Hearing; M.G.L c. 71, § 37H 3/4: The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Superintendent's Decision; M.G.L c. 71, § 37H 3/4: The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the

home if other than English, or other means of communication where appropriate. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the Superintendent shall be the final decision of the Wakefield Public Schools with regard to the long-term suspension.

Due Process Under M.G.L. 71, §§ 37H and 37H1/2 Offenses

(For offenses involving: dangerous weapons, drugs, assaults on staff and felony offenses)

Short-Term Suspension: M.G.L. c. 71, §§ 37H and 37H 1/2 - For disciplinary offenses involving: 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, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Suspension/Expulsion: M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student. Long term suspension/expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) 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 G.L. c. 71, §§37H or 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c, 71, §37H

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the Wakefield Public Schools by the Principal.
2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the Wakefield Public Schools by the Principal.

Principal's Hearing, Long-Term Exclusion – M.G.L. c. 71, §37H - Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2 above.

Appeal to the Superintendent – Long-Term Exclusion – M.G.L. c. 71, §37H - Any student who has been expelled from the Wakefield Public Schools pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Suspensions or expulsions are decisions that must consider a student's due process rights. The Principal or their designees are required to report to the police department the presence of any weapon on school premises.

Felony Complaints - M.G.L. c. 71, § 37H ½

Issuance of a Felony Criminal Complaint

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the

principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing/Decision – Long-Term Exclusion – M.G.L. c. 71, §37H1/2 - The student shall receive written notification of the charges and the opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Appeal to the Superintendent- Long-Term Exclusion - M.G.L. c. 71, §37H1/2 - The student shall have the right to appeal the suspension to the Superintendent in writing of their request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Wakefield Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

Upon a student being convicted of a felony or felony delinquency charge or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing – Long-Term Exclusion - M.G.L. c. 71, §37H1/2 - The student shall receive written notification of the charges notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Superintendent's Appeal – Long-Term Exclusion/Expulsion - M.G.L. c. 71, §37H 1/2 - The student shall have the right to appeal the long term suspension/expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Wakefield Public Schools with regard to the long term suspension/expulsion.

C. OPPORTUNITY TO MAKE ACADEMIC PROGRESS

The Wakefield Public Schools shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

For all suspensions, students will be entitled to the following in terms of the opportunity to make academic progress:

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

More than 10 Consecutive Days - Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services, earn credits, as applicable, make up assignments, tests, papers, and other school work and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

The school-wide education service plan will be provided to the parent and student at the time the student is expelled or placed on long-term suspension.

D. DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the Wakefield Public Schools' requirements for behavior in school and abide by the rules set forth in this handbook. In addition to the due process protections afforded to all students in disciplinary matters, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the regulations promulgated pursuant to these statutes provide additional procedural protections for students with disabilities. These procedural protections also apply for students who do not currently have an IEP or Section 504 Plan, but whom the District knows, or has reason to know, that the Student may have a disability, prior to the conduct for which the Student is subject to discipline.

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 days in a given school year, or is subjected to a series of short-term removals that constitute a pattern of removal that exceeds ten (10) school days, and are considered to constitute a disciplinary change in placement, building administrators, relevant members of the Student's IEP or 504 Team, and the parent(s)/guardian(s) will meet to conduct a Manifestation Determination Review. At the Manifestation Determination Review, the Team will consider whether the violation for which the Student is subject to discipline is directly and substantially related to the Student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Such services are not available to students under Section 504. If the Team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to modify the IEP/504 Plan, the placement, or the behavior intervention plan as appropriate and the student will not be suspended for more than 10 days (either consecutive or constituting a pattern of removal) for the violation found to be a manifestation of their disability.

Regardless of the result of the Manifestation Determination, if a student possesses, uses, sells or solicits illegal drugs or a controlled substance on school grounds or at a school-sponsored event; possesses a weapon on school grounds or at a school-sponsored event; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school district may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. If a student has been placed in an interim alternative education setting because of disciplinary action, the student may remain in the interim setting for a period not to exceed 45 school days. Thereafter, the student will return to the previously agreed-upon educational placement unless the parent (or student if 18+) consents to an extension of the IAES, or the parent and the school agree to another placement, or the parent or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement.

The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

E. ACTIONS/BEHAVIORS WARRANTING ADMINISTRATIVE RESPONSE

The principal and assistant principals will interpret the rules and regulations and extend their application. Every effort will be made to assure fairness and consistency in the application of these expectations for student behavior, predicated on each student's individual experiences and discipline history. The expectations for behavior espouse positive expectancy for all students, clearly articulated rules and regulations, formative- redemptive disciplinary response strategies and the understanding that violations are teachable moments for behavioral growth. ****The Groups listed below are guidelines which are general in nature, and the Principal and/or their designee may impose disciplinary consequences appropriate in scope to the merit and nature of the infraction, including short-term suspension, long-term suspension, and expulsion in accordance with M.G.L. c. 71, §§ 37H, 37H1/2, and 37H3/4.****

- **GROUP A**

- Possession of a dangerous weapon, including but not limited to, a gun or knife on school grounds or at a school-sponsored or school-related activity.*
- Unlawful possession of a controlled substance including but not limited to illegal prescription drugs, THC oil, marijuana, edibles, cocaine, and heroin on school grounds or at a school-sponsored or school-related activity.*
- Assaults on educational or support staff on school grounds or at a school-sponsored or school-related activity.*
- Conviction on a felony or felony delinquency charge, or an adjudication or admission in court of guilt with respect to such a felony or felony delinquency.*
- Issuance of a criminal felony complaint or felony delinquency complaint.
- Possession of alcoholic beverages or inhalants on school property or at school sponsored or school related events.
- Under the influence of illegal drugs or unauthorized prescription drugs, alcoholic beverages or inhalants on school premises or at a school- sponsored or school-related event. (Note: School administration may require a wellness check/breathalyzer if there is reasonable suspicion that a student is under the influence of alcohol or a controlled substance. If a student refuses to comply,

such refusal will be interpreted as self-admission of a violation of the code of conduct regarding alcohol or controlled substances and the student will be referred for disciplinary due process).

- Possession of drug paraphernalia (rolling papers, pipes, vaping paraphernalia, other devices) as determined by the administration.
- Acts of arson (i.e., setting fires) use of explosives (including fireworks).
- False bomb threats or fire alarms.
- Harassment and/or discriminatory acts which manifest bigotry, bias, animus, and/or prejudice against the victim on the basis of the victim's race, religion, ethnicity, disability, sex, sexual orientation, gender identity, or age.
- Hazing - Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or another person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. MGL Chapter 269, § 17-19
- Fighting, assault and battery on another student.
- Indecent assault (unwanted touching of a sexual nature) on any member of the school community.
- Threats of violence directed towards any individual during school, online, at a school event, or connected to a school event including promoting, planning and pursuing conflict. This includes taunting, instigating and setting up fights.
- Harassment, and/or bullying - physical, cyber and/or verbal, directed towards any member of the school community.

<p>Group A Response: Range: loss of privileges, short term suspension to long term suspension/expulsion hearing, notification of the Wakefield Police Department, as deemed appropriate by administrative staff. Consequences will be in accordance with MGL c.. 71, § 37H, 37H1/2 & 37H3/4. *Only those offenses which fall under M.G.L. c.</p>

71, §§ 37H, 37H1/2 may result in expulsion. Refer to additional responses as outlined in the Student Activities section of this handbook when applicable.

- **GROUP B**

- Disruptive behavior which compromises the safety of others or disrupts the educational process.
- Inflammatory, libelous, discriminatory and/or slanderous statements made towards any member of the school community (students, faculty, staff, etc.).
- Theft of school or personal property or receiving stolen property.
- Insubordination - failure to comply with the directions of any school personnel acting legitimately in their official capacity.
- Verbal and/or physical intimidation.
- Intentional mischievous, harmful or willful destruction or damage to any school or personal property (to include but not limited to computers, lockers, desks, furniture, etc.).
- Obtaining money or material goods or favors by threats directed towards any member of the school community.
- Use of abusive language directed towards any member of the school community (including, but not limited to racial, religious, ethnic, or sexual slurs).
- Distribution, digital or otherwise, of unauthorized photography, audio, or video recordings of staff or students.

Group B Response: Range: loss of privileges, three (3) to five (5) days short term suspension, additional days of short term or long term suspension, and notification of the Wakefield Police Department as deemed appropriate by school administration and in accordance with MGL c. 71, § 37H, 37H1/2 & 37H3/4.

- **GROUP C**

- Smoking, vaping and/or use of smokeless tobacco within 100 feet of school property or at school related events or activities.
- Possession of cigarettes, smokeless tobacco products, nicotine vaping liquid or related paraphernalia.
- Possession of a -nicotine delivery device.
- Defiant and disrespectful behavior towards school personnel.

- Leaving school campus without authorization or failing to sign out of the building properly.
- Use of a false name or refusing to identify oneself upon request by school personnel.
- Forgery - knowledge and willful use of forged or fake documents, including but not limited to passes, parent notes, permission slips, progress reports and electronic communications.
- Loud, disorderly and/or disruptive behavior which interrupts the school day.
- Possession of obscene material or accessing and submitting such on computers, electronic devices, video games, photos, periodicals, etc. in violation of the WPS Computer Acceptable Use Policy.
- Possession of prescribed medication and/or over the counter medication.
- Gambling.
- Throwing objects in classrooms, hallways, cafeteria, common area, school transportation and/or at school events.
- Misrepresenting the truth (lying) in a manner which obtains a personal advantage or causes another to be unjustly accused.
- Truancy - unauthorized absence from school.
- Possession and use of contraband materials as outlined in Article "H" of this handbook (possession of a dangerous weapon or controlled substances as defined in M.G.L. c. 71, § 37H may result in expulsion)
- Unauthorized photography, audio, or video recordings of staff or students.

Group C Response: Range: loss of privileges, one (1) to three (3) days short term suspension; additional days of short term suspension; long term suspension; and/or with admin. approval and if a parent elects, one or more Saturday/Half-Day Detention/Alternative to Suspension as deemed appropriate by school administration and in accordance with MGL c. 71, § 37H, 37H1/2 & 37H3/4.

● **GROUP D**

- Use of obscene, rude, or profane language or gestures.
- Unauthorized absence from class, including homeroom.

- Public displays of affection - classrooms, hallways, cafeterias, common areas, school transportation and/or school events are not proper places for hugging, kissing or other physical means of showing affection.
- Being in unauthorized areas of the building and/or being in the hallway without an official/authorized pass.
- Asked to leave class by a faculty/staff member or substitute teacher.
- Excessive tardiness.
- Parking in unauthorized areas (may lead to a loss of parking privileges as well).
- Driving irresponsibly (may lead to referral to Wakefield Police Department and a loss of parking privileges).

Group D Response: Range: loss of privileges; short-term suspension; long term suspension; one (1) or more office detentions to one (1) or more Saturday/Half-Day detention(s)

F. CHEMICAL HEALTH POLICY

- **RATIONALE:** Concern for the health and well-being of students at Wakefield Memorial High School has led to the prohibition of illegal drugs, alcohol and tobacco/nicotine (hereinafter referred to as 'banned substances'). In addition to the fact that the possession and use of drugs and alcohol is illegal, research shows that students who use banned substances are less successful in the classroom and the likelihood of addiction is increased. Through these guidelines, we hope to assist students in making decisions that will enhance their ability to grow and thrive in both the academic and extracurricular realms of their high school experience.
- **These guidelines are general in nature, and the Principal and/or their designee may impose disciplinary consequences appropriate in scope to the merit and nature of the infraction, including short-term suspension, long-term suspension, and expulsion in accordance with M.G.L. c. 71, §§ 37H, 37H1/2, and 37H3/4.**

- **HELP FOR DEPENDENCY**

- Students who feel they have a dependency on banned substances are encouraged to seek help by communicating with a member of the Wakefield Memorial High School community. This may include, but is not limited to, teachers, guidance counselors, school psychologists, the school nurse, staff, or administrators. All arrangements made on this basis are confidential.
- When a student voluntarily confides in a staff member, the staff member will encourage the student to seek assistance through community based counseling services or school support services and refer the student to Guidance Counselor or School Administration for follow-up services.
- All 9th graders will be screened in accordance with Chapter 52 of the Acts of 2016 for substance abuse prevention purposes; commonly referred to as SBIRT training. Parents/guardians may choose to have their student not participate in this mandated, verbal screening process.

- **CONSEQUENCES FOR BEHAVIORS INVOLVING BANNED SUBSTANCES/CHEMICAL HEALTH ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED OR SCHOOL RELATED EVENTS**

- Students are prohibited from the possession, use or distribution, or the attempted possession, use or distribution of banned substances. Any student who is found to have assisted or conspired with one or more others in the possession, use or distribution of banned substances will be deemed guilty of such possession, use or distribution.
- Any student removed from a school-sponsored activity or school grounds because of banned substance-related behavior may be excluded from all other school activities for the remainder of that school year. There will be no refund of user fees or ticket purchases to students removed for these reasons.
- Representing Wakefield Memorial High School, through team, club, or other extra-curricular association, is a privilege that carries with it a high standard of behavioral choices. The Massachusetts Interscholastic Athletic Association (MIAA) has set standards and guidelines for penalties for student athletes during the season of

practice and play. Wakefield applies this standard to all extra-curricular participants.

- The Wakefield Memorial High School standard for the application of consequences for extracurricular activities and athletics related to this policy covers the full calendar year from July 1 to June 30.

- **SPECIFIC PENALTIES FOR VIOLATION OF ILLEGAL DRUGS, ALCOHOL AND TOBACCO POLICY ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED OR SCHOOL RELATED EVENTS**

- If a student is found to be in possession of or using banned substances or is attempting or conspiring with others to possess or use banned substances:

FIRST OFFENSE

Faculty/Staff member will:
<ul style="list-style-type: none">● refer student to administrator
Administrator will:
<ul style="list-style-type: none">● refer student to nurse● notify student's parent/guardian● conduct search which may include possessions, clothing, locker and/or automobile● confiscate all contraband● notify police● follow the disciplinary due process procedures in this handbook, and at their discretion based on the individual circumstances impose a short-term suspension, long term suspension, or expulsion, and/OR contract with student for Alcohol & Substance Use Diversion Program● release to parent, guardian or make other arrangements with parental input● refer to police for protective custody when appropriate● direct student to submit to a Breathalyzer if there is reasonable suspicion of alcohol use. Refusal to submit to the use of the breathalyzer will result in consequences which may include a five-day out-of-school suspension, short-term suspension, or long term suspension.
School Nurse will:
<ul style="list-style-type: none">● assess impairment

- refer for medical follow up, as needed

Student will:

- be ineligible for interscholastic competition for 25% of the season, in accordance with MIAA guidelines
- be ineligible for all extra-curricular competition and performance activities for 25% of the club year as determined by the administration
- be relieved from all leadership positions for the school year in which the violation occurred.
- abide by requirements of the Diversion Program contract.

If the student agrees to attend an Alcohol and Use Diversion program, the disciplinary consequences may be reduced and potential legal action will be held in abeyance until completion of the program. Failure to complete the program will result in the original consequence(s) being instituted.

SECOND OFFENSE AND SUBSEQUENT OFFENSES

Faculty/Staff member will:

- refer student to administrator

Administrator will:

- refer student to nurse
- notify student's parent/guardian
- conduct search which may include possessions, clothing, locker and/or automobile
- confiscate all contraband
- notify police
- follow the disciplinary due process procedures in this handbook, and at their discretion based on the individual circumstances impose a short-term suspension, long term suspension, or expulsion, and/OR contract with student for Alcohol & Substance Use Diversion Program
- release to parent, guardian or make other arrangements with parental input
- refer to police for protective custody when appropriate
- direct student to submit to a Breathalyzer if there is reasonable suspicion of alcohol use. Refusal to submit to the use of the breathalyzer will result in consequences which may include a five-day

out-of-school suspension, short-term suspension, or long term suspension.
<p style="text-align: center;">School Nurse will:</p> <ul style="list-style-type: none"> • assess impairment • refer for medical follow up, as needed
<p style="text-align: center;">Student will:</p> <ul style="list-style-type: none"> • be ineligible for all athletic or extra-curricular competition and performance activities for 60% of the season or club year, in accordance with MIAA guidelines • be relieved from all leadership positions for the school year in which the violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected

- **Possession with intent to distribute banned substances**

FIRST OFFENSE AND SUBSEQUENT OFFENSES

<p style="text-align: center;">Faculty/Staff member will:</p> <ul style="list-style-type: none"> • refer student to administrator
<p style="text-align: center;">Administrator will:</p> <ul style="list-style-type: none"> • notify student's parent/guardian • conduct search which may include possessions, clothing, locker and/or automobile • confiscate all contraband • notify police • follow the disciplinary due process procedures in this handbook, and at their discretion based on the individual circumstances impose a short-term suspension, long term suspension, or expulsion refer to police for protective custody when appropriate
<p style="text-align: center;">Student will:</p> <ul style="list-style-type: none"> • serve the imposed consequence (suspension, expulsion, participation in Diversion Program, etc.) • be ineligible for all athletic or extra-curricular activities including competitions and performances for one (1) calendar year and relieved

from all leadership positions for the school year in which the violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected.

- **CONSEQUENCES FOR STUDENT ATHLETES AND EXTRA-CURRICULAR PARTICIPANTS UNDER ILLEGAL DRUGS, ALCOHOL, AND TOBACCO/NICOTINE POLICY IN THE COMMUNITY**
 - Student actions in the community reported to the school by the Wakefield Police Department, will be subject to the following consequences. In all cases, parents/guardians will be informed of such report and have the opportunity to be present prior to the application of disciplinary consequences by the school administration.
 - Students suspended from participation may request the opportunity to continue to practice through the Principal and the Director of Athletics and Student Activities.
 - School administrators may also contact parents to conference about concerns relative to student safety based upon reports to the school by the police of students being in the presence of illegal drug, alcohol, or tobacco activity.

- **SPECIFIC PENALTIES FOR VIOLATIONS OCCURRING IN THE COMMUNITY**
 - **Using or assisting or conspiring with one or more others in the possession, use or distribution of banned substances:**
 - **FIRST OFFENSE**

Following an opportunity for the student to be heard, students determined by the high school administration to be using, in possession of, or selling drugs or alcohol in the community will be immediately ineligible to participate in athletics or any extra-curricular activity for 25% of an activity season in accordance with MIAA guidelines. Students will lose all leadership positions for the school year in which

violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected.

■ **SECOND AND SUBSEQUENT OFFENSES**

For each subsequent offense, the student will be ineligible for all extracurricular activities/clubs/athletics for 60% of the next consecutive interscholastic events in accordance with MIAA guidelines. The penalty shall carry over to the student's next season of participation. The student may not hold leadership positions during the school year in which violation occurred from the date of the determination. Leadership positions include, but are not limited to any position elected, appointed, or selected.

○ **Possession with intent to distribute in possession of banned substances in the community**

- Following an opportunity for the student to be heard, a student determined by the high school administration to be in possession of with intent to distribute any banned substance in the community will be ineligible for all athletics and extra-curricular activities including competitions and performances for the school year, and be relieved from all leadership positions for the school year in which violation occurred. Leadership positions include, but are not limited to any position elected, appointed, or selected. In addition to the application of immediate disciplinary consequences as set forth in this Handbook, the student may be subject to discipline, including short term suspension, long term suspension, and/or expulsion, in accordance with M.G.L. c. 71 §37H1/2.

G. SEARCH AND SEIZURE

- SEARCHES MAY BE CONDUCTED by authorized school personnel when, under ordinary circumstances, there are reasonable grounds for suspecting that a search will turn up evidence that a student has violated either the rules of the school or the law. All measures adopted in conducting searches of students, their possessions, their vehicles on school property, while under school supervision or in attendance at a school function will be limited in scope by the objectives of the search in

light of the age and sex of the student and the nature of the infraction being investigated. As required by law, authorized personnel will adhere to the protection of the 4th Amendment of the United States Constitution.

- The Principal, Assistant Principals, and faculty chaperones are the only persons authorized to conduct searches of students, their possessions (including backpacks, gym bags, handbags, etc.), school lockers, or their vehicles parked on school property or at school functions. In the case of physical search of students, a teacher, administrator or the school nurse of the same gender will conduct the search when possible.
- "Reasonable grounds" for search is defined as inferences drawn from circumstances, patterns of behavior, suspicious acts, moving around and about the school without proper authority, unauthorized absence from class or school, being present where unauthorized or illegal activities are known to occur with some regularity, any number of events which suggest violations of school rules or illegal activities; third party information which identifies a student(s) as participant(s) in rule violations or illegal activity; and violation of rules listed in the student handbook.
- **Students are hereby given notice that STUDENT LOCKERS ARE ACCESSIBLE TO SCHOOL OFFICIALS AND MAY BE SUBJECT TO SEARCH AT THE DISCRETION OF SCHOOL OFFICIALS.**
- Contraband is defined as any material of an unauthorized or illegal nature (such as tobacco products, vaping products and paraphernalia; drug paraphernalia; drugs, illicit and prescribed; alcohol; weapons; explosives and such similar items) not authorized to be brought to or kept in school on a person, in a locker, or vehicle or any other place on school grounds.
- Personal possessions such as fireworks, stink bombs, disguises, water pistols, or dangerous items of attire, which could cause potential disruption or injury to students, faculty or school staff, their possessions, or the school facility or grounds, are contraband. As a condition of entry into any school event, for student safety, all belongings and vehicles are subject to search for contraband.
- Contraband seized as a result of routine locker or backpack/bag inspection will be turned over to the police if the material seized is of an illegal or dangerous nature. Parents will be notified of the seizure as soon

as possible after the seizure. **VEHICLES PARKED ON SCHOOL GROUNDS OR AT SCHOOL FUNCTIONS ARE SUBJECT TO SEARCH.**

H. ARTICLES PROHIBITED FOR POSSESSION/USE BY STUDENTS-CONTRABAND

- At no time and under no circumstances may students have weapons, dangerous instruments, laser pointers, fireworks, explosives, stink bombs, water pistols, tools, disguises, or wear dangerous items of attire to school or school-sponsored events except as authorized by the administration.
- Contraband materials, which may potentially cause injury to students, faculty or staff, are prohibited in the building or school grounds and at school- sponsored or supervised events.
- All contraband will be removed from students. Illegal material will be turned over to the police. Other material will be removed and returned to a parent or legal guardian upon written request at the end of the school year.
- Any unauthorized use of cell phones will result in the cell phone being confiscated. Students are forbidden to use their phones as cameras or recording devices during the school day. Any use during the school day that has not been approved will result in confiscation by any faculty/staff member and given to the administration. The confiscated articles will be returned to the student or the parent/legal guardian at administrator's discretion.
- Use of any vehicles in the school building is prohibited. Skateboards, roller skates and roller blades, bicycles, mopeds, scooters, motor vehicles and other such equipment will be confiscated.
- Items not listed here which are not normally utilized specifically for school purposes are subject to confiscation until a determination has been made by the high school administration that the items are appropriate for a specific school purpose.

I. RELATIONSHIP VIOLENCE

Relationship violence is a pattern of coercive control one person exercises over another. It mirrors adult domestic violence in terms of existing on a continuum of controlling behaviors. Such behaviors include the actual or threatened psychological, physical, sexual, or economic abuse of an individual by someone with whom they have or have had an intimate relationship. The specific behaviors may range from verbal and emotional abuse, physical assault, to murder and rape. In addition, relationship violence is seen by some as a stage in the intergenerational cycle of violence, linking witnessing or experiencing violence during childhood to perpetrating or experiencing intimate violence in adulthood.

Abusive teen dating relationships, similar to adult domestic violence, generally exhibit a pattern. The major elements of this pattern include the following: violence that affects people from all socio-economic, racial, and ethnic groups; repeated violence escalates; violence that increases in severity the longer the relationship continues; violence and abusive behaviors that are interchanged with apologies and promises to change; and as increased danger for the victim when trying to terminate the relationship.

Behaviors which violate the Wakefield Public Schools expectations for behavior and school rules, and/or the Wakefield Public Schools non-discrimination policies, including but not limited to harassment, discrimination, bullying, physical assault, possession of weapons, fighting, threats, or other inappropriate behaviors are not tolerated and are subject to discipline including short term suspension, long term suspension and expulsion as appropriate in accordance with M.G.L. c. 71 §§ 37H, 37H1/2, 37H3/4. Additionally, harassment and/or discriminatory behavior will be addressed through the appropriate Civil Rights Grievance Procedure.

J. CHEATING/PLAGIARISM

This plagiarism policy is designed to foster a commitment to intellectual honesty and integrity. WMHS students will be supported to work and succeed based on their own efforts and commitment to growth. As such, students are expected to refrain from all types of academic dishonesty, cheating and plagiarism, including, but not limited to:

- Taking a test in a dishonest way.
- Intentionally using, closely imitating the language and/or ideas of, or copying the work of another person and representing the work as one's own (including cutting and pasting from online sources).
- Knowingly using fraud or deceit for one's own or another student's benefit within the school community.
- Intentionally sharing one's own work so that another student may represent the work as one's own.

Violations of this policy will be handled as follows:**

First violation*	<ul style="list-style-type: none"> • Notification of violation sent by classroom teacher to administration • Student receives a failure for the assignment (and a score between 0 and 59 at the discretion of the teacher and Department Coordinator) • Teacher notifies parent of violation • Student writes a personal reflection to be signed by their parent and given to their teacher and administrator
Second violation*	<ul style="list-style-type: none"> • Discipline referral by teacher sent to administration for inclusion in the student's disciplinary record • Student receives a 0 for the assignment • Student receives a minimum of three (3) administrative detentions or (1) Saturday detention • Administrator facilitates meeting with student, parent, and teacher
Third violation*	<ul style="list-style-type: none"> • Discipline referral by teacher sent to administration for inclusion in the student's disciplinary record • Student receives a 0 for the assignment • Student receives a minimum one day out of school suspension • Student is suspended for a minimum of five (5) days from athletics and other extracurricular activities • Team meeting with Principal to determine subsequent course of action

*Please note: Administration will maintain and tally infractions over time (infractions shall be tallied as total infractions while at WMHS)

****The consequences outlined here are intended as guidelines, and school administrators may, at their discretion, impose consequences that the circumstances may merit, including short term and long term suspension in accordance with the disciplinary due process procedures in this handbook and M.G.L. c. 71 § 37H3/4.**

K. CELL PHONE/DIGITAL MUSIC DEVICE USE

The rules and regulations concerning cell phone use by students within WMHS are in effect during the school day, between 7:30 a.m. and 2:05 p.m.

- The use of cell phones during class periods is prohibited anywhere in the building with the following exceptions:
 - Students may use cell phones during passing time. Passing times are defined as the designated minutes between classes.
 - Cell phone use is allowed during the assigned lunch period.
 - Faculty may use their professional discretion around the use of cell phones in their classrooms.
 - Students may use cell phones/digital music devices to access music with appropriate volume during Academic Support Center (ASC). Cell phones may not be used for any other purpose during ASC times.
 - For the purpose of student safety, students may use devices with one earbud in the hallway during the school day.
- Video and camera functions on cell phones continue to be prohibited during the school day without administrative approval. Surreptitious audio recording of another individual without their consent may constitute a criminal felony offense in Massachusetts. M.G.L. c. 272, Section 99.
- Students are reminded to use caution as they pass in the hallways while using a cell phone, whether talking or texting, as using a cell phone walking in a crowd or while using the stairs may create safety issues.
- Cell phones are not allowed in classrooms during MCAS exams, Advanced Placement tests, and Scholastic Aptitude Tests.
- In cases where devices are allowed for listening purposes, only one earbud may be used at any time.

L. TECHNOLOGY RESPONSIBLE USE AND INTERNET SAFETY POLICIES

The Wakefield Public Schools Technology Responsible Use Agreement ([linked here](#)) and [Internet Safety Policy](#) outline acceptable use of the Wakefield Public Schools network, technology devices, digital resources, and network infrastructure, including email and online class resources. All students and staff must agree to abide by the [Technology Responsible Use Agreement](#).

The Wakefield Public Schools monitors the use of the school District's network. There is no expectation of privacy related to information stored and transmitted over the Wakefield Public Schools network. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law, school rules of the code of conduct, or Wakefield School Committee policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action in accordance with the disciplinary due process procedures in this handbook.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Illegal or criminal activities.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive, bullying or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.

- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Cyber-bullying (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: wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant message, text message 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 is a violation under law. 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 is a violation under law. Cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When cyber-bullying is alleged, the full cooperation and assistance of parents and families is expected.
- Violating copyright laws and/or the District policy on plagiarism.
- Copying software or applications from Wakefield Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources.
- Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other devices or computer systems.

- Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.

Saving inappropriate files to any part of the system, including but not limited to:

- Music files
- Movies
- Video games of all types, including ROMs and emulators
- Offensive images or files
- Programs which can be used for malicious purposes
- Any files for which you do not have a legal license
- Any file which is not needed for school purposes or a class assignment
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If a student needs a file for a class project that you think may be considered inappropriate, then he/she needs to have teacher and school administration permission prior to the class project.

SECTION III. WMHS EXTRA & CO-CURRICULAR CLUBS AND ACTIVITIES

(fees may apply)

Amnesty International
Art Club
Best Buddies
Black Student Union
Books & Beyond
Channel 15 TV Producers
Contemporary Thought Club
Culinary Club

Cultural Exchange Program
Gay/Straight Alliance
Literary Club (*Reflections* Magazine)
Recycling Club
Social Awareness Club
Yearbook Committee
Youth Action Team

WAKEFIELD ACADEMY CLUBS

Aviation Club
Garden Club
Games Club

Mindfulness/Meditation Club
Step Club
Tri Tech Club

PERFORMING ARTS & CLUBS

Theater Arts
Jazz Band I and II
Marching Band/Color Guard
Winter Color Guard
Winter Percussion

A Cappella
Math Team
Science Club
Fall/Winter/Spring Athletics

STUDENT LEADERSHIP

Class Officers
The Scholarship Foundation Student Directors
National Honor Society
Peer Leaders

Student Council
School Council
Student Advisors to the School Committee
PTSA

Participation in extracurricular activities at Wakefield Memorial High School is a privilege. By participating in any extracurricular activity you are accepting the high school rules governing participation. Each participant is honor bound to comply with all requirements and regulations as established. All Booster Clubs and school support groups' activities are governed by the Student Handbook.

A. PARTICIPATION REQUIREMENTS/ELIGIBILITY

- Academic achievement is the first priority for each student. Each student should carefully review academic time demands before seeking to participate in extracurricular activities.
- Extra-curricular activities that interfere with academic success may disqualify the student from eligibility for participation in that activity.
- Each student must maintain a passing average in at least 20 credits during each marking period to remain eligible to participate in extracurricular competition.
- Grades from the most recent marking period determine eligibility except for fall activities, which are determined on the basis of the final grades from the previous year.
- Any student who has an outstanding obligation (owes detention, textbooks, equipment or uniforms) may not be allowed to participate in extracurricular activities until such obligation is cleared.
- Students are reminded that participation in extracurricular activities, defined as all school-sponsored activities that are not part of the daily students' schedule of curricular courses; including clubs, athletics, performing arts, school dances, and senior week activities, up to and including graduation, are a privilege which students are awarded for their continued adherence to school and community rules and regulations as outlined in the Student Handbook. This applies to any school- sponsored activity whether on or off campus. Penalties for infractions may include suspension from these extracurricular activities.

B. CLASS AND AGE REQUIREMENT

- A student who is considered by the principal to be more than one-year "out of class" will be ineligible to hold any elective office. Students must not be 19 years old on the 1st of September of the current school year in order to be eligible to participate in interscholastic athletics. Students are limited to four years of eligibility for interscholastic athletic participation.

C. WAKEFIELD MEMORIAL HIGH SCHOOL ATHLETIC CUT PHILOSOPHY

- Participation in extracurricular activities can be a rewarding experience. For students to receive full benefits, they must commit their time, energy and spirit to these programs. The real goal of a comprehensive student activities program is to augment the learning process that takes place during the academic segment of the school day.
- It is the philosophy of Wakefield Memorial High School that students who have participated on a specific athletic team for three years will generally not be cut in the senior year. Senior cuts may be made at the varsity level when the number of student athletes trying out exceeds practical limits. If the number of participants exceeds practical limits, cuts may be made after consultation with the athletic director.
- The selection of athletic teams is one of the most difficult aspects of interscholastic athletics. The development of athletic skill in young people takes place at different times and levels further complicating this process. With that in mind, coaches will try to minimize the cuts made at the freshman level. There will be cuts made at JV & Varsity levels.

D. ATTENDANCE

- Students must be signed into school no later than 8:05 a.m. and attend all classes to be eligible to participate in any extra-curricular activity, including practices, interscholastic competition, dances, and field trips on that day.
- If extra-curricular activities including proms, dances, and athletic events, occur on non-school days, the attendance requirement applies to the last school day preceding the event.
- Ticket refunds will not be issued to students whose suspension from school spans the activity, who are denied access, or who are sent home from the activity.
- An administrator may approve exceptions to this policy. Examples of exceptions would be approved doctor's appointments, a funeral, verified illness or injury, or religious observance.

E. BEHAVIOR

- Adherence to school and community standards of behavior is expected of all participants in extra-curricular activities.
- Each member of an extracurricular activity is honor bound to comply completely with all duties and obligations as a matter of self-discipline.
- Students who violate school or community rules may be declared ineligible for further participation for up to one (1) year as determined by the high school administration.

F. APPEARANCE STANDARDS

Students participating in extracurricular activities represent Wakefield Memorial High School. The high school has a right to establish appearance standards for everyone representing the school in extra-curricular activities.

G. TRAVEL

Students must accompany their team/extra-curricular group to and from all non-home school- sponsored events. The legal guardian or custodial parent of a student may make prior written arrangements with the administration or the Director of Athletics, Health and Wellness/Director of Fine and Performing Arts, to allow their child to accompany them to and/or from the event.

H. WAKEFIELD MEMORIAL HIGH SCHOOL DANCES

- Students must present an I.D. card upon request.
- An event contract signed by parents/guardians and students must be submitted by all students attending the event before purchasing tickets.
- If a student plans to bring a guest (non-Wakefield Memorial High School student), a completed guest dance/event contract must be returned to the Main Office for administrative approval before the dance/event. Any guests attending must be under the age of 21.

- No student will be permitted to enter the dance after 8:30 p.m. unless prior permission is obtained from an administrator.
- Students who leave before the end of the dance cannot return.
- All handbook rules, including guidelines for proper attire, are enforced at all dances.
- Anyone going to the dance must be present in school no later than 8:05 a.m., and attend all class periods on the day of the dance or the last school day preceding the dance.
- No one will be allowed to leave the dance to go to their vehicle and be readmitted without a chaperone.
- All chauffeured vehicles are subject to inspection by an administrator, event chaperone, or police officer.
- Students who have outstanding financial obligations or owe detention may not be allowed to attend.
- All students and guests attending a Wakefield Memorial High School event are subject to a breathalyzer check as a condition of participation. WMHS students who refuse to submit to a breathalyzer check will not be allowed to participate in the event. Students who are under suspicion of being under the influence of alcohol and refuse to submit to a breathalyzer check will be referred to disciplinary due process as outlined in this handbook.

I. CONSEQUENCES FOR VIOLATIONS OF THE CHEMICAL HEALTH POLICY

The Massachusetts Interscholastic Athletic Association (MIAA) has set minimum penalties for use of substances by athletes in a calendar. See pp. 19-26 for details about penalties and their impact on athletic and extracurricular participation.

J. CRITERIA FOR ACTION BY THE SCHOOL

- The Wakefield Memorial High School standard for the application of consequences for extracurricular activities and athletics related to this policy covers the full calendar year from July 1 to June 30.
- School officials' (coaches, advisors, sponsors, supervisors, faculty, and administrators) observations of violations of this policy may be grounds for administrative investigation and possible disciplinary action against a student. If reasonable suspicion exists that a student appears to be under the influence of alcohol at either on-campus or at off-campus school-sponsored events, the student is subject to a breathalyzer by a school administrator. Refusal to submit to the use of the breathalyzer will result in referral to disciplinary due process as outlined in this handbook.
- Police reports which identify students as violators will be used as verifiable sources of information for action against a student for actions in the community as outlined in this handbook.
- Hearsay, rumor, or anonymous reports are not acceptable grounds for school disciplinary action but may result in further investigation and parental notification.
- The following is an explanation of penalty periods:
 - 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. Students must complete the season of participation in which the penalty is served. Specifically, this includes attending practices, competing in events/games and finishing the season in good standing. This may affect the participation of the student during the next academic year.

Examples:

 - During the winter season, if a student violates policy before the last game, the student is immediately ineligible for this game. The remainder of the penalty must be served during the next season of participation. The student must complete the season in which the penalty is served.
 - Student violates policy at completion of the season during junior year. The student only participates in one sport. The

student loses eligibility for 25% of a season during senior year in accordance with MIAA guidelines.

K. LIMITS OF PLAY

- Directions of coaches are to be followed completely.
- Injuries of any type must be reported to the coach.
- No student shall play for more than eight (8) consecutive semesters beyond the eighth grade.
- A player shall be under 19 years of age prior to September 1 of that year.
- Physical examination is current if completed within the last thirteen (13) months.
- Uniforms and other school equipment must be returned at the end of the season or the student will be ineligible to participate in the next season.

L. GAME EXPULSION OR DISQUALIFICATION

- Any member of a squad in any sport who is ruled out of a game will be ineligible for one or two games based upon MIAA individual sport standards.
- A squad member ruled out of a game twice in the same season is disqualified from further participation in any sport during that sport season for one year.
- A player expelled from a game for striking an official shall not participate in any sport for one year.
- Failure to follow the rules will result in disciplinary action including possible removal from the team.

M. AWARD REQUIREMENTS

In order to receive a varsity letter, a student must:

- Be on the Varsity team roster and participate in a minimum of 50% of league and non-league contests. All seniors will receive a Varsity letter regardless of their game/contest participation.
- Receive the recommendation of the head coach, the approval of the Director of Athletics, Health and Wellness and the Principal.
- Return all issued equipment.

N. USER FEES/EXTRA-CURRICULAR ACTIVITIES (See School Committee Policy 1011-R)

- There is a fee for participation in athletics and certain clubs at Wakefield Memorial High School. The following user fees were approved by the Wakefield School Committee for the school year.

ATHLETICS	
\$175	All Sports, including but not limited to: Football, Lacrosse, Soccer, Field Hockey, Cross Country, Golf, Volleyball, Basketball, Ice Hockey (Additional Ice Assessment: Varsity - \$250.00, J.V. - \$125.00), Tennis, Wrestling, Indoor & Outdoor Track & Field, Baseball, Softball, Gymnastics, Swimming, Cheerleading, Dance, Marching Band, Winter Percussion & Winter Color Guard
PERFORMING ARTS	
\$100	One Time fee to include unlimited participation in Theater Arts/Drama, A Cappella, Jazz Ensemble I & II
CLUBS	
\$35	Math Team, Science Club & Art Club

Please note: Financial assistance, in the form of waiver or reduction in fees, is available for families in need and is based upon free and reduced lunch applications. Applications can be downloaded from the Wakefield Public Schools website at <http://wakefieldpublicschools.org/WPS/resources/> or can be picked up in the main office at Wakefield Memorial High School. The Family Cap for Athletics/Marching

Band/Winter Percussion and Color Guard is \$525 and \$300 for Performing Arts. The Ice Hockey Assessment of \$250 for varsity hockey players and \$125 for JV hockey players does not count toward the Family Cap amount.

- Students involved in, elected to or chosen to participate in, Student Council, Class Officers, Senior Class Play, Honor Society, Yearbook are exempt from user fees for those activities. There is no fee for community-service oriented clubs and activities.
- Athletic fees will be collected by the student's coach during the first week of the season and then submitted to the Director of Athletics and Student Activities. Athletic equipment and uniforms will not be distributed to an athlete until their user fee has been collected or their financial assistance application has been reviewed by the school business office. User fee checks should be made payable to Wakefield Memorial High School. All extra-curricular activities fees will be paid to the Club Advisor by the beginning of the season of participation.

O. NATIONAL HONOR SOCIETY

The Wakefield Memorial High School chapter of the National Honor Society received its charter in 1957. The WMHS chapter, which is under the sponsorship and supervision of the National Association of Secondary School Principals, has been active since that time. The purpose of this chapter is to promote scholarship, leadership, and service and to encourage the development of character in students at Wakefield Memorial High School. Eligible seniors are inducted at a formal ceremony each year in the fall. According to the National Constitution, the selection process includes utilizing a five- member Faculty Council, appointed by the Principal, which undertakes the selection of all new members. The selection process is supervised by the chapter advisor who sits as a sixth, non-voting member of the council. Complete guidelines are available from the chapter advisor. In order to be considered, a student must have a weighted or unweighted B+ average.

Once selected, members are required to continue to demonstrate the qualities of scholarship, character, leadership, and service, and to fulfill other responsibilities outlined in the NHS Constitution. If a student fails to continue to demonstrate these qualities, their standing in the NHS will be subject to review by the Faculty Council and the WMHS Administration. Members of the NHS that are found in violation of the Discipline Regulations published in the Student Handbook are

subject to removal from the NHS. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and the community. The principal shall reserve the right to approve all activities and decisions of the faculty council and chapter.

APPENDIX II - SPORTS ELIGIBILITY

Wakefield Memorial High School Student / Parent Consent Form

Form can be filled out online

Click on link below and create login

<https://www.familyid.com/pages/home>

Student's Name _____

YOG _____

Parent's Name _____

Phone _____

SPORT (Name) Fall _____ Winter _____ Spring _____

ELIGIBILITY: ACADEMIC ACHIEVEMENT

is the first priority of each student. Each student must maintain a passing grade in at least 20 credit hours during each marking period to maintain eligibility. Grades from the most recent marking period determine eligibility. Fall season eligibility is determined by the previous year's final grades.

CLASS ATTENDANCE POLICY:

An athlete must be in attendance at school by 8:05 a.m. and attend all classes to participate in practice sessions or contests. If a contest is scheduled for a weekend, the athlete must be in school on Friday and attend all classes.

DETENTION RULE:

Any student athlete assigned detention may not practice or play that day unless excused by an administrator.

UNMET OBLIGATIONS:

Any student who owes books, fines, athletic equipment, or has other unpaid school obligations, will be ineligible to participate until these are cleared by the Main Office in the High School.

PHYSICAL EXAMINATION:

All students must pass a physical examination within 13 months before participation in any sport. Physical examination must be performed by a duly registered physician. Students will not

be permitted to participate in practices and/or games until an updated physical exam report is submitted to the athletic office.

INJURIES:

If any injury or illness occurs during the season which requires medical attention, the Trainer should be notified as soon as possible, and the student must have the attending physician write out a clearance note to return to participation. This note must be turned into the Trainer or Athletic Director before the student may return to practice. This also applies to a player who was injured during the previous season and would be joining a team after the start of the season.

CHEMICAL HEALTH AND MIAA RULES:

MIAA RULE:

During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any substance containing tobacco, alcohol, marijuana, or any controlled substance.

WAKEFIELD MEMORIAL HIGH SCHOOL RULE:

Following an opportunity for the student to be heard, students determined by the high school administration to be using, in possession of, or selling drugs or alcohol in the community will be immediately ineligible to participate in athletic contests or any extra-curricular activity for 25% of an activity season in accordance to MIAA guidelines. Students will also lose all leadership positions for one calendar year. Second and subsequent offenses: Loss of eligibility for 60% of the season. The penalty shall carry over to the student's next season of participation if necessary. The student also will not be permitted to hold leadership positions for one calendar year from the date of the infraction.

MIAA RULE-BONA FIDE TEAM RULE:

Athletes on all teams must comply with the Bona Fide team rule. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice with an out-of-school team. Violations of the Bona Fide team rule will result in ineligibility for two high school contests or two weeks whichever is the greater on the first offense and 45 days of high school ineligibility on the second offense.

MIAA RULE 55 TAUNTING: SPORTSMANSHIP

is one of the primary goals of our program. Thus, taunting which includes any actions or comments by coaches, players, or spectators which are intended to demean, anger, or

embarrass others will not be tolerated. Anyone who violates this rule is subject to ejection from that event.

INDIVIDUAL TEAM RULES:

Coaches with input from team members can make additional rules for their sport, with the approval of the school administration and communication with all students and parents.

STUDENT PARTICIPATION

This application to participate in interscholastic athletics at Wakefield Memorial High School is voluntary on my part and is made with the understanding that I will abide by the rules prescribed in the Student Parent Handbook and MIAA standards.

Signature of Student _____

PARENT OR GUARDIAN CONSENT:

I hereby give my consent for the above-named student to participate in interscholastic athletics at Wakefield Memorial High School. I understand that my son/daughter will be expected to adhere firmly to all established school, Athletic Department and MIAA rules.

Signature of Parent/Guardian _____

*Athletes are ineligible to participate in games and/or practices until this form is completed and passed into the Athletic Office. Fall Sports by August 14 Winter Sports by November 18 Spring Sports by March 3

SCHOOL COMMITTEE POLICIES AND PROCEDURES

Please view all School Committee policies on our website at <http://wakefieldpublicschools.org/WPS/wps-policy-book/>. See full list below.

All parents are asked to carefully review policy and procedures in regard to Life Threatening Allergies in the School Setting (1010-R) and the Harassment, Bullying and Hazing (100-R). School and district procedures for Life Threatening Allergies and Bullying Prevention and Intervention follow this policy list.

WAKEFIELD PUBLIC SCHOOLS

SCHOOL COMMITTEE

POLICY BOOK

POLICY NUMBER

Introduction to Policy Book

Introduction

A Series – Foundation & Basic Components (100)

Harassment, Bullying & Hazing

100-R

Wellness Policy

101-E

Federal Red Flag Rule

102-R-E

Background Check

103-R

Non-Discrimination Statement

104-R

B Series – Board Governance & Operations (200)

Evaluation of School Committee

200-E

School Committee Powers & Duties

201-R

Presentation of Diplomas

202

School Committee Member Authority

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School Committee Member Resignation

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Unexpired Term Fulfillment

205-R

School Committee Member Ethics

206-R

School Committee Reorganization

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School Committee Officers	208
Subcommittee of the School Committee	209-E
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School Councils	211
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C Series - General School Administration (300)	
Superintendent's Goals	300-E
Evaluation of Superintendent	301-E
Organizational Chart	302-E
Student Handbook	303-E
D Series - Fiscal Management (400)	
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E Series - Support Services	
Security of Buildings & Grounds	500-E
Transportation of Students	501

Motor Vehicle Idling 502-R

Collection of Payment 503-R

Crisis Plan 504

F Series - Facilities Development (600)

Excess School Dept. Property 600-E

G Series - Personnel (700)

Employee Handbook 700-E

Code of Conduct WPS Employees 701-E

Non-Rep 702-E

Conflict Resolution 703-E

Family & Medical Leave Act 704-E

H Series – Negotiations (800)

I Series – Instruction (900)

Equity of Curriculum Instruction 900

Parental Notification Relative to Sex Ed. 901-R

Class Size 902

Web Content Filtering 903-R

Field Trips 904-E

Internet Safety 905-R

Religious Holidays 906

Salute to Flag & Display of Same 907

Technology Plan 908-R

J Series – Students (1000)

Transfer Requests 1000

Entrance Age 1001

All Day Kindergarten 1002-E

Non-Resident Students	1003-R-E
Student Conduct	1004-R-E
Illegal Substances & Alcohol	1005
Creation of EC Activities in WPS	1006-E
Reporting to Authorities/Suspected Child Abuse	1007-R
Student Athletic Concussion	1008-R
Administering Medicines to Students	1009-R
Life Threatening Allergies in School Setting	1010-R
Student User Fees	1011-R
Physical Restraint of Students	1012-R
Homeless Students	1013-R
Early Childhood Center at Doyle School	1014
Assignment of Students to Schools	1015
K Series – Community Relations (1100)	
People & Their District	1100
Hours for the Public	1101
Donor Recognition	1102-R
Gifts to School Personnel	1103-R
Use of School Facilities	1104-R
Distribution of Literature	1105
Acceptable Use	1106
Animals in Schools	1107
Parent Guide to Address Concerns in the Wakefield Schools	1108
Appointment of Support Staff in Concert with Booster Organizations	1109
L Series – Education Agency Relations (1200)	
M Series – Miscellaneous (1300)	

The adopted or revised policies listed are actions of the School Committee over the past year. All policies and revised policies are posted within the School Committee Policy Book immediately after voted by the School Committee.

- **Animals in School**– August 2020
- **Crisis Plans**– October 2014
- **Non-Discrimination**– January 2020
- **User Fees**– October 2014
- **Background Checks**– December 2014
- **Homeless Students**– December 2014
- **Family and Medical Leave Act**– January 2015
- **Assignment of Students to Schools** – March 2015
- **Early Childhood Center at Doyle School** – March 2015
- **Appointment of Support Staff in Concert with Booster Organizations** – September 2015
- **Field Trips Approved/Revised** – August 2016
- **Illegal Substances** – August 2016
- **Life Threatening Allergies in the School Setting** – December 2016
- **Face Coverings**- August 2021

WAKEFIELD PUBLIC SCHOOLS

BULLYING PREVENTION AND INTERVENTION PLAN

The Wakefield Public Schools are committed to providing all students with a safe learning environment that is free from bullying or harassment. 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.

We understand that members of certain student groups, such as students with disabilities, LGBTQ students, students of varying races and ethnic backgrounds, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school and/or district 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 or harassment.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, harassment, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, harassment or retaliation, and take prompt action to end that behavior and restore the 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/guardian involvement.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and harassment, and the school or district is committed to working with students, staff, families, law enforcement agencies, and the community. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, harassment, and retaliation.

The full text of the Bullying Prevention and Intervention Plan is [here](#).

Printed copies of any policy or procedure are uncontrolled. To ensure that you are viewing the most up-to-date, approved version of a policy or procedure, please access them on the Wakefield Public Schools website, <http://wakefieldpublicschools.org/WPS/>

If you need this document translated, please contact your school principal.

Si necesita este documento traducido, por favor comuníquese con el director de la escuela.

Se você precisa este documento traduzido, entre em contato seu director a escola.

Si vous avez besoin de traduire ce document, s'il vous plaît contacter votre directeur d'école.

如果您需要本文件翻譯，請連絡您所在的學校負責人。

هذه الوثيقة 7 ، المرجو مراسلة مدير المدرسة N4جمة ل P إذا كنت تحتاج / تحتاج

WAKEFIELD PUBLIC SCHOOLS

Policy of the School Committee

Policy: EBCFA

FACE COVERINGS

Absent more restrictive guidance or mandates from federal or state government, the following policy shall apply to the Wakefield Public Schools.

The Wakefield Public School District is committed to providing a safe environment as schools reopen during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to returning students to a full-time, in-person classroom learning experience.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (MassDPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation, even when social distancing is observed. Face coverings should be at least two-ply and be able to stop respiratory droplets from reaching others. Gaiters, bandanas and masks with one-way valves or vents will not be permitted.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance: The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;

- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral, religious exemption, or other challenge, making it unsafe to wear a face mask or face covering. A written note from a physician or counselor is required for a requested medical or behavioral exemption. For a religious exemption, a parent or guardian may provide a written attestation indicating that the mask requirement conflicts with their sincerely held religious beliefs. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced, including, but not limited to:

- during mask breaks;
- while eating or drinking;
- while outside under supervision.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility. This policy will remain in place until rescinded by the School Committee.

Guidance Statements:

Massachusetts Department of Public Health

<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated August 5, 2021 -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Center for Disease Controls – Guidance for Covid-19 Prevention on Public Transportation

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>

Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance

<https://www.doe.mass.edu/covid19/on-desktop/2021-0730fall-2021-covid19-guidance.pdf>

SOURCE: MASC – August 2021

Adopted: August 2021