

Walpole High School

STUDENT- PARENT

HANDBOOK

2018 - 2019



Telephone: (508) 660 -7257 Fax : (508) 850 -7958

Web Page: <http://walpolewhs.ss5.sharpschool.com/>

2018-2019 WALPOLE PUBLIC SCHOOLS CALENDAR

August/September				
M	T	W	TH	F
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(21 days)

February				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

(15 days; 112 cum.)

October				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(22 days; 43 cum.)

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(21 days; 133 cum.)

November				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(19 days; 62 cum.)

April				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

(17 days; 150 cum.)

December				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(15 days; 77 cum.)

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(22 days; 172 cum.)

January				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(20 days; 97 cum.)

June				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(8 days; 180 cum.)

SEPTEMBER

8/27 & 8/28 Teacher Start - PD

8/29 First Day of School - Grades 1 - 12

8/30 Open House - Pre-Kindergarten and Kindergarten

8/31 & 9/3 - NO SCHOOL - Labor Day Weekend

9/4 First Day of School - K and Pre-K

9/28 Early Release - Professional Development

OCTOBER

10/8 Columbus Day

10/26 Early Release - Gr. K-8 Parent/Teacher Conferences

NOVEMBER

11/12 No School - Veteran's Day observed

11/21 Early Release - Thanksgiving

11/22 - 11/23 Thanksgiving Recess

DECEMBER

12/14 Early Release - Professional Development

12/24 - 1/1 Winter Recess

JANUARY

1/2 Students Return/Classes Resume

1/18 No School for Students/PD for Staff

1/21 Martin Luther King, Jr. Day

FEBRUARY

2/15 Early Release - Professional Development

2/18 - 2/22 February Recess

2/25 Classes Resume

MARCH

3/15 Early Release - Professional Dev./P-T Conferences K-5

APRIL

4/12 - Early Release- Professional Dev.

4/15 - 4/19 April Recess

4/22 Classes Resume

MAY

5/17 Early Release - Professional Dev.

5/27 Memorial Day

JUNE

6/2 WHS Graduation (Sunday)

6/11 Last Day Pre-K

6/12 Last Day Gr. K - 11 w/no snow days - Early Release

6/18 Last Day Pre-K w/5 snow days

6/19 Last Day Gr. K-11 w/5 snow days - Early Release

*8/30: Last possible date inclusive of cancellation/make-up days. The school year consists of 180 days within a floating calendar. If days are postponed for any reason, those days are added to the end of the school calendar up to and including June 30th.

The Walpole Public School District is enriched by the cultural and religious diversity of its students, faculty, staff, and community. The Walpole Public School Committee publishes this list to inform our community of days in which students and staff may be participating in observances with their families. It does not include all religious holidays observed by every faith. State and Federal law require schools to make reasonable accommodations to the religious needs of students and employees.

Holiday Observances in Massachusetts (statewide legal holidays in bold)

Source: Massachusetts Department of Elementary and Secondary Education

Holiday/Observance	2018-2019
Labor Day	Monday, September 3
Rosh Hashanah*	September 10 -11 (Monday, Tuesday)
Yom Kippur*	Wednesday, September 19
Sukkot	Monday, September 24
Columbus Day	Monday, October 8
Diwali	Wednesday, November 7
Veteran's Day	Sunday, November 11 - Observed Monday, November 12
Thanksgiving	Thursday, November 22
Chanukah*	Monday, December 3
Christmas Day	Tuesday, December 25
Kwanzaa	Wednesday, December 26
New Year's Day	Tuesday, January 1
Martin Luther King, Jr. Day	Monday, January 21
Ash Wednesday	Wednesday, March 6
Chinese New Year	Tuesday, February 5
President's Day	Monday, February 18
Palm Sunday	Sunday, April 14
Patriots' Day	Monday, April 15
Good Friday	Friday, April 19
Passover*	Saturday, April 20
Easter	Sunday, April 21
Orthodox Good Friday	Friday, April 26
Orthodox Easter	Sunday, April 28
Ramadan**	May 6 - June 3
Memorial Day	Monday, May 27
Eid al-Fitr**	Wednesday, June 5
Shavuot*	Sunday, June 9
Independence Day	Thursday, July 4

*all Jewish observances begin at sundown on the evening prior to the day of the observance. In addition to dates noted, observant Jews celebrate the second, seventh and eighth days of Passover; the second, eighth and ninth days of Sukkot; and two days of Shavuot (Mass. Lawyers Diary and Manual)

**Due to the lunar calendar, these are only approximate dates

TERM ENDING DATES AND REPORT CARDS

1st Term: August 29, 2018 – November 2, 2018

Report Cards on X2: November 14, 2018

Incompletes Due: November 16, 2018

Conference Nights: November 15, 2018 – 6:00 p.m. – 8:30 p.m.

November 19, 2018 – 4:00 p.m. – 7:30 p.m.

2nd Term: November 5, 2018 – January 22, 2019

Report Cards on X2: February 1, 2019

Incompletes Due: February 5, 2019

3rd Term: January 23, 2019 – April 2, 2019

Report Cards on X2: April 12, 2019

Incompletes Due: April 30, 2019

4th Term: April 3, 2019 – June 12, 2019*

Report Cards issued over the summer

Incompletes will be posted in the next school year.

Last Day for Seniors: Tuesday, May 21, 2019

Senior final exams: May 22, 23, 24, 28, 2019

Underclassmen final exams: June 7, 10, 11, 12, 2019*

Grades should be up-to-date and available, for each student in every class, on the district's student database system X2, (at least) every two (2) weeks beginning two (2) weeks after classes begin.

(*June 30): Last possible date inclusive of cancellation/make-up days. The school year consists of 180 days within a floating calendar. If days are postponed for any reason, these days are added to the end of the school calendar up to and including June 30.

MCAS DATES

English Language Arts	March 4, 5 & 6, 2019
Mathematics	May 21 & 22, 2019
Science, Technology & Engineering	June 4 & 5, 2019

Students should not be scheduled for activities or travel during these days.

**** To search for a specific topic: use Ctrl+F and type your term into the search box****

Table of Contents

2018-2019 WALPOLE PUBLIC SCHOOLS CALENDAR	3
MCAS DATES	5
PRINCIPAL'S MESSAGE	12
STUDENT COUNCIL PRESIDENT'S MESSAGE	13
INFORMATION TO MILITARY RECRUITERS – OPT OUT FORM	14
SCHOOL COUNSELOR ASSIGNMENTS 2018-2019	15
ADMINISTRATION	16
ASSISTANT PRINCIPAL ASSIGNMENTS	17
WALPOLE HIGH SCHOOL MISSION STATEMENT	19
CR 14: COUNSELING AND COUNSELING MATERIALS FREE FROM BIAS AND STEREOTYPES	20
SCHOOL-RELATED PROBLEMS AND CONCERNS	21
HOME/SCHOOL COMMUNICATIONS	22
WALPOLE PUBLIC SCHOOLS ADMINISTRATIVE PROTOCOL FOR COMMUNICATION	22
COURSE REQUIREMENTS	23
COURSE PREREQUISITES/WAIVERS	24
WITHDRAWAL FROM COURSES	25
SCHEDULING & COURSE CHANGES	25
PHYSICAL EDUCATION CLASSES	27
NON-CORE ELECTIVE GROUPS CLASSES	27
GRADUATION REQUIREMENT SEQUENCE CHART	28
CERTIFICATE OF ATTAINMENT	28
GRADUATION	29
EARLY RELEASE PROGRAM FOR GRADUATION	29
PROMOTION	29

COURSE AUDITS	30
ORIGINAL CREDIT COURSES TAKEN OUTSIDE OF WALPOLE HIGH SCHOOL	30
CLASS RANK	31
GRADE POINT AVERAGE	31
EXAM POLICY	31
GRADING SYSTEM	33
CONDUCT GRADES	33
ACADEMIC PROGRESS REPORTING	34
ACADEMIC INTERVENTION	34
REPORT CARDS	34
COLLEGE APPLICATION PROCEDURES	35
ACADEMIC HONOR ROLL	35
ACADEMIC DISHONESTY	36
PLAGIARISM	36
CHEATING / DISHONESTY	36
CONSEQUENCES OF ACADEMIC DISHONESTY	36
TIME OF ENTRANCE	38
STUDENT ATTENDANCE POLICY	38
ATTENDANCE REQUIREMENTS	39
CLASS MEETING CHART	39
ATTENDANCE IMPROVEMENT PLAN	40
TARDINESS	41
IMPROVED ATTENDANCE	41
CLASS ATTENDANCE	42
DISMISSALS	42
END OF DAY DISMISSAL	42
ABSENCE POLICY	43
ABSENCE MAKE-UP POLICY	43
SCHOOL AUTHORIZED ABSENCES	43

COMMENCEMENT POLICIES	44
COMMENCEMENT EXERCISES	45
GRADE REPORTING	45
SUMMER SCHOOL ELIGIBILITY	45
DROPOUT PREVENTION	45
PASSING BETWEEN CLASSES	46
PORTABLE ELECTRONIC/CELL PHONE POLICY	46
SEXTING	46
GAMBLING/CARD PLAYING	46
STUDENT VISITORS	47
FIRE DRILLS	47
CRISIS RESPONSE PROCEDURES	47
STUDY HALL REGULATIONS	47
PORTABLE ELECTRONIC DEVICES IN STUDY HALLS	47
SCHOOL SPONSORED ACTIVITIES	48
ASSEMBLIES	48
FIELD TRIPS/SCHOOL TRIPS	48
ON AND OFF CAMPUS DANCE INFORMATION AND REGULATIONS	49
CLASS DUES	49
CLASS DUES PAYMENT	49
LOST, STOLEN AND DAMAGED MATERIALS	50
SCHOOL CANCELLATION/DELAYS	50
POLICY ON COMMEMORATION OF DECEASED STUDENTS	51
BUSES	51
BUS REGULATIONS	51
BUS POLICIES	51
LATE BUS	52
FIELD TRIP BUSES	52

BUS CONDUCT AND SAFETY RULES	52
STUDENT INSTRUCTION	53
STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES	53
GUIDELINES FOR STUDENT SPEECH	54
STUDENT BEHAVIOR	55
HOMEWORK	55
DRESS CODE	55
RULES INTERPRETATION	56
SENIOR STUDY	56
PRIVILEGES POLICY	56
CODE OF CONDUCT FOR STUDENTS	57
CLASS 1 OFFENSES	58
RANGE OF CONSEQUENCES FOR CLASS 1 OFFENSES	59
CLASS 2 OFFENSES	60
RANGE OF CONSEQUENCES FOR CLASS 2 OFFENSES	60
CLASS 3 OFFENSES	60
RANGE OF CONSEQUENCES FOR CLASS 3 OFFENSES	61
EDUCATIONAL/BEHAVIORAL CONTRACTS	61
VAPORIZERS/E- CIGARETTES	61
CHEMICAL HEALTH POLICY	62
DISTURBANCE OF SCHOOLS OR ASSEMBLIES	64
INSUBORDINATION	65
VANDALISM AND THEFT	65
GRAFFITI	65
CALL LIST	65
DETENTION	66
SATURDAY DETENTION	66
SUSPENSION	67
SUSPENSION PROCEDURES	68

Notice of Suspension	68
Emergency Removal	68
In School Suspension – Not More Than Ten (10) Days Consecutively or Cumulatively	69
Principal’s Hearing – Short Term Suspension of up to Ten (10) Days	69
Principal’s Hearing – Long Term Suspension of more than ten (10) days but less than ninety (90) days (consecutive or cumulative)	70
Superintendent’s Hearing	71
Expulsion	72
SECURITY CAMERA PROTOCOL	73
HAZING	74
COMMONWEALTH OF MASSACHUSETTS: ANTI-HAZING LAW	74
MASSACHUSETTS GENERAL LAWS (CPT 265, SEC 43A) “CRIMES AGAINST THE PERSON”	75
PERSONAL HARASSMENT	76
SEXUAL HARASSMENT	76
BULLYING PREVENTION AND INTERVENTION POLICY	77
DANGEROUS ARTICLES AND CONTROLLED SUBSTANCES	89
TOBACCO/NICOTINE	89
GUIDELINES AND PROCEDURES REGARDING ALCOHOL AND OTHER DRUGS	90
Student Requiring Medication While in School:	90
Suspected Use of Drugs in School:	90
SUSPECTED POSSESSION, DISTRIBUTION, OR SALE OF DRUGS ON SCHOOL PROPERTY	91
IF ILLEGAL DRUGS OR NARCOTICS ARE IDENTIFIED THROUGH THE ABOVE PROCEDURE	91
ALCOHOL VIOLATIONS	91
CONVICTION FOR DRUG POSSESSION, DISTRIBUTION, SALE OR USE, OUTSIDE OF SCHOOL PROPERTY	92
Due Process	92
WALPOLE POLICE DEPARTMENT “SCHOOL RESOURCE OFFICER PROGRAM”	92
LIBRARY MEDIA CENTER	93
LIBRARY MEDIA CENTER PASS POLICIES	93
COMPUTER LAB	94
FOREIGN LANGUAGE LABORATORY	94
SCIENCE LABORATORY SAFETY RULES	95
ACCEPTABLE USE POLICY K-12 STUDENT USE OF ELECTRONIC RESOURCES WALPOLE PUBLIC SCHOOLS	96
Teacher Responsibilities	99

Principal Responsibilities	99
District Responsibilities	99
Student Responsibilities	99
Parent/Guardian Responsibilities	99
NURSE’S OFFICE	100
HEALTH CURRICULUM/ SEX EDUCATION	100
CAFETERIA	100
TEACHERS ROOM	101
ELEVATOR	101
CLASSROOM TELEPHONES	101
LOCKERS AND PROTECTION OF PERSONAL PROPERTY	101
STUDENT PARKING	101
VOTER REGISTRATION	102
BULLETIN BOARD POLICY	102
EXTRA CURRICULAR ACTIVITIES ELIGIBILITY REGULATIONS	103
ACADEMIC CREDITS	103
FINANCIAL OBLIGATIONS	103
CONDUCT GRADE REQUIREMENTS	103
OTHER	104
STUDENT GOVERNMENT – STUDENT ELECTIONS	104
STUDENT GOVERNMENT CLASS OFFICERS	105
STUDENT ACTIVITIES	105
NATIONAL HONOR SOCIETY	110
STEM ACADEMY	111
ATHLETICS	111
M.I.A.A. INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES	112
SPORTSMANSHIP POLICY	113
ATHLETIC PARTICIPATION FEES	113
INTERSCHOLASTIC ATHLETIC TEAMS	114
CHEERLEADING	115
ATHLETIC CONCUSSION POLICY	115
PROTOCOL FOR HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES	116

STUDENT ASSISTANCE SERVICES	121
TITLE IX AND CHAPTER 622	122
SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS	122
MEDIA RELEASES/DIRECTORY INFORMATION	123
DISTRIBUTION OF STUDENT INFORMATION TO NON-CUSTODIAL PARENTS	124
STANDARDS FOR PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (“PRIVACY RULE”)	124
EQUAL OPPORTUNITY REGULATIONS	125
PRIVACY RIGHTS OF STUDENTS AND MILITARY RECRUITMENT PROVISIONS OF THE FEDERAL “NO CHILD LEFT BEHIND” ACT	125
DISCRIMINATION GRIEVANCE PROCEDURE	125
PARKING/TRAFFIC PATTERN	128
TRANSLATION OF IMPORTANT DOCUMENTS	128
WALPOLE PUBLIC SCHOOLS PUBLIC NOTICE	129
AMERICANS WITH DISABILITIES ACT	129
SECTION 504 OF THE REHABILITATION ACT OF 1973	129
SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION POLICY	130
DEFINITIONS/SUMMARY	130
CONFIDENTIALITY OF STUDENT RECORDS	131
RESPONSIBILITIES UNDER THE LAW	132
WALPOLE HIGH SCHOOL COUNCIL	132
STUDENT-PARENT HANDBOOK REVIEW COMMITTEE	133
ACCREDITATION STATEMENT	133

Any changes/updates to the 2018-2019 Student/Parent Handbook made after publication are available on the Walpole High School website.

PRINCIPAL'S MESSAGE

As principal of Walpole High School, I want to personally extend a warm welcome to all of our students and their parents. It is a great pleasure to be a part of a learning community that has such a long and proud tradition of fostering excellence. Whether you are new to our school or are a returning student, I am pleased that you are part of the Walpole High School community. You will find Walpole High School to be one of the finest high schools in the Commonwealth, largely as a result of the dedicated and caring faculty and staff who are committed to helping you find personal and academic success.

High school is a very important juncture as you mature into adulthood. The effort you put in now will form the character of who you will become. As Swami Sivananda once said, “Put your heart, mind, intellect and soul even to your smallest acts. This is the secret of success.” The teachers, staff, and administration are here to assist and guide you on your path to success. Together we can accomplish a great deal, and all of us in the Walpole High School learning community look forward to working with you in this endeavor.

An important place to begin taking responsibility is in familiarizing yourself with the Student-Parent Handbook. This is a very important document that you should read and review, for it is a guide that will help you navigate through Walpole High School. Whether you have questions of an academic nature, or are interested in rules and procedures, the Student-Parent Handbook should be the first place you seek out information. Many of your rights as students and your obligations as member of the Walpole High School learning community are explained in its contents. Please speak with your teachers, counselors, or an administrator if you have questions about any school policies or procedures.

I am excited to be a part of the Walpole High School community and I look forward to working with you in making the 2018-2019 school year the best one yet. Best wishes for a successful and rewarding school year!

Sincerely,

Stephen C. Imbusch

Stephen C. Imbusch

Principal

STUDENT COUNCIL PRESIDENT'S MESSAGE

Dear Walpole High School Parents and Students,

I would like to extend a warm welcome to all of those who are returning from summer break and entering Walpole High School for the school year of 2018-2019. For those of you who are returning, I hope you continue to grow, learn, engage and succeed in and out of the classroom setting. For new students of WHS for the first time, I hope you learn, set and achieve goals, and become active in the wonderful environment Walpole High School has to offer. Walpole High School's mission is to encourage learning through a dynamic that engages the students, faculty, and Walpole community. Walpole High School is a place that allows for both, academic and personal growth. A wide variety of classes is offered to students for individual learning levels; furthermore, WHS allows the students to expand their interests and explore from a large range of clubs, activities and sports.

The classes offered at WHS are interesting, eye-opening, and suited to progress the student in their learning career. Students have the ability to challenge themselves through different levels of courses and different subjects offered. The educators are very experienced, knowledgeable, and dedicated to helping each and every student succeed. Teachers provide extra help for anyone who might need questions answered or extra support. Walpole High School is also active in the National Honors Society, where inducted upperclassmen have proven themselves to be willing to assist their peers and give a student's perspective to all.

Walpole High School encourages participation outside the classroom as well. Our athletic program has been well-known throughout Massachusetts for its successes over the years. We have welcomed trophies, medals, and other awards for our outstanding sportsmanship and talent and hope to carry on our athletic success. If you are an athlete, or would like to be one, sports are a great way to get involved, meet new people, and have fun playing the sport you love. If you are someone who enjoys watching sports, the teams of Walpole High School are a blast to see. Whether it is the regular season, or tournament, home or away, the Walpole Brigade is an energetic environment that continues to cheer on their fellow Rebels. The town spirit of Walpole High School is strong throughout the community as well.

Clubs and activities are another way to get involved and engaged with your peers. From Student Council, Peer Ambassador, and Drama Club, to Photography Club, Dance Company, Best Buddies and everything in between, WHS offers many opportunities for students to find involvement based on personal interests. Walpole High School does a great job in making sure students feel not only comfortable, but excited, to share their passions and personal interests—that make them who they are as an individual— with others. Again, welcome to the 2018-2019 school year. I hope you take full advantage of the opportunities Walpole High School has to offer.

Sincerely,
Natalie Buckley
Class of 2019

****INFORMATION TO MILITARY RECRUITERS – OPT OUT FORM****

FORM MUST BE SENT TO WALPOLE HIGH SCHOOL OFFICE OF SCHOOL COUNSELING

Lincoln D. Lynch III, Ed. D.

SUPERINTENDENT'S NAME

135 School Street

SUPERINTENDENT'S ADDRESS

Walpole, MA 02081

SUPERINTENDENT'S CITY, STATE, ZIP

To Whom It May Concern:

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release our family's private information to military recruiters unless we "opt out" in writing.

____ As a parent, I am exercising the right to request that you do not turn over the name, address, telephone listing and school records to the Armed Services, Military Recruiters, or Military Schools of the following student.

____ As a student, I request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

STUDENT NAME

NAME OF SCHOOL

Sincerely,

SIGNATURE

DATE

NAME

ADDRESS

CITY STATE ZIP

SCHOOL COUNSELOR ASSIGNMENTS 2018-2019

Class of 2019	
Dolan	PAS & A - Bh
O'Toole	Bi - Gare
Noyes	Garr - La
Vigneau	Le - M
Albertelly	N - Schm
Wilson	Schn - Z
Class of 2020	
Dolan	PAS & A - Beal
O'Toole	Beat - Dun
Noyes	Dus - J
Vigneau	K - Murphy, J.
Albertelly	Murphy M. - Samp
Wilson	San - Z
Class of 2021	
Dolan	PAS & A
O'Toole	B - Des
Noyes	Dev - G
Vigneau	H - Mah
Albertelly	Mai - Re
Wilson	Ri - Z
Class of 2022	
Dolan	PAS & A - Bo
O'Toole	Bre - Dor
Noyes	Dou - I
Vigneau	J - Mel
Albertelly	Mer - Santi
Wilson	Santo - Z
Updated: 6/26/2018	

ADMINISTRATION

Mr. Stephen C. Imbusch, Principal
Mr. Sean P. Powers, Assistant Principal
Mrs. Lee M. Tobey, Assistant Principal

ASSISTANT PRINCIPAL ASSIGNMENTS

Students whose last name begins with A – K are assigned to Mr. Sean Powers
Students whose last name begins with L – Z are assigned to Mrs. Lee Tobey

Note: Parents wishing to speak with a particular teacher or staff member may do so by calling the WHS Main Office (508) 660-7257 and entering their specific four (4)-digit extension number.

Email Communications: All WHS staff may be reached using the following guidelines – first (formal) initial of the first name and full last name followed by @walpole.k12.ma.us

2018-2019 Bell Schedules

Regular Day- Most Common Schedule

	Start	End
Students to Lockers	7:15	
Warning Bell	7:24	
Homeroom	7:25	7:30
A	7:35	8:31
B	8:36	9:32
Snack	9:32	9:42
C	9:42	10:38
D	10:43	11:39
E	11:39	1:04
Lunch 1	11:39	12:04
Lunch 2	12:08	12:32
Lunch 3	12:36	1:04
F	1:09	2:05

1 Hour Delay	Start	End
Lockers	8:15	
Warning Bell	8:24	
Homeroom	8:25	8:30
A	8:36	9:20
B	9:25	10:09
Snack	10:09	10:19
C	10:19	11:03
D	11:08	11:52
E	11:52	
Lunch1	11:52	12:16
Lunch2	12:20	12:44
Lunch3	12:48	1:16
F	1:21	2:05

Early Release Day	Start	End
Students to Lockers	7:15	
Warning Bell	7:24	
Homeroom	7:25	7:31
A	7:36	8:05
B	8:10	8:39
C	8:44	9:13
Snack	9:13	9:23
D	9:23	9:52
E	9:57	10:26
F	10:31	11:00

90 Minute Delay		
Lockers	8:45	
Warning Bell	8:54	
Homeroom	8:55	9:00
A	9:05	9:43
B	9:48	10:26
Snack	10:26	10:36
C	10:36	11:14
D	11:19	11:57
E	11:57	1:22
Lunch1	11:57	12:22
Lunch2	12:26	12:51
Lunch3	12:55	1:22
F	1:27	2:05

2 Hour Delay		
	Start	End
Lockers	9:15	
Warning Bell	9:24	
Homeroom	9:25	9:30
A	9:35	10:07
B	10:12	10:44
Snack	10:44	10:54
C	10:54	11:26
D	11:31	12:03
E	12:03	1:28
Lunch1	12:03	12:28
Lunch2	12:32	12:57
Lunch3	1:01	1:28
F	1:33	2:05

WALPOLE HIGH SCHOOL MISSION STATEMENT

The mission of Walpole High School is to foster learning through a collaborative process that engages students, educators, and the community. This endeavor provides opportunities for students to acquire knowledge and to develop skills in order to achieve academic and personal goals.

Expectations:

- I. All Walpole High School students are expected to:
 - A. Take the most challenging and appropriate academic program to fulfill the requirements stated in the Program of Studies in order to:
 - Read critically
 - Think logically and analytically
 - Communicate effectively through oral and written expressions
 - Develop effective study skills
 - Become problem solvers and decision makers
 - Incorporate current technology into their educational experience
 - B. Behave according to the guidelines stated in the Student-Parent Handbook and in each teacher's Classroom Management plan. Furthermore, students are to: Show respect for themselves as well as for all members of the community
 - Work in cooperation with others
 - Work hard and dedicate themselves to their academic and social responsibilities
 - Explore educational and career opportunities
 - Participate in intellectual, cultural, artistic, and physical activities
- II. The Walpole High School faculty and staff are expected to provide an environment conducive to student academic achievement and social development. To accomplish this, Walpole High School teachers will:
 - Recognize the individuality of every student
 - Encourage student inquiry, independent and creative thinking, and love of learning
 - Engage in continual professional development
 - Maintain high expectations for student achievement
 - Include a student-centered approach to instruction
 - Recognize and accept the different ways in which students learn
 - Prepare students for living in a culturally diverse, global society
- III. The Walpole High School Community is expected to provide an environment conducive to student academic achievement as well as social development. The community will:
 - Maintain facilities and resources to support the highest educational standard possible
 - Provide sufficient staff to insure high quality instruction Provide programs that meet the needs of all students

CR 14: COUNSELING AND COUNSELING MATERIALS FREE FROM BIAS AND STEREOTYPES

The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.

South Bay Mental Health: Attleboro Office 508-223-4691

Massachusetts Society for the Prevention of Cruelty of Children: 617-983-5800

Brockton Area Multi Service Inc. 508-580-8700

May Counseling: 508-660-1510

Boston Health Care: 508-660-7949

Riverside Community Care: 781-329-0909 or 877-869-3016

DOVE: 617-471-1234 or 1/888/314-DOVE (3683)

SCHOOL-RELATED PROBLEMS AND CONCERNS

Students should self-advocate first but from time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. To assist parents and/or students who have reached the age of eighteen in this regard, the following general guidelines may be helpful:

1. Any concerns regarding a school-related matter should first be raised by the parent/student who has reached the age of eighteen with the staff member most directly involved (e.g., questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved).
2. If the matter remains unresolved, the parent/student who has reached the age of eighteen may wish to speak with either the respective Department Chairperson or School Counselor.
3. If the matter remains unresolved, the parent/student who has reached the age of eighteen may wish to speak with the assistant principal or building principal. Appointments can be scheduled by contacting the main office.
4. If the matter still is unresolved, the parent/student who has reached the age of eighteen may wish to speak to the Superintendent. For an appointment, simply contact the Superintendent's Office.
5. If the matter still remains unresolved, the parent/student who has reached the age of eighteen may wish to bring it to the attention of the school committee by communicating directly with the chairperson of the school board.

We urge that parents/students who has reached the age of eighteen use the progressive steps outlined above, as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting "at the top" inevitably results in no decision and the matter being remanded to the staff member most directly involved.

The following are examples (not an all-inclusive list) of issues which are more appropriately addressed at the levels indicated.

1. **Teachers**
 - a. Student homework assignments, quizzes, and tests;
 - b. Course content, instructional materials, academic progress, and extra help;
 - c. Issues related to classroom discipline, relationships with other pupils and the teacher;

2. **School Counselor**
 - a. Problems between school and home; teacher and pupil; pupil and other pupils;
 - b. Personal matters relating to student development, behaviors, and interactions with others;
3. **Principal**
 - a. Any issue arising out of a school building when no other staff member can be specifically identified;
 - b. Student placement issues (in a class, program, instructional level);
 - c. Instructional and co-curricular program issues (athletics, music, drama, etc.);
 - d. Matters related to the physical plant;
 - e. Complaints, dissatisfaction, or concerns regarding school personnel;
 - f. Student records; school-wide discipline issues; bus conduct issues.
4. **Superintendent/Assistant Superintendent**
 - a. Questions regarding school committee policies and administrative procedures;
 - b. School committee meeting and agenda items;
 - c. Any school system records or documents;
 - d. Budgetary matters;
 - e. Hiring and supervision of staff;
 - f. Complaints, dissatisfaction, or concerns regarding school personnel or services which have not been resolved at the principal's level;
 - g. Suggestions or requests for change in the curriculum;
 - h. Transportation matters (if not resolved by transportation coordinator/business manager).
5. **School Committee**
 - a. Matters pertaining to policy (class size; student trips; fund-raising activities, etc.);
 - b. Requests that specific courses and programs are included in the program of studies;
 - c. Complaints regarding the superintendent;
 - d. School committee minutes and agenda items (chairperson of school committee)
 - e. Budgetary matters; long-range planning (facilities, programs, etc.).

HOME/SCHOOL COMMUNICATIONS

Email can be an effective tool to increase communication, cooperation, and teamwork toward improved learning. It should be considered a complement to, rather than a replacement for, direct conferencing. Any circumstance in which email might erode the cooperative spirit between teacher and parent, however, must be avoided.

The principal will send a weekly email and parents should provide the school with their email addresses. Please visit the Walpole High School home page (click on Sign up for principal's weekly e-notes) or send your email address and student (s) name and school (s) they attend to: <http://lists.walpole.k12.ma.us/mailman/listinfo/>

WALPOLE PUBLIC SCHOOLS ADMINISTRATIVE PROTOCOL FOR COMMUNICATION

Administrative Protocol for Communication

Increases in the capabilities and availability of technology have made communications between home and school more accessible than ever. While we have realized many benefits as a result of developments in technology, these

developments have also been accompanied by changes in demands on time, as well as changes in expectations regarding the content, quantity, and timeliness of home-school communications.

Walpole Public Schools Communications Guidelines

- Teachers identify their preferences for mode of communication with parents at the beginning of the year
- E-mail and messages should be concise
- Parents need to read/check school and classroom newsletters and the WPS and Schools' websites
- Receipt of e-mail will be acknowledged if response is delayed
- Two school day turnaround time for actual response to e-mail
- Urgent messages should be put in the teachers' mailbox in the office
- Parents should never go directly to a classroom during the day. They must sign in at the office first and check with the secretary.
- Parent volunteers need to respect the confidentiality of students and staff
- Specific expectations and responsibilities of volunteers will be communicated

E-mail affords both "on demand" and "at your convenience" communications. However, e-mail has limitations, which create the potential for miscommunication or misunderstanding, especially when dealing with complicated issues. Among the limitations of email, the absence of "tone" is paramount. Consequently, email should be limited to concise information sharing rather than extensive dialogue or conversation on a particular subject or issue. Full names of students should not be used. First name, last initial is the preferred convention.

To help mitigate some of the pitfalls and shortcoming of e-mail, it is suggested that staff and parents adhere to the "two-volley" principle. The "two-volley" principle would work like this. Let's say a teacher receives an e-mail from a parent, and the teacher responds to the parent response ("Volley 1"). The parent responds to the teacher's response, and the teacher responds to the parent response ("Volley 2"). At that point, two "volleys" have been completed. If the parent responds a third time to continue the dialogue on the same issue, then the parent and teacher should set up a mutually convenient time for a telephone conference so that they can talk in person. The same principle would apply to an e-mail sequence initiated by a teacher.

There is no question that effective communications between home and school are essential for school success. In the Walpole Public Schools, we continue to welcome and value the ongoing partnership between parents and the school in providing high quality educational experiences for all of the children in our school.

Precautions:

- Email is not private and can be read by others **
- Deleted email can still be retrieved from a computer's hard drive
- Rules of confidentiality that apply to other written or spoken communication must always be heeded
- Information that would be detrimental in any way to a student's well being should always be communicated personally and not by email
- Opinions or subjective matter would best be communicated in other ways

Both staff and parents need to remember:

- Email sent is not necessarily email received
- Do not assume that emails will be opened and responded to in the course of a work day

****Supervisor of Public Records Bulletin No 1-99, May 2003:** All email created or received by an employee of a government unit is a public record. In Massachusetts, all email messages are subject to public access and disclosure through the provisions of the Public Records Law.

COURSE REQUIREMENTS

All students must be enrolled in a minimum of 35 credits each year for their academic programs. Students should plan their individual schedules according to their needs and objectives. This decision can best be determined by self-evaluation and with help from parents, teachers and the School Counselor. Choosing a year's program is an important step and should be done with care and thoroughness.

In early spring of each year, every student will be asked to make out his/her program for the following year. Prior to this, students will have time to evaluate their progress and objectives and to discuss their particular program with their teachers and School Counselors.

Parents/students should know that the scheduling process often begins in at the close of the 3rd term. It is never too early to plan for the four-year sequence of courses. Please note that the Program of Studies is online at <http://walpolewhs.ss5.sharpschool.com>

COURSE LEVELING DESIGNATIONS

Academic courses at Walpole High School are classified according to four (4) levels of difficulty. Definitions of these four (4) levels have been outlined below for your reference. The purpose of leveling courses is to allow parents and students the opportunity to know, before selecting a course, the kinds of scholastic expectations that will be made. Leveling allows us to best meet the educational needs of our students. Some courses are not leveled. Unleveled classes meet the Walpole High School academic standards; however, will not be calculated in GPA.

ADVANCED PLACEMENT	Accelerated, highly challenging courses designed to prepare students for (AP) the national Advanced Placement Examination. Curriculum is based on the A.P. syllabus. Students are required to take and pay for the A.P. examination
HONORS (H)	Intended for students who have demonstrated proficiency in previous courses in that same subject area and level, or advanced proficiency in CPI. The pace is very challenging and academic expectations are rigorous. Students must have demonstrated capacity to work independently, and do research
COLLEGE PREP 1 (CP-1)	Designed to challenge students who have demonstrated proficiency in previous courses in the same subject area and level, or advanced proficiency in CP2

COLLEGE PREP 2 (CP-2)	Intended for students who have demonstrated proficiency in the same subject area and level. Courses are designed to develop a thorough understanding of the fundamentals of the subject and the application of concepts
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COURSE PREREQUISITES/WAIVERS

Meeting academic prerequisites is required to ensure adequate preparation for continuing study in certain subject areas. Prerequisites are not intended to arbitrarily restrict students from certain courses, but rather to direct students to courses in which they can make more satisfactory progress. Students will not be permitted to enroll in any course for which they have not met the prerequisite.

Waivers of prerequisites can be made only by the high school principal and may be granted, except in cases of extenuating/extraordinary circumstances. Should waiver of a prerequisite be sought, it must be submitted on the "Academic Waiver Request Form". If space is limited, priority will be given to those students who meet the prerequisites. Please see your high school School Counselor for further information.

Students who are granted an Academic Waiver must remain in the requested course until at least September 30th. At the conclusion of each term, the School Counselor and the teacher will evaluate the student's progress. Grades below seventy-five percent (75%) for the first term may, with teacher recommendation, result in the student's removal from the waived course. A student whose grade is below eighty percent (80%) for two (2) consecutive terms may, upon recommendation of the teacher, be moved from the course.

WITHDRAWAL FROM COURSES

If a student withdraws from a course after September 30th for first semester and year long courses, March 1 for second semester courses, a WP (withdraw pass) or WF (withdraw fail) will be entered and remain a part of the student's transcript.

INCOMPLETE TERM GRADES

If a student receives an incomplete, the student is expected to make up the incomplete work as soon as possible, and no later than two (2) weeks following the term closing date, except with administrative approval. If student does not complete the incomplete work in the two (2) week period, without prior administrative approval, the term grade will be calculated including the missing grades.

SCHEDULING & COURSE CHANGES

Allocation of staff, rooms and the number of sections offered of each course are determined by the number of student requests received for a specific course. Additionally, course changes present a significant disruption to teaching and learning. Students are committed to remain in the courses they request for the entire year, or in the case of semester-based courses, for the entire semester. On occasion, extenuating circumstances may exist that require a course change request to be considered. In these cases, student is responsible for any missed content due to level change, per teacher discretion.

COURSE CHANGE PERIOD

1. Counselors are available by appointment to meet with students the three days prior to the start of school.

2. The first full 8-day cycle
 - A course change will be considered during this time when:
 - The student has failed to receive the appropriate grade in summer school
 - The student has not taken or has failed the required prerequisite for the course
 - The student is scheduled for less than 35 credits
3. The 9th and 10th day of school
 - Elective changes are discouraged, but will be considered on these two (2) days
 - All changes are final
4. At the completion of the 2nd cycle students may initiate changes to course levels. There will be no level changes after January 22nd.

COURSE LEVEL CHANGES

Students requesting a level change for a course must see their School Counselor to obtain a “Course Change Request” form. When completed, this form should include a written response from the present teacher, parent/guardian (if the student is under the age of eighteen), department chairperson, and School Counselor. All course changes require administrative approval. Students must follow their original schedule until they receive a new computer schedule from their School Counselor.

Students wishing to drop and/or add a course involving a change in levels that is not recommended by the teacher, may be required to participate in a conference involving the teacher, parent, department chairperson, counselor, and/or an administrator to review the reasons for the request. Level changes may not be initiated after the close of the first semester.

COURSE WITHDRAWAL

If a student withdraws from a course after September 30th for first semester and year long courses, March 1st for second semester courses, a WP (withdraw pass) or WF (withdraw fail) will be entered and remain a part of the student’s transcript. If a student receives an incomplete, the student is expected to make up the incomplete work as soon as possible, and no later than two (2) weeks following the term closing date, except with administrative approval.

GRADUATION REQUIREMENTS	
CORE COURSEWORK	English - 4 years (To include Freshmen, Sophomore, Junior, & Senior English)
	Mathematics - 3 years (To include the completion of Algebra II Students are recommended to take a 4 th year of math Students on an Educational Proficiency Plan are required to take a 4 th year of Math)
	Science – 3 years (To include one life science and one physical science)
	Social Studies - 3 years (To include the completion of World History and U.S. History I & II)

	Foreign Language – 1 Year (Students are recommended to take at least 2 years of the same language)
	Wellness - 1 semester of Health and 4 semesters of Physical Education** See Below
NON-CORE Electives - 3 years (Students are encouraged to select from at least two different elective groups)	
CREDIT REQUIREMENTS: 115 CREDITS and PASS MCAS	

The chart above reflects the minimum requirements for Walpole High School graduation. Please note that certain institutions of higher learning recommend additional courses for admission. Some students may also enroll in additional courses for personal success and/or interest.

PHYSICAL EDUCATION CLASSES

All students must enroll in and pass four semesters of physical education, unless the physical education requirement is waived by submission of a physician's certificate.

Students who withdraw from a seventh (7th) academic course will automatically be enrolled in a P.E. class, if space is available.

****The graduating classes of 2019 and 2020 are required to take one semester of Physical Education.****

NON-CORE ELECTIVE GROUPS CLASSES

Technology	Computer Programming Web Design Manufacturing Technology I, II Construction Technology Robotics Advanced Robotics HR Technical CAD Architectural Design Engineering Design Digital Media Applications Introduction to Electronics Product Design & Analysis CP – can count for either NON- CORE elective or Science requirement Energy Systems CP
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Business	Computer Applications I, II Accounting I, II Marketing Personal Finance Entrepreneurship
Performing Arts	Concert Choir Orchestra Strings Band Music Theory & Comp Treble Choir Piano Lab Advanced Piano Lab Jazz Ensemble World Drumming
Fine Art	Printmaking & Mixed Media I, II Drawing and Painting I, II, III AP Studio Art: Drawing Ceramics and Sculpture I, II, III AP Studio Art: 3D Design Design I, II, III AP Studio Art: 2D Design Art Exploration Contemporary Art Theory & Practice I, II Advanced Strategies in Drawing & Painting Alternative Approaches in Drawing Interior Design
Media	Digital Film-making I, II, Advanced Digital Film Journalism I, II, III TV Production I, II, III

Other elective courses offered in the Program of Studies will not count towards the non-core elective graduation requirements, but will count towards the total one hundred and fifteen (115) credits required.

GRADUATION REQUIREMENT SEQUENCE CHART

	Grade 9	Grade 10	Grade 11	Grade 12
1	English	English	English	English
2	Social Studies	Social Studies	Social Studies	<i>Social Studies</i>

3	Science	Science	Science	<i>Science</i>
4	Math	Math	Math	<i>Math</i>
5	Foreign Language	<i>Foreign Language</i>		
6	Non-Core Elective	Non-Core Elective	Non-Core Elective	
7	Health/PE	PE/ _____ OR <i>a class</i>	PE/ _____ OR <i>a class</i>	PE/ _____ OR <i>a class</i>
	BOLD – required <i>Italics - recommended</i>			

CERTIFICATE OF ATTAINMENT

Students who have failed to meet the requirements of the Massachusetts Curriculum Assessment System (MCAS), or their Educational Proficiency Plan (EPP) but who meet all local graduation requirements, may be granted a Certificate of Attainment if the following conditions have been met:

- Have taken the MCAS exam at least three (3) times prior to their June graduation date;
- Have attended school for at least one hundred and sixty-two (162) days per year or ninety percent (90%) attendance; and,
- Have passed their courses and completed all other local graduation requirements.

Education Proficiency Plan: Please note that the Department of Elementary & Secondary Education requires students to complete additional coursework for those who have not attained proficiency on the Math and English MCAS; students may also be required to fulfill other additional requirements of the Educational Proficiency Plan, as mandated by the Department of Elementary & Secondary Education.

GRADUATION

To be eligible for graduation from Walpole High School, a student must have completed all the requirements listed in the graduation requirements table and passed a minimum of twenty-five (25) credits during their senior year.

The Massachusetts Department of Elementary & Secondary Education requires students to show proficiency on the MCAS examinations as a prerequisite for graduation.

Waivers: Should a student seek to waive any of the graduation requirements, the following procedures must be followed:

1. Submit a letter to the principal stating:
 - the reason why the waiver should be granted
 - the course which would replace the waived requirement
2. Submit a letter from the student's parent/guardian stating his/her opinion of the request (only necessary if student is under the age of eighteen).
3. Submit a letter from the student's School Counselor indicating his/her opinion of the request
4. An interview will be held with the building principal, a faculty member, and the School Counseling director

EARLY RELEASE PROGRAM FOR GRADUATION

Students may request to be released or graduate before their class if they believe they have extraordinary educational/vocational needs that justify their being exempted from the traditional four (4) year program and can meet all Walpole High School graduation requirements. The purpose of this policy is to establish a standardized application procedure, process, and guidelines by which the Review Committee may evaluate each application and make its recommendations to the principal. Please see your School Counselor for more information about the Early Release Program.

PROMOTION

In order to be eligible for promotion from one grade to another:

1. Freshmen, sophomores, and juniors are expected to pass twenty-five (25) credits per year. In extenuating circumstances, the administration may choose to promote a student as long as the following criteria have been met: in order to advance to the senior year, students must have obtained at least eighty (80) credits. Outside coursework may be required
2. A student must have carried at least thirty-two point five (32.5) credits of work (Exceptions may be permitted by the principal)
3. Students attending summer school must formally notify the Director of School Counseling by August 20th that they have successfully completed their summer program or they will not advance to the next grade
4. All fifth year students must follow rule two (2) above unless they receive a waiver from the principal

For additional information, please reference our Program of Studies catalog, available in the School Counseling Office and the school web Page <http://www.walpole.k12.ma.us/whs/>

COURSE AUDITS

Any student may request to audit a course provided that he/she meets the following requirements and there is room in the class:

1. Is presently taking thirty (30) course hours for credit (exclusive of audited course)
2. Attends all class meetings
3. Completes all assignments
4. Receives approval to audit from the department chairperson, teacher, parent, School Counselor and assistant principal

At the completion of each term, a grade of “Audit” (AU) will appear on the report card. “Audit” will be entered on the transcript. If one (1) and two (2) above are not met, a grade of WP (withdrawn passing) or WF (withdrawn failing) will be entered on the transcript and the student will be removed from the course.

ORIGINAL CREDIT COURSES TAKEN OUTSIDE OF WALPOLE HIGH SCHOOL

TEC Connections Learning Courses

Students who would like to take courses beyond the traditional sequence offered at Walpole High School may elect to enroll in an online course. Students who wish to enroll in a class offered by TEC Connections Learning (“TEC CL”) must complete an application and receive approval. The Credit Request Form for TEC CL Classes is available in the School Counseling Office.

- Students may not take a course through TEC CL that is already offered by Walpole High School. Exceptions will be made on a case by case basis based on original course requests and master schedule conflicts.
- Students are responsible for paying a \$100 discounted tuition prior to the start of the course. If a student does not pass, or fails to complete the course, the student will be responsible for the tuition balance of \$200.
- Students may be scheduled for one period of online course per year.
- Approved courses and grades will be noted on the student transcript.
- Students will be awarded 2.5 credits per semester upon successful completion of the course.
- TEC CL courses will not be included in a student’s GPA calculation.

Accredited Academic Programs outside of Walpole High School

Students who would like to take courses from another accredited virtual high school program, college or university may do so with prior approval. The Credit Request Form for Non-WHS Classes is available in the School Counseling Office.

- Students are responsible for paying tuition prior to the start of the course.
- Students may be scheduled for one period of online course per year.
- Courses taken for advancement in WHS curriculum must be approved by corresponding department head prior to enrollment.
- Approved courses and grades will be noted on the student transcript.
- Student is responsible for providing an official transcript from the program for inclusion on WHS transcript.
- Credits are awarded based on course hours and successful completion of the course.
- Non- WHS courses will not be included in a student’s GPA calculation.

CLASS RANK

Walpole High School does not report an exact Rank in Class. In the college application process each student’s weighted GPA is reported on the transcript. In addition to the weighted GPA, the school profile provides a histogram representing the GPA distribution of the entire graduating class.

GRADE POINT AVERAGE

The level of the course and grade attained in the course are the basis for computing grade point average (GPA). All major academic courses and leveled elective courses completed in grades 9-12 at Walpole High School are counted included in GPA calculation. Only courses taken in Walpole High School are computed. Transfer students’ coursework will appear on the transcript, but will not factor into GPA or rank calculation.

If you would like to find out more information about how to calculate GPA, please contact your School Counselor.

EXAM POLICY

Please note the school calendar is subject to change because of school cancellations. Final exams can be extended as much as five (5) days due to school cancellations. Students should not be scheduled for activities or travel during these five (5) days.

1. Mid-year and Semester I Final exams may be conducted in class. Administration of midyear exams is at departmental and course discretion. Senior final exams in May, will be scheduled for one (1) hour and thirty (30) minutes.
2. All students are required to take their exams at the scheduled times. The final exam schedule may not be changed by teachers. Students who are tardy may not enter the examination room without an admittance pass from an administrator.
3. Attendance will be taken at the beginning of the examination period by the classroom teacher. Students are to remain in the examination room for the entire period. If a student leaves early, he/she will receive a class cut penalty. During senior final exams, students will be allowed to leave at the end of sixty (60) minutes or at the conclusion of the exam period.
4. No student will be excused from taking an exam at the scheduled time without prior administrative approval. Requests must be made in writing to the principal prior to the exam date. Administrative approval will be granted only for extenuating circumstances (i.e. serious illness, family emergency, etc.). A doctor's note will be required to document illnesses. In the case of athletic, music, and/or academic enrichment camps, excusal of the exam must be requested from administration and will only be granted in extenuating circumstances. A signed approval form must be obtained by the student from the principal, filled out by the classroom teacher, and returned to the office. In sudden emergencies on the day of an exam, a telephone call to an administrator from parent/guardian (unless the student has reached the age of eighteen) is required. Students who do not take an exam at the scheduled time (and have not received administrative approval to take a makeup exam) will be required to take an alternate exam at a later date and may be subject to disciplinary consequences.
5. Students who miss an exam and have administrative approval to make it up will take the exam during the scheduled make-up period. If the exam cannot be made up at the specified time, arrangements need to be made with the student's teacher to complete the exam no later than the week following exams. No examination may be taken prior to the regularly scheduled time for the examination without administrative and teacher approval. Final exams must be made up as soon as possible. Seniors must take final exams prior to graduation. Extenuating circumstances must be presented in writing to the principal for any exceptions. Please do not schedule sports camps, band camps, or other extracurricular or supplemental activities that conflict with the final or mid-year exam schedule.
6. If school is postponed on an examination day, the schedule will be adjusted accordingly. For example, if school is postponed on Tuesday, we will have Tuesday's schedule on Wednesday, etc.
7. The content of final examinations will be based on either the whole year or on the second semester only. Those full year courses that give standardized exams (or which require repetition of the first semester's content to progress through the second semester) may base their final exam on the full year. Teachers must inform students of the content base for the final exam by the start of the second semester.
8. The final grade will be calculated as such:
 - a. Quarter averages x2
 - b. Midyear and/or Final Exam x1
 - c. Divide by total number of grades entered to arrive at the final grade. Semester grades are not averaged to arrive at the final grade.

9. All students in A.P. courses are required to take the A.P. exam, which will exempt them from (in lieu of) their final exam. The A.P. exam will be provided by the CEEB (College Entrance Exam Board) and given at Walpole High School in May. Students in an A.P. course are required to pay the full exam fee at the beginning of Term II. Any student who fails to pay for and/or take the exam will be removed from the A.P. course. Colleges to which he/she has applied will be so informed. AP exam scores will not appear on transcripts.
10. Seniors will be exempt from semester course exams if they meet the following criteria:
 - a) Have an eighty (80) average for the semester. This average is computed by averaging first and second term or third and fourth term grades; and
 - b) The second or fourth term grade must be an eighty (80) or above
 - c) Exception: Any senior who turns in late work in the last term (of the course) may be required to take the final exam at teacher discretion.
11. Seniors in full year courses, with the exception of A.P. courses, will be exempt from the final exam if they meet the following criteria:
 - a) Have an eighty (80) average for the year. This average is computed by averaging the third and fourth term grades, and then averaging them with the first semester grade; and
 - b) The fourth term grade must be an eighty (80) or above
 - c) Exception: Any senior who turns in late work in the last term (of the course) may be required to take the final exam.
12. Field trips and assemblies are not to be scheduled the week before examinations, including senior final examinations.
13. Advanced Placement students will not be allowed to participate in any field trips or assemblies 2 (two) weeks prior to their A.P. examinations that would cause them to be absent from their A.P. classes.
14. Midyear exams will be retained by the teachers until the end of February. Final exams will be retained by the teachers until the end of September.
15. Students selected by Walpole High School faculty to attend either the “Boys’ State” or “Girls’ State” programs will be exempt from taking their final examinations.

Exam Dates: June 7-12, 2019 subject to change based on school cancellations.

GRADING SYSTEM

Each course will submit a number grade along with a homework completion and “effort” comment.

Grade descriptions:			
90-100	Advanced	WP	Withdrawn Passing
80-89	Proficient	WF	Withdrawn Failing
70-79	Progressing	AU	Audit
60-69	Needs Improvement	I	Incomplete
Below 60	Not yet meeting expectations	W	Withdrawn

If a student withdraws from a course after September 30th for first semester and year long courses, or March 1st for second semester courses, a WP or WF will be entered and remain a part of the student’s transcript.

If a student receives an incomplete, the student is expected to make up the incomplete work as soon as possible, and no later than two (2) weeks following the term closing date, except with administrative approval.

CONDUCT GRADES

At the end of each term, an overall school conduct grade will appear on the report card. All students begin with a conduct grade of “1” and, based on the number and type of discipline incidents, the number may rise to as high as a “5”. No conduct grade higher than “5” will appear on the report card. The Assistant Principals are responsible for determining conduct grades. Please note that conduct grades impact honor roll and athletic eligibility.

The following is the conduct rating scale:

1. Excellent
2. Good
3. Fair
4. Poor
5. Failing

Effort Comments:

Excellent – The student completes all assigned work both in and out of class, contributes significantly to class discussions, and has a very positive attitude towards the class. The student may also make contributions beyond expectations.

Good – The student regularly completes the work assigned, but occasionally will miss an assignment. The student makes some contributions in class, and in general, has a positive attitude.

Fair – The student usually completes the work assigned, but fails to do some assignments. The thoroughness and quality of the work is often less than what is expected. Only occasionally, does the student contribute in class or ask a question.

Inconsistent – The student inconsistently completes the work assigned. The thoroughness and quality of the work varies. Class participation is also inconsistent and varied.

Unsatisfactory – The student rarely, if ever, makes a contribution in class. The student often does not complete the assigned work. Motivation and attitude do not meet expectations.

In addition to subject grades and effort comments, teachers may also issue specific comments concerning student progress.

ACADEMIC PROGRESS REPORTING

Academic grades are updated online at a minimum of every two (2) weeks. Information relative to student academic performance, grades, report cards, homework, class attendance, conduct, etc. is available online to parents/students who have reached eighteen years of age at <https://ma-walpole.myfollett.com/aspen/logon.do>. A printed copy of these reports can be provided to anyone who requests one through their student’s school counselor. Please email Marianne Morales McCann at mmccann@walpole.k12.ma.us if you have problems or questions regarding your user account.

ACADEMIC INTERVENTION

Walpole High School is committed to providing our students with equal educational opportunities and a safe learning environment. The school reserves the right to enter into interventions between student/parent and school. Interventions will address specific student academic needs to assist those who are at risk of not achieving school standards in any of their academic courses. Academic intervention services shall be made available to all students. The parents or guardians of each student shall be notified by a staff member, if necessary, to inform them of the academic intervention to be provided, the reason for such services, and the consequences of not achieving expected performance levels (unless the student has reached eighteen years of age).

Intervention practices will be in place for students who are not meeting academic expectations. These intervention practices will be mandatory as directed by any school personnel. These interventions will be available before school, after school and/or as tutorials during school as needed. During any time period which a student is receiving an academic intervention he/she may become ineligible to participate in extracurricular activities (including athletics), in order that appropriate time and attention may be devoted to academic studies. Once a student's academic progress has reached a satisfactory level as determined by school personnel, that student may return to extracurricular participation, and may or may not continue with the extra instruction or tutoring, as mandated by the academic intervention program.

REPORT CARDS

Report cards are published online, four (4) times each year, November, February, April, and June. Parents/students who have reached the age of eighteen are not required to sign or return report cards. Specific dates for published report cards will be announced in the school's monthly calendar, available on the Walpole High School Web Page.

COLLEGE APPLICATION PROCEDURES

All seniors should submit a Counselor Recommendation Request prior to the submission of applications. These forms are available on paper or online (via Naviance).

Students are strongly encouraged to submit applications online. If a student chooses to utilize the paper application, see student's School Counselor for procedural details.

Students should personally see his/ her School Counselor at least ten (10) school days before the college deadline, or school vacation if deadline falls over or just after the school vacation week. School Counselors cannot guarantee meeting the college deadlines when transcripts requests are submitted to them with less than ten (10) day notice. Please follow this calendar:

College Application Deadline	WHS Transcript Release Deadline
November 1, 2018	October 18, 2018
November 15, 2018	October 31, 2018
December 1, 2018	November 15, 2018
December 15, 2018	December 1, 2018
January 1, 2019	December 12, 2018
January 15, 2019	December 21, 2018
February 1, 2019	January 15, 2019

At this time, the student will sign a transcript release form (and submit one dollar (\$1.00) per application to cover processing costs). The student is responsible for seeking out any missing pieces of the supplementary application materials, such as teacher recommendations and art portfolios.

The School Counselor will submit the official transcript, school profile, school report, counselor and teacher recommendations (if on file at time of mailing) and acknowledgement card.

If required, the official SAT scores must be submitted by the student through the CollegeBoard (www.collegeboard.com). Official ACT scores must be submitted through ACT (www.actstudent.org).

The parent/legal guardian/student who has reached the age of eighteen years of age will be responsible for sending their Educational Plans (IEP/504) to colleges.

Mid-year grades will be sent to all schools to which the student applied.

Final transcripts will be sent to the attending college (upon completion of the senior exit interview.)

ACADEMIC HONOR ROLL

High Honors: All term grades ninety (90) or above. *Please note that students must receive a passing grade on summer reading to qualify for high honors Term I.*

Honors: All term grades eighty (80) or above. *Please note that students must receive a passing grade on summer reading to qualify for honors Term I.*

Students who have a confirmed instance of cheating/plagiarism will be deemed ineligible for Honor Roll status during that Term.

ACADEMIC DISHONESTY

Walpole High students' primary responsibilities are to learn and achieve to the best of their abilities. In order to meet the needs of each student and assess progress, teachers expect that assignments and tests represent a true picture of that student's own performance. Administrators, faculty, students, and families are all important contributors to upholding academic integrity in our school community. This policy will provide a consistent framework to guide the learning process for staff and students.

PLAGIARISM

Plagiarism is the theft of someone else's ideas, words, or other materials without clearly acknowledging the creator and using that material as one's own. Plagiarism includes an exact copying or rewording of another's work, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Plagiarism includes copying any of the following without limitation: answers on tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions, term papers, etc.

Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices.

Unintentional plagiarism is a failure of *scholarship*; intentional plagiarism is an act of *deceit*.

Examples of plagiarism include but are not limited to:

- Downloading information from the Internet or other source and submitting it as one's own work
- Submitting as one's own work that which is copied or translated from another source.

CHEATING / DISHONESTY

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance. The student is responsible for consulting the teacher regarding whether group work is permissible on assignments, projects, tests, or other academic exercises.

Representing or attempting to represent oneself as another, or attempting to have one-self represented by another's academic endeavor, constitutes cheating. Forging of signatures and/or falsifying or altering grade related documents, programs or information, is considered cheating.

CONSEQUENCES OF ACADEMIC DISHONESTY

Consequences will be cumulative for all high school courses, and across all four years of high school. All incidents of cheating will be recorded and tracked by all staff at Walpole High School. Penalties for academic dishonesty will include, but are not limited to; disqualification from National Honor Society, removal from National Honor Society, and immediate disqualification from Academic Honor Roll for that term.

Range of Behavioral Consequences based on type of assignment, number of offenses, and severity of the infraction (as determined by the teacher and enforced by the school administration):

- Conduct research and submit an essay to the teacher, parents, and/or administrator on the implications of academic dishonesty in colleges/universities and the workplace.
- Teacher detention
- After-school detention
- Athletic/social probation
- Saturday detention
- In-house suspension

Range of Academic Consequences will be assessed through the discretion of the teacher.

These penalties can, and in many cases, will include rescinding of credit for the assignment (the student will receive a zero). The follow up for students after an incident of academic dishonesty will be clearly explained in each individual teacher's Classroom Management Plan.

Procedure

1. Upon discovery of the infraction, the teacher will discuss the offense with the student to determine the severity of the infraction.
2. The teacher will also notify a parent of the incident (unless the student has reached the age of eighteen) and submit a referral to the assistant principal.
3. The assistant principal will record the incident in X2 and apply consequences.

4. The administration and organization advisors will review the student's eligibility for honor societies and academic awards as well as their eligibility for student privileges.
5. The student will receive no credit or will be required complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff
6. The school will report violation of Academic Dishonesty Policy to out-of-school scholarship committees if third offense involves a Quiz/Test/Term Paper/Project.
7. Students may not participate in senior activities and graduation ceremony at administrative discretion.

School Staff Responsibilities are to:

1. Use the Academic Integrity Policy to set classroom expectations.
2. Lead a discussion within the first week of each course identifying expectations with regard to the academic honesty policy and include this information in the course syllabus.
3. Continue to educate students and offer guidance regarding acceptable and unacceptable behavior in areas that shall include but are not limited to test taking, researching, writing, and using library and computer resources.
4. Promote circumstances in the classroom that reinforce academic honor and promote self-expression.
5. Enforce the Academic Integrity Policy in a fair and consistent manner.
6. Use and continually revise forms of assessment that require active and creative thought and that promote learning opportunities for students.
7. Evaluate the effectiveness of efforts and make necessary changes to promote academic integrity.

TIME OF ENTRANCE

When students arrive in the morning, they should report to assigned areas within the school. They may not leave school grounds or loiter outside the building. Students must adhere to the following guidelines:

- Students are required to remain in the Cafeteria or Main Lobby until the 7:15 a.m. bell
- Students in the corridors prior to 7:15 a.m. are considered to be in an unassigned area.
- All students may pass to their lockers at the 7:15 a.m. bell.
- All students must be in their homeroom at the 7:25 a.m. bell.
- There will be no loitering in the corridors at any time.

STUDENT ATTENDANCE POLICY

The goal of this policy is to promote high levels of attendance in all classes for the entire school year because:

- All class absences (including school authorized absences) can significantly impact learning for individuals, in addition to disrupting the flow of an entire class.
- Absence greater than 10% of the total class meetings is a well-recognized risk factor associated with dropping out of school.
- Attendance will be taken by the teachers during every block each day.
- Students are expected to be present daily for each course in which they are enrolled.

How does class absence impact the graduation requirement of earning 115 total credits?

- Notification will be sent when a student has reached 5, 6 or 7 absences through Aspen X2
 - o At 5 absences, students will receive a warning that they are approaching the limit.
 - o At 6 absences, students will receive notification that they have reached the limit.
 - o At 7 absences, students will receive notification that they have exceeded the limit, and have therefore lost credit in the course(s) listed.
- The number of unexcused absences is explained in CLASS MEETING CHART below.
- Students who exceed the number of absences permitted per class each semester will receive no credit for that class for the semester.
- However, students will still receive a grade, and that grade will be reported on their official transcript.

What should I do if I reach the limit for total absences?

- In order to promote improved attendance, full day attendance for ten (10) consecutive school days after the date on which the student exceeds the number of allowable absences and extending no longer than nine (9) school days into the second semester will reduce the excessive absence total by one (1) day.
- **Authorized absences with acceptable documentation for dates the student was absent will not count toward credit loss.**
- The number of permitted absences will reset at the beginning of each semester.

ATTENDANCE REQUIREMENTS

- School policy is that any student who participates in any extracurricular activity including sports attend the entire day. This applies to practices, contests, games or other applicable performances.
- To be eligible for an activity on a non-school day, a student must attend school the entire day.
- When the junior/senior prom is scheduled for an “Early Release Day”, students must be in attendance for the entire school day – this encompasses tardiness – No early dismissals will be permitted.
- **Student-Athletes and students involved in Extra-Curricular activities (e.g. Robotics, Science Olympiad, Mock Trial) must be in school for a minimum of five (5) periods in order to be eligible to practice/play/participate in any afterschool activities. If a Senior has a Senior Study, they must be in attendance for 5 additional periods.**
 - o **Example: 1. Student has an A Block Senior Study. They may not be dismissed and participate in afterschool activities. 2. Student has a F Block Senior Study. They may not sign in tardy to school.**
- If practice is held before school, students must attend school for the entire day in order to be eligible to participate in the next sanctioned regular season/tournament game/meet.
- Tardies and dismissals – students may be asked to justify their absence to determine eligibility.

CLASS MEETING CHART

Maximum Total Absences Permitted before Official Documentation is required

Full Year Course	6 per semester
Semester Course	6 per course

3 periods/cycle – semester course	4 per semester
2 periods/cycle – semester course	3 per semester

Example: All student's absences should be accompanied by a note. Any **EXCUSED** absences require official documentation.

PLEASE NOTE: When teachers are absent from class (for any reason), all student absences that occurred while they were out will be updated/entered in X2 upon their return, except daily attendance taken during homeroom.

Tardiness to class:

- Students who arrive late to school in the morning after homeroom must have an Admission Slip from the Main Office in order to enter class.
- Students who are late to class should be admitted and will be considered excused if they have a pass from the previous teacher.
- For unexcused tardiness to class, teachers will have the discretion to assign behavioral penalties.

ATTENDANCE IMPROVEMENT PLAN

When students are absent for more than 8 classes in a semester, they miss more than $\frac{1}{4}$ of their time in that class. This represents the potential for a significant gap in their learning, and in their potential for success. Each missed class means more time that the student will need to take to acquire the learning needed to complete the assignments. These action steps have been adopted by JMS, BMS and WHS in order to improve attendance, and reduce the risk that our students run when they are not in classes.

These meetings will include the Assistant Principal, School Counselor, and any other support staff that have been deemed appropriate for the situation.

Unexcused Absences if student is under the age of 16- per quarter

Absences	Action Taken
3	Conversation with Student to discuss absences
5	Second conversation with student to discuss absences *8 per quarter is the legal threshold for filing*
6	Meeting with student, parent(s)(unless student is eighteen years of age) and School Resource Officer Thomas Hart. Loss of Credit notification sent.
8	Meeting with student, parent(s) (unless student is eighteen years of age) and Norfolk County Juvenile CRA coordinator James Pike for a pre-CRA (Child Requiring Assistance) diversion meeting.

8+	CRA filing by WPS *8 per quarter is the legal threshold for filing*
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Semester Absences for students 16 and over

Unexcused Absences	Action Taken
3	Meet with student to discuss absences
7	Loss of Credit notification sent. Meeting with student, parent(s) (unless student is eighteen years of age) and, if necessary, School Resource Officer Thomas Hart.
10 consecutive	Withdrawal letter sent by School Counseling Office. Meeting is requested, if no answer, student is withdrawn from WPS.

Year absences if student is under 16

Absences	Action Taken
12	Meet with student to discuss absences *8 is the legal threshold for filing*
14	Meeting with student, parent(s) and School Resource Officer Thomas Hart. Loss of Credit notification sent.
15	Meeting with student, parent(s) and Norfolk County Juvenile CRA coordinator James Pike for a pre-CRA (Child Requiring Assistance) diversion meeting.
17	CRA filing by WPS *8 is the legal threshold for filing*

Student class attendance records are available online on the X2 database system at:
<https://ma-walpole.myfollett.com/aspen/logon.do> Listed under the “attendance” tab.

TARDINESS

- Any student late to homeroom should still report directly to homeroom and check in with their homeroom teacher. For each unexcused tardy, after the fifth (5th) one per term, one hour (1) of detention will be assigned.
- Any student late to school after the homeroom period must report directly to the Main Office and present his/her WHS I.D. card to check in and receive an admission slip.
- For all unexcused tardies to school, after the third (3rd) one per term, one hour of detention will be assigned.
- Homeroom teachers are responsible to track and monitor student tardiness.
- Any student tardy to school after homeroom who fails to sign in at the Main Office may receive two (2) hours of detention.
- Students will be assigned a detention the day of their tardy. If they are unable to serve that day, they should speak with their Assistant Principal before they do not attend detention. If they do not make prior**

arrangements, it will be assumed that students are skipping the detention, and they will receive two (2) hours of detention.

- **Students and parents will be notified through an email that detentions have been assigned for Tardies to Homeroom, and Tardy to School. If there is an error, students should contact the Main Office.**

Any student who is tardy and misses an entire period is expected to see his/her teacher(s) that day to make arrangements for make-up as well as to turn in assignments.

IMPROVED ATTENDANCE

- A student who is assigned an hour detention for being tardy to school, may appeal to the assistant principal. If they had no attendance infractions the 10 consecutive school days prior to the late arrival, the hour may be waived.
- Students who are chronically tardy to school may lose the opportunity to waive detention hours.

CLASS ATTENDANCE

- Teachers must complete student attendance for each class period.
- All students who are not physically present in class should be marked absent. The only exception to this is in study hall. If a student reports to the teacher at the start of study and then leaves with a pass, then it is not necessary to mark that student absent.
- Students who arrive tardy (after attendance has been taken) should be changed from “absent from class” to “tardy to class”.
- In the event that X2 is not online, teachers should record class absences manually and update those absences in X2 when it is functioning properly.

DISMISSALS

- All requests for school dismissals must be in writing (include a phone number to confirm dismissal) from the parent or guardian (unless the student is eighteen years of age) and taken to the Main Office upon arrival in the morning with their student Walpole High School I.D. card.
- Any dismissal request submitted after the beginning of Block A must be approved by an assistant principal.
- When leaving, all students must sign out at the Main Office.
- Upon returning, students must sign in at the Main Office.
- In an effort to avoid interruptions during class time, please schedule appointment dismissals during the four (4) minute period between classes. Please see 2018-2019 BELL SCHEDULES.
- All dismissals for illness will be processed through the nurse’s office.
- Parent/Legal Guardian phone call dismissals will be allowed in the case of an emergency and would require administrative approval.
- Parent/Legal Guardian who come to the high school building to dismiss a student must report to the Main Office and will be required to present photo identification.
- Any student, who is dismissed and misses a previously announced test or quiz, or other assignments, must see his/her teachers on day of return to arrange for make-up.

END OF DAY DISMISSAL

Students are expected to leave the building at the conclusion of the school day. There will be no loitering in the school building or on school grounds, including the parking lot and areas within sight of the school. Students remaining in the building may do so only for one of the following purposes and must report to the specified area:

- Academic Interventions
- Extracurricular activity/athletics – in specified area with staff member supervising
- Waiting for transportation – Main Lobby
- School store – when open, all food purchases must be consumed in the Main Lobby or outside
- Detention
- Library work

ABSENCE POLICY

School:

- School Messenger is an automated service that will call to let you know if your student has been marked absent at the beginning of the school day. The calls will go out beginning at 8:15.
- Any student who has a block A Senior Study will still receive the phone call.
- If you believe that your student has been marked absent incorrectly, please call the Main Office.
- Any student who is absent may not be on school grounds before, during, or after school. Exceptions may be granted with prior administrative approval. Absenteeism refers to all absences.
- *Absence notes – students must submit an absence note to the Main Office on the day following the absence(s).*
- Any note that you wish to have accepted by the school must specifically state the exact cause of absence, be dated, have the date(s) the student was absent, and be signed by the parent/legal guardian/or student if eighteen years of age.
- Students who fail to return an absence note will be subject to disciplinary action
- The administration reserves the right, for good cause, to not accept absence, tardy, and/or dismissal notes

Truancy:

- A student is considered truant if he/she is absent from school without parental permission, and will be subject to disciplinary action.

Absence Due to Family Vacation:

- Absence from school due to a family vacation negatively affects the educational process. If it does occur, it is the student's responsibility to make arrangements for school work with all teachers
- All make-up quizzes, tests, and homework must be made up in accordance with the school make-up policy
- Mid-years and final exams have a separate make-up policy.
- Any test, quiz, or exam given after the first day a student returns shall be taken at the originally assigned time. If a student does not fulfill all responsibilities for such an absence, he/she will not receive credit for the work missed

ABSENCE MAKE-UP POLICY

The general guideline is two (2) school days to make-up work for each day absent. When a student is absent, he/she should make every effort to obtain work missed from a classmate. For extended absences, notify your School Counselor and contact teachers directly for makeup work. Upon returning to school, the student must see each teacher even if the class does not meet on the day the student returns. The teacher will inform the student of any homework due or of any quiz or test to be taken. A student's failure to see a teacher, as required by this policy, does not excuse him/her from taking a quiz, test, or completing an assignment. The final decision concerning when a student takes a quiz or test rests with the teacher.

SCHOOL AUTHORIZED ABSENCES

- School sponsored field trips
- School sponsored Assemblies
- Club, council, or athletic activities held during the school day
- Illness documented in writing by a physician **MUST BE SUBMITTED WITHIN TEN (10) DAYS OF STUDENT'S RETURN TO SCHOOL**
- Doctor or dentist appointments, when these appointments are verified by a doctor or dentist's note/form that documents the appointment time and date and is submitted to the office no later five (5) school days of the appointment
- Nurse dismissal from school due to illness
- Court appearances documented in writing by the Clerk of Courts or the Probation Officer, upon the student's return to school
- Suspensions will be authorized upon confirmation of completed make-up work
- Religious holidays verified by a note in the student's office folder College visitations:
 - o Seniors will be allowed a maximum of four (4) days for college visits
 - o Juniors will be allowed a maximum of two (2) days for college visits
- Additional college visitation days that are mandatory/non-negotiable components of the admissions process will be considered (auditions, entrance exams, etc.) on a case by case basis, and only with advanced notice and must be requested by parents through the assistant principal
- Death in the immediate family that is verified by a note in the student's office folder. Extenuating circumstances, as determined and approved by administration
- A.P. Exam Days – Students are excused from classes before/after an A.P. Exam. However, they are encouraged to attend other A.P. classes that have not tested yet Note: It is the student's responsibility exclusively to ensure that the Main Office has complete and timely (timely is within five (5) days of the absence) documentation regarding all absences.

For students who enroll after the start of the school year, the number of days allowed will be prorated based on the number of days the student will be enrolled at Walpole High School.

Student attendance records are available online on the X2 database system at:

<https://ma-walpole.myfollett.com/aspen/logon.do>

COMMENCEMENT POLICIES

- If more than fifty (50) percent of the senior class is absent from school on any day during the school year, up to the end of senior exams, one (1) school day will be added to the calendar for seniors in order to meet state attendance guidelines
- There will be two (2) graduation rehearsals scheduled during the week immediately prior to graduation. In order to participate in graduation, attendance is MANDATORY at both rehearsals. There will be no exceptions to this policy without PRIOR administrative approval and only for extenuating/extraordinary circumstances. Students who are tardy or absent will be placed at the end of the graduation procession
- Seniors who are uncooperative, disruptive, or violate safety codes during these rehearsals will be obliged to leave and will not be allowed to participate in the commencement exercise
- Seniors who vandalize/damage school property will not be allowed to participate in commencement, and will be subject to possible legal action
- Senior class members who have not paid their required dues will not be allowed to participate in the commencement ceremony
- Any senior who violates Walpole High School's alcohol/drug policy while attending any of the culmination class events will not be permitted to participate in commencement exercises
- Any senior who is involved in vandalism, theft, or serious disturbances/disruptions during the school year, or who illegally enters the high school building, or trespasses on school grounds during non-school hours may be denied the opportunity to participate in commencement exercises
- Students participating in commencement exercises are required to conform to the proper dress code requirements
- Student speakers at the graduation ceremony will be chosen through an application process and through nominations from staff and students in the graduating class
- Any student found to be in possession or using tobacco (or any other banned substance) at the graduation ceremony will be subject to penalty under the MIAA Chemical Health Policy.

COMMENCEMENT EXERCISES

Participation in commencement exercises is a privilege not a right. In order to participate in commencement exercises, all academic, financial, and disciplinary obligations must be successfully completed.

GRADE REPORTING

Students who violate the Attendance Policy during either semester will continue to receive letter grades on their report card and transcript but will receive reduced credit or no credit in that course, which could have a negative impact on graduation.

Students who violate the Attendance Policy and earn a passing grade in the course WILL fulfill the graduation requirement in that course, and the student's sequential progress in a given subject will not be interrupted.

Attendance will be taken by teachers during every block each day. Students are required to be present daily for each course in which they are enrolled. Students who exceed the number of unauthorized absences permitted per class each semester will receive no credit for that class for the semester. In addition, unauthorized absences will reset at the beginning of each semester.

SUMMER SCHOOL ELIGIBILITY

Students who receive a failing grade in a course and also violate the Attendance Policy in excess of ten (10) days absent per semester, will not be eligible for summer school in that course.

DROPOUT PREVENTION

Any student who has not graduated from high school will not be considered permanently removed from school unless the Principal or his/her designee has sent a notice to the student, and the student's parent/guardian (if the student is under the age of eighteen). The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian (if the student is under the age of eighteen). The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian/student who has reached the age of eighteen and no extension for the meeting date shall exceed fourteen (14) days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on 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.

PASSING BETWEEN CLASSES

Students should leave class in a quiet and orderly manner. When in the corridor; running, shouting, loitering, disruption, or disturbances of any sort are prohibited. Students are allowed four (4) minutes passing time between all classes, after which they will be considered tardy to class.

PORTABLE ELECTRONIC/CELL PHONE POLICY

The following items are not permitted to be used in the building or on school grounds and will be confiscated and/or detentions assigned. Repeated incidents may result in suspension. The use of portable entertainment devices may be allowed after school hours but these items must be turned off and kept in the student's locker or backpack during the school day:

- Laser pointers
- Roller blades
- Skateboards
- Any other items judged by administration or classroom teacher to be distracting, disruptive, or dangerous

Students are not allowed to use cell phones during class time without teacher permission. This is a privilege for students to check and/or respond to messages. Therefore, students are reminded that they are not allowed to communicate with other students that are in active classes while in the cafeteria. Additionally, students are not allowed to take photos or video. All cell phones must be placed on vibrate/silent when in use. Students must abide by the school's Acceptable Use

Policy (see Guidelines for Computer Network Use). Failure to follow these rules may result in consequences and/or loss of cell phone privileges.

SEXTING

“Sexting” as it is commonly known, is illegal. Students are not allowed to transmit, possess, or display for others any inappropriate pictures or videos on their electronic device. If any student is participating in this in any way, he/she may face school discipline and/or police action. The same will be true for any student harassing another student through any form of electronic communication.

GAMBLING/CARD PLAYING

Gambling in any form and/or card playing, etc. is prohibited at all times and anywhere on school grounds.

STUDENT VISITORS

Visitors can be disruptive to the educational process. Students from other schools and/or friends or relatives of Walpole High School students are NOT permitted to attend classes, eat lunch, or attend assemblies during the school day.

FIRE DRILLS

Regular fire drills are scheduled for students and staff. Students are taught proper fire safety, proper behavior in an emergency, and location of regular and alternate exits. They are also expected to take these drills very seriously, because there is always the possibility of a fire emergency. Silence is to be observed so that information/directions can be given, as needed. No one is to remain in the building; no one is to delay in order to go to his or her locker, etc. Students and staff must remain outside until notified by authorities to re-enter. Students must check in with their classroom teacher (or authorized staff member), and must remain in the designated area. Students are not allowed to access their cars during fire drills.

CRISIS RESPONSE PROCEDURES

Regular crisis response drills are scheduled for students and staff. Students are taught the proper procedures and behaviors in such an emergency. They are expected to take these drills very seriously, because there is always the possibility of a real emergency. Silence is to be observed so that information/directions can be given as needed.

STUDY HALL REGULATIONS

All study halls will be teacher directed QUIET STUDIES. No student may leave study hall without a signed pass from a teacher or School Counselor. This pass must be filled out completely and should include:

- Student's name
- Date and time
- Place leaving
- Destination

Study hall teachers may give students passes to the nurse, bathroom, School Counseling, and library media center. These will only be given at the study hall teacher's discretion. Study hall teachers will be issuing a limited number of passes per study hall. Students using the library for an entire study hall for research must have a pass from a subject teacher. They must first report to their study hall teacher to have their attendance taken and then report to Library Media Center.

Students using the library for part of a study hall period must first obtain a pass from their study hall teacher. These students may return to their studies before the end of the period, with a signed pass. Students who are tardy to study hall, without a pass, will be treated as if they were tardy to class. Students are expected to sit at the desk assigned by their study hall teacher. Students who wish to leave a study hall with a teacher's pass must obtain the pass prior to the study hall. Any student missing from study hall will be marked absent. If the student is authorized to go elsewhere in the building, his/her attendance will be verified in the Main Office. Teachers have the option of notifying parents/an assistant principal regarding students who are sleeping and/or are consistently reporting without study material.

PORTABLE ELECTRONIC DEVICES IN STUDY HALLS

Students will be allowed to use portable electronic devices in study halls as long as they abide by the following guidelines:

The teacher has the final say as to whether portable music devices are allowed in his/her study hall

- Music must not be played at a level that is audible to others in the room
- If a student uses a communication device (e.g. smartphone) to listen to music, any other use of that device is prohibited according to existing school rules

SCHOOL SPONSORED ACTIVITIES

Students who participate in or attend school-sponsored activities, including athletics, cultural exchanges, trips abroad, at home or away, are subject to school rules. Laws, rules, or policies that students are obliged to follow at Walpole High School take precedence over less-strict laws at the activity destination. Student participants and student spectators are expected to practice and promote good sportsmanship at all school-sponsored activities. Please respect officials' decisions and refrain from profanity, vulgar cheers, taunting, or any disruptive behavior. In addition to or in place of penalties for breach of school rules, students may be denied attendance at future contests or activities.

ASSEMBLIES

Students are expected to be attentive and courteous. Teachers and administrators will enforce these standards. Students will be notified by PA announcement as to the time and procedures to be followed for assemblies. Students will sit in assigned areas.

FIELD TRIPS/SCHOOL TRIPS

Field trips are planned for educational purposes. They extend and enrich classroom instruction. Participation in a school field trip is a privilege. Students may be denied the opportunity to attend a field trip by any faculty member if they have too many absences, are doing poorly in one

(1) or more of their classes, have had significant behavioral problems/failed to make up academic work missed from previous field trip(s), or any other reason deemed appropriate by school administration. Students must see their teachers prior to the day of the field trip, including in House Field Trips, to arrange for make-up work.

General expectations include:

- Students are expected to arrive at school on time on the day of a field trip – if a student is tardy they may not be permitted to go on the field trip
- Students will be required to use the transportation provided/designated by the school
- All rules that apply to bus behavior are in effect

- All chaperones are in authority while on a field trip
 - Students will follow all special rules which may be needed for individual field trips
 - Students will observe all rules required by the site they are visiting
 - All school rules and consequences, described in the Walpole High School Student/Parent Handbook, will be in effect. In addition, a student who has violated rules on a previous trip may be denied participation in a future trip
- All chaperones must have a current (within three (3) years of each school year) "CORI" form/result on file in the Main Office

ON AND OFF CAMPUS DANCE INFORMATION AND REGULATIONS

The administration reserves the right to refuse admittance to any student on the basis of a prior poor conduct record. Also, administration may ask any student to leave the premises due to inappropriate conduct. Any student, who has been formally disciplined for improper conduct at a dance, may be denied attendance at dances for the remainder of the school year.

With the exception of the Junior/Senior prom, only Walpole High School students will be permitted to attend school dances.

Prom:

- Prom permission slips must be filled out, in full, for all non-Walpole High School students
- Only individuals under the age of twenty-one (21) will be allowed to attend the prom
- Proper ID will be required

School Dances:

Only the main gym and/or, if necessary, the cafeteria will be open to the students. There will be a uniformed police officer at each dance. There are to be minimum of ten (10) professional staff chaperones; these include administrators and the class advisor(s). Entrance to the dance will not be allowed thirty (30) minutes after the start of the dance, unless previous written permission has been given by an administrator. Once an individual leaves the building, he/she will not be allowed to return. Eating or drinking refreshments will be permitted in designated areas only. There will be no smoking on the premises. Dancing that is determined by chaperones to be a safety concern, or in any way inappropriate, is prohibited. All school rules and consequences, described in the Walpole High School Student/Parent Handbook, will be in effect. In addition, a student who has violated rules on a previous dance may be denied participation in a future one. Students removed from a dance will not be entitled to any portion of their admittance fee.

CLASS DUES

To finance class functions, such as:

- Graduation ceremony, Senior dinner, Senior cookout, Other senior week activities

To provide working capital for operation of the class, such as:

- Collateral for fund-raising activities, Deposits for class functions

To purchase items, such as:

- Yearbook, Cap and gown, Bereavement for class members, Class gift

CLASS DUES PAYMENT

- Class dues collection will take place during the first full week of November
Class dues should be paid in two installments of \$70.00 for a total of \$140.00 – dues should be paid by check and required payable to “Walpole Public Schools” (Freshman and Junior years)
- The cancelled check will serve as a receipt
- If dues are paid in cash, a receipt will be issued
- If a student wishes to participate in class functions, such as freshman/sophomore semi formal or junior/senior prom, all class dues must be current
- If a student wishes to participate in all culmination activities senior year, including the graduation ceremony, dinner, cookout, and receive a yearbook, all class dues must be paid in full
- A student who chooses not to participate in any activity above may request and receive a refund of the cost of that activity
- “Early Release Students” are expected to pay for any activity participated in
- Students who withdraw from school may get a prorated portion of their dues refunded
- Students who enter Walpole High School in the middle of a school year are responsible for the total dues for that year, they are also responsible for paying all dues collected in prior years – any exceptions require administrative approval
- A student will not be denied a high school diploma for non-payment of class dues if that student has satisfied all other graduation requirements.

LOST, STOLEN AND DAMAGED MATERIALS

Students assume financial responsibility for all materials and equipment including library books issued to them by the school. ***Students should not leave issued books in the classrooms. Books left in classrooms that go missing during the school year are still the responsibility of the student. If the book is not returned to the teacher, that student retains responsibility for the item.***

In the event such materials are lost, stolen, or damaged, teachers will notify the student and the office of the material involved and the fee to be assessed. No student records will be released until the reimbursement has been made. Failure to fulfill obligations will lead to ineligibility for any school activities/athletic privilege(s).

SCHOOL CANCELLATION/DELAYS

The Walpole Public Schools has implemented an emergency notification system, which will notify families in the event of:

- School closing (e.g. snow day)
- Delayed opening
- Early dismissal
- Emergency

Three (3) primary emergency phone contacts and one (1) email address for each family will be used. It is recommended that a parent/guardian cell phone be included in the three (3) primary emergency numbers. If an answering machine picks

up, the message will be left. The automated system cannot, however, dial through menus or extensions. If there is no answer at a number, the system will make three (3) additional attempts at fifteen (15) minute intervals. Note that individual student sick calls will continue to be handled personally by the school nurse or secretary.

In addition, Walpole Community TV, WBZ, WCVB, 7News and WFXT will announce “no schools and/or delay” for Walpole schools on early morning broadcasts. This will be posted on our District Webpage, Twitter Feed @WalpolePS and the Walpole Patch @WalpolePatch.

POLICY ON COMMEMORATION OF DECEASED STUDENTS

In the event of the death of a current or former Walpole High School student (alumni), the entire school community will want to commemorate the life of the deceased. It is the policy of Walpole High School to remember these individuals through the Walpole Scholarship Foundation. Any school sponsored fundraising in memory of the individual will be to contribute to the Walpole Scholarship Foundation in the name of the deceased individual. No other fundraising will be allowed in school and no memorials will be placed in school or on school grounds. The school paper and yearbook may publish appropriate remembrances with the approval from the administration.

In the event of the death of a faculty member, the same guidelines will apply. Any other remembrances will require the approval of the superintendent or the principal.

BUSES

All Walpole High School students who ride a bus to and from school will be picked up at assigned areas in the morning and returned to those areas in the afternoon. Buses will depart at 2:10 p.m.

The bus driver is in complete charge and must be obeyed at all times. School rules are in effect.

Misbehavior may result in the loss of the student’s privilege to ride the bus or further disciplinary action, in accordance with school rules. Fees for bus use and their amounts are determined annually by the School Committee.

BUS REGULATIONS

Bus transportation to and from school is a privilege for all students who qualify according to the rules and regulations of the Walpole School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself, and the rules regarding behavior are the same as in school. It should be understood by all that the right of a student to school transportation is a qualified right dependent upon good behavior.

BUS POLICIES

All public school students in grades K-6 who live over two (2) miles to their attending school shall be eligible for free bus transportation. All private school students in grades K-6 who live over two (2) miles from the public school they would have attended shall be eligible for free bus transportation. All students who have been issued bus passes are also eligible to ride.

- Children may be required to walk up to one (1) mile to a scheduled bus stop.

- Stops shall be chosen with concern for numbers and safety of children involved and also with concern for property of abutters. Buses will not go down dead-end/cul-de-sac streets.
- *Bus drivers shall pick up and drop off only at scheduled stops. They shall not be required to admit students who are not assigned to that particular bus. Drivers are not allowed to exceed the legal capacity.

***Exceptions:**

- Students with a temporary medical disability may be granted permission to use school bus transportation upon receipt of a parental request and a physician's report.
- At the middle school level, a student may ride another bus with a note from home to the principal. This does not extend to group activities such as Scouts, parties, and non-school classes. We are unable to do this at the elementary level.
- Instances of family emergencies are reported by written note or telephone to the principal.

Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the student can view the driver's face. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.

LATE BUS

A late bus is provided Monday through Friday for any Walpole High School student issued a current school year bus pass. Students are picked up in the front of the building. These are shortened bus routes. Please ask bus driver for location drop offs. Buses arrive after 3:45 p.m.

Late buses are not provided on Early Release Days or during Final exam weeks.

FIELD TRIP BUSES

- All bus safety and conduct rules will apply to field trips and other school related events (clubs, music, sports, etc.)
- Adult supervision (other than bus driver) must be present on the bus for all trips
- The adult supervisor will have a list of all students, their addresses, phone numbers, and any emergency medical information pertinent to a child

BUS CONDUCT AND SAFETY RULES

Rules for behavior of bus students are as follows:

- Riders must be on time. The bus will not wait. Be at your stop ten (10) minutes before pickup
- Remain well back from the roadway while awaiting the arrival of the bus. Wait for flashers and make sure all traffic has stopped
- Refrain from throwing things, fighting or otherwise misbehaving at a bus stop
- Each group will line up and permit the younger students to board first. Be cautious! Do not shove or push on entering or leaving the bus

- No student shall prevent another from occupying a seating space
- Seating will be in accordance with grade level
- The bus driver has the authority to change a student's seat in the best interest of safety
- Parents will be held financially responsible for any defacing or damaging of the bus
- Students will conduct themselves on the bus in a manner which does not distract the driver and is considerate to all other passengers
- Students shall refrain from placing any object out of the bus windows
- For reasons of safety, all articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles
- Do not bring animals, pets, hazardous materials or large objects on the bus
- It is the parent's' responsibility to arrange other transportation for such items
- The emergency door must be used for emergency only. Children shall not touch safety equipment on the bus
- The following are prohibited: smoking and/or the use and possession of drugs, drinking and eating, profanity and obscene language, excessive noise, annoying other passengers or their possessions in any manner, throwing objects in the bus or out the windows, climbing over or crawling under seats, weapons of any kind
- Do not enter into conversation with the driver while the bus is in motion; but do report any emergency to him/her at once
- Be respectful to your driver. He/she has a very important task to perform and needs your help. His/her eyes need to be focused on the road in order to drive you safely to and from school
- Students are not to leave any school bus, except at regularly designated places, without specific written permission from the parents and approval by the principal

Violations of these procedures could result in the following actions:

- First Violation: Upon receipt of a Bus Conduct Report, the school will issue a warning and inform Central Office and the driver, as well as the parents of the child (unless student has reached the age of eighteen).
- Second Violation: A second violation will result in a suspension of bus privileges
- Third Violation: A third violation may result in a further suspension of bus privileges including, but not limited to, the remainder of the school year

The Walpole School Department, through the Superintendent of Schools or his/her designee, retains the right to suspend the bus privileges of any student for behavior or misconduct that endangers the safety of its students, the driver, or the bus at any time. Parents of students under the age of eighteen, the bus driver, and Central Office will be notified of all suspensions in writing by the principal. Further disciplinary action may be taken by School Administrators depending on the severity of the offense.

STUDENT INSTRUCTION

In accordance with Chapter 90, Section 7B, General Laws, all students who ride a school bus, each school year, shall receive classroom instruction in safe riding practices and participate at least twice in an ongoing bus evacuation drill.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

There shall be an elective and representative Student Council and students are allowed to run for elective office so long as they are in good standing. All students shall be allowed to vote. The council shall be elected annually. Students violating the Walpole High School Chemical Health Policy will be required to forfeit any executive position held for a predetermined period of time to be decided by school administration. See CHEMICAL HEALTH POLICY.

- The Student Council shall participate in making decisions in certain areas, including curriculum, disciplinary policies, and student activities
- Representatives chosen by the Student Council shall meet at least monthly with the principal or his/her representative to exchange views, to share in the formulation of school/student policies, to discuss faculty-student relations, and any other matters of student concern

All formal school publications shall reflect the policy and judgment, not only of the academic department responsible for their production, but also of the school administration. No student material will be published unless it has first been submitted to and approved by the principal and/or his/her designee. Students must accept the obligation to be governed by standards of responsible journalism, such as avoidance of libel, obscenity, and defamation. Student publications shall provide as much opportunity as possible for the appropriate expression of student opinion.

Students may exercise their constitutionally protected right of free speech and assembly as long as they do not interfere with the operations of the regular school program.

- Students have the right to wear political buttons, armbands, and similar badges of symbolic expression
- Students may distribute political leaflets, newspapers, and other literature, including petitions, without prior authorization, at locations adjacent to the school grounds
- Students shall be allowed to distribute leaflets, newspapers, and other literature, including petitions, with prior authorization, at specified locations and times designated by the school for that purpose.
- No commercial material, no libelous, or obscene material and nothing advocating racial, sexual, religious, or ethnic prejudice shall be permitted to be distributed within the school or on school property
- Decisions under this section restricting the distribution of literature within the school for the reasons stated above shall be made by the principal
- Students may form political and social organizations, provided they are open to all students and governed by the Student Council's regulations regarding extracurricular activities
- These organizations shall have reasonable access to school facilities

- Students have the right to determine their own dress, subject to the statement on standards of behavior and appearance adopted by the faculty, administration, Student Council, and the School Committee (See DRESS CODE)
- Students have the right to view annually, upon the opening of school, the Student/Parent Handbook, a publication setting forth the rules and regulations to which students are subject
- The Student/Parent Handbook is available online at <http://walpolewhs.ss5.sharpschool.com/>

GUIDELINES FOR STUDENT SPEECH

School regulations regarding student speech and/or other forms of communication prohibit the following:

- Expression which for any reason causes or is likely to cause a material and substantial disruption or interference with teaching or the orderly operation and discipline of the school or school activities
- Cursing, profanity, and other vulgar or indecent language
- Speech and gestures that are obscene
- Speech that is slanderous or libelous
- Speech that violates the rights of other persons
- Speech that advertises or promotes alcohol, tobacco, illegal drugs or any other product or service harmful to minors and not permitted to minors by law
- Speech that could result in tort (e.g. civil suit) liability to the school
- Rude and discourteous speech, inconsistent with the habits and manner of civil discourse and mutual respect
- Insulting or fighting words including, but not limited to, slurs of another's character, family, race, religion, sex, ethnic origin, physical appearance, sexual orientation, intellectual ability, or handicapping condition
- Threats of violence or other intimidating statements
- Abusive or harassing conduct (including speech) that creates a hostile learning environment for any student
- Speech that is likely to cause commission of unlawful acts or violation of lawful school regulations
- Statement reflecting discriminatory or prejudicial bias in school sponsored expressive publications and activities, such as school newspaper, yearbook, literary magazine, and school plays, etc.

STUDENT BEHAVIOR

Students have the responsibility to avoid behaviors that disrupt or negatively impact the learning process. Students must cooperate in maintaining reasonable orderliness and must recognize the rights, safety, and dignity of others (e.g., public displays of affection, loitering, running in the halls, etc. is not permitted).

HOMEWORK

All students have the responsibility to complete their assignments on a regular basis. The system-wide homework policy states that students are expected to do an average of ninety to one hundred and fifty (90-150) minutes of homework/night – five (5) days a week. This is a general guideline and the exact amount of homework may vary depending upon subject and level.

Please refer to the Program of Studies and the teacher's classroom management plan for each course specific homework requirements.

DRESS CODE

Community standards for health, safety, and appropriateness will be enforced. Hats, hoods, and headwear of any kind may not be worn in the school building during the school day following the 7:25 a.m. bell. These items are to be left in student lockers. Inappropriate dress will include but is not limited to clothing with offensive language or graphics (i.e. violent, sexual, prejudicial, and/or drug/alcohol messages), overly suggestive or revealing clothing, and bare feet. Students inappropriately dressed will be referred to an assistant principal for further action. Wallet chains or other items, which could reasonably be considered a potential threat to student health or safety, are not allowed in school. Student dress, which negatively disrupts the education process, will not be allowed.

RULES INTERPRETATION

In the event a student or group of students wishes to question an existing rule, regulation, or action, it is expected that he/she do so at an appropriate time and place, and with the appropriate person or group. These include:

- Student Council
- Teacher/Staff Member
- Department Chairperson
- Assistant Principal
- Principal

SENIOR STUDY

Seniors with study first or last period and a parent permission form at the beginning of each term may enter/leave after signing in/out at the Main Office (parent permission not necessary for students who have reached the age of eighteen) .

- A form signed by a parent/guardian is required for students under the age of eighteen to be able to access this privilege.
- Students MUST sign out in the Main Office.
- Students are expected to have their student ID on them at all times.
- Students may not leave on PLC Days when PLC activities require those students to be present.

PRIVILEGES POLICY

Juniors and Seniors who have earned them, will be given privilege cards. Students retain them from Term to Term based on the following criteria:

- Good Academic Standing
- A conduct grade of "1 or 2" on report card

Privileges are benefits awarded, by term, to juniors who meet the following academic and personal conduct criteria:

- At least a grade of eighty (80) in every academic subject
- A conduct grade of "1 or 2" on report card

- First term privileges are determined by the fourth term grades of the previous year AND a passing grade in Summer Reading

Student Right and Responsibilities:

- Students must have their privilege card and Walpole High School identification card with them at all times to be eligible to receive privileges
- During study hall, students with privileges may be in the following areas, with staff supervision, if space is available:
 - o Library/Media Center
 - o Computer Labs
- Other areas with department chairperson's approval, and/or with teacher supervision, as appropriate

Students with privileges are entitled to the following benefits:

- Free/Reduced admission to some Walpole High School on campus paid entry cultural events, school activities, and interscholastic athletic contests (excluding all ice hockey and MIAA Tournament games)
- A twenty percent (20%) discount on all non-food items purchased in the Walpole High School's School Store

NOTE: Students must present their privilege card in order to be eligible to receive and/or access these benefits.

CODE OF CONDUCT FOR STUDENTS

The goal of this discipline policy is to create an orderly, structured and productive academic environment essential for the effective and efficient operation of school, while at the same time encouraging students to make appropriate choices and responsible decisions. The primary purpose of disciplinary penalties is to help students understand the consequences of their choices and decisions and thus become self-disciplined, responsible school citizens.

Students at Walpole High School are expected to treat all members of the school community with dignity and respect. The school community is defined as all those who work or interact with the school. Students, teachers, administrators, School Counselors, custodians, secretaries, bus drivers, substitute teachers, cafeteria workers, parent volunteers and school visitors are part of this community.

All members of the school community must understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic and special events of school both on and off campus (e.g. graduation, school dances, proms, athletic events, field trips, and school trips at other schools, etc.). A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. The school is interested in maintaining the quality and integrity of its programs throughout the school year. Infractions of school rules may be subject to further penalties in addition to those listed below, which include, but are not limited to, removal from school activities, removal from elected offices, and/or exclusion from senior activities or graduation.

These rules and regulations may be supplemented by a teacher's individual classroom rules. The academic success and the safety of students are contingent upon students maintaining appropriate and responsible behavior. The discipline procedures for students with disabilities shall follow applicable state and federal laws. Copies of these laws are available in the principal's office for parent or student review.

All members of the school community are subject to the laws of the Commonwealth and City ordinances. The school will report acts, which may violate the law to the police. The Memorandum of Understanding between the

Walpole Public Schools and the Walpole Police Department requires that the following acts be reported to the police:

- Assault
- Battery
- Possession of a dangerous weapon resulting in a felony charge
- Destruction of property (graffiti, arson, tagging, and theft)
- Domestic or dating/relationship violence
- Inappropriate sexual assault or sexual behavior
- Harassment and civil rights threats or violations
- Actual or constructive possession of a controlled substance or alcohol
- Reasonable belief that a student has sold or offered to sell a controlled substance

Other acts may also be reported to the police as appropriate. Student information including student records, will be shared with the resource officer assigned to Walpole High School, when appropriate, to maintain a positive and safe educational environment.

Penalties or suspensions will be served on those dates specified by the administrator. Suspensions will be served on consecutive days. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period. Students who are suspended from school are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities.

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of second and third offenses. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant factors, including but not limited to:

- Previous disciplinary record
- Severity of disruption to the educational process
- Degree of danger to self and others
- Degree to which the student is willing to change his/her inappropriate behavior

Self-defense may be used as a defense in a hearing procedure. However, it is the responsibility of the person claiming self-defense to prove that he/she had no route of escape and all reasonable precautions were taken. Student behavior that occurs off school grounds and/or after school hours which directly impacts other students or school personnel, and which is detrimental to the effective operation and administration of the school because it is disruptive or detrimental to a positive educational environment, is subject to disciplinary action.

The student Code of Conduct has been divided into three (3) classes. Each class contains a range of consequences for the infractions within, to be determined at the discretion of administration. These are examples of offenses and consequences. This does not represent all possible infractions or outcomes.

CLASS 1 OFFENSES

- C1.1 Absent and on school grounds (skipping class)
- C1.2 Unexcused dismissal/tardy to school (more than five (5) times per quarter)
- C1.3 Late for class
- C1.4 Class cut
- C1.5 Detention cut
- C1.6 Leaving school without permission
- C1.7 Leaving class without permission
- C1.8 Truancy/excessive tardiness without parental knowledge/permission
- C1.9 Being in an unassigned area
- C1.10 Failure to report to a teacher for any behavioral or academic intervention
- C1.11 Failure to answer Call List
- C1.12 Sent from class
- C1.13 Sent from detention
- C1.14 Failure to return note or obligation
- C1.15 Failure to sign in/out of school
- C1.16 Gum chewing
- C1.17 Dress code violations
- C1.18 Public display of affection
- C1.19 Unauthorized use of electronic devices, as defined by the principal, including laser pointers
- C1.20 Food or drinks (other than water) outside of the cafeteria, other than snack time (Note: water is not allowed in Science Labs)
- C1.21 Possession of a tobacco product (products will be confiscated)
- C1.22 Possession of lighters and matches, electronic cigarettes (products will be confiscated)
- C1.23 In area where tobacco products/electronic smoking devices (e.g. Vapes) are being used
- C1.24 Profanity/vulgarity/rude or obscene gestures (minor offense)
- C1.25 Disruptive behaviors at school or school sponsored events
- C1.26 Horseplay, including pushing and wrestling
- C1.27 Dangerous and/or reckless behavior (minor offense)
- C1.28 Forgery of school pass/note
- C1.29 Failure to identify self
- C1.30 Causing a problem on a bus
- C1.31 Motor vehicle violation on school property
- C1.32 Violation of the Acceptable Use Policy
- C1.33 Library infractions
- C1.34 Other offenses designated by administration
- C1.35 Possession of Vaporizer or vaporizer accessories (e.g. “vape juice”, “vape pods”, etc.)

RANGE OF CONSEQUENCES FOR CLASS 1 OFFENSES

- Consultation
- After school detention(s)
- Social probation (no participation allowed in school activities, athletics, events, etc.)
- Saturday Detention
- In-House Suspension
- Out-of-School Suspensions (one (1) – two (2) days)
- Alternative dispositions (e.g. restitution, etc.)
- Loss of parking, library, cafeteria, computer, or internet privileges Accumulation of Conduct Grade(s)

Students disciplined two (2) times for Class 1 Offenses may be elevated to Class 2 Offenses. A parent conference may be required for re-entry for any offense listed for students under the age of eighteen.

CLASS 2 OFFENSES

- C2.1 Profane, obscene, indecent, or immoral gestures, propositions and exhibitions (major offense)
- C2.2 Open defiance of administrators, staff or faculty
- C2.3 Vandalism including damage to school or the personal property of others (minor offense)
- C2.4 Gambling/possession of gambling paraphernalia
- C2.5 Theft or possession of stolen property
- C2.6 Fighting/physical conflict between two (2) or more students
- C2.7 Initiating, inciting or deliberately provoking a fight
- C2.8 Tampering with fire alarm/safety devices
- C2.9 Possession of drug paraphernalia (e.g. rolling papers, pipes, etc.)
- C2.10 Malicious destruction, tampering of computer equipment (major offense)
- C2.11 Dangerous and/or reckless behavior (major offenses)
- C2.12 Violation of tobacco policy
- C2.13 Forgery of legal documents
- C2.14 Internet misuse
- C2.15 Harassing behavior
- C2.16 Violation of Academic Integrity
- C2.17 Other offenses designated by an administrator
- C2.18 Assault, battery, or the threatening of any Walpole Public School student

RANGE OF CONSEQUENCES FOR CLASS 2 OFFENSES

- After school detention
- Saturday detention

- In-House Suspension and/or Out-of-School Suspension for one (1) through ten (10) days with the possibility of recommendation for expulsion
- Restitution for theft/vandalism/destruction of property
- Counseling and/or behavioral contract
- Alternative dispositions (e.g. social probation, loss of privileges, permanent removal from classes, etc.)
- Accumulation of Conduct Grade (s)

The length of suspension will be determined by the severity of the offense. Students who are disciplined two (2) times for Class 2 Offenses may be elevated to Class 3 Offenses. A parent conference may be required for re-entry for any offense listed for students under the age of eighteen.

CLASS 3 OFFENSES

- C3.1 Assault, battery, or the threatening of any Walpole Public School employee, visitor or guest
- C3.2 Possession, use, sale, distribution or being under the influence of alcohol, drugs or any other controlled substances, including look-alike drugs
- C3.3 The use, possession, and/or the concealing of a weapon or look-alike weapon
- C3.4 Fighting involving three (3) or more people
- C3.5 Ringing a false alarm/calling in false bomb threat
- C3.6 Substantially disrupting the orderly operation of the school
- C3.7 Vandalism including damage to school or the personal property of others (major offense)
- C3.8 Bullying
- C3.9 Unauthorized assemblies, sit-in, protest meetings, etc.
- C3.10 Sexting or inappropriate photos/videos sent electronically
- C3.11 Other serious offenses designated by an administrator

RANGE OF CONSEQUENCES FOR CLASS 3 OFFENSES

- Suspension with recommendation for expulsion from school
- Notification of police
- Mandated programs and/or evaluations
- Long term suspensions and, in some cases, expulsion
- Long term suspensions may carry into the next school year (hearing required for re-entry)
- Students expelled from Walpole High School will have the right to request in writing to return to school the following school year but may not be allowed to re-enroll Accumulation of Conduct Grade(s)

EDUCATIONAL/BEHAVIORAL CONTRACTS

The Administration reserves the right to enter into contractual agreements between student/parent and school, provided such contracts are agreed upon by all parties. Such contracts will address specific educational and/or behavioral issues and, in some extreme cases, may ultimately include voluntary withdrawal from school. Prior to

withdrawal, an exit interview will be held by an administrator with the student and parent (if the student is under the age of eighteen) identifying options available. In all cases, the mandatory attendance law for students under the age of sixteen (16) will take precedence.

VAPORIZERS/E- CIGARETTES

Possession, or use, of any recreational tobacco or nicotine products is forbidden at all times on the Walpole High School campus, or at school-related activities held off-campus. All Vaporizers and all accessories including, but not limited to, “vape juice”, “vape pods” and chargers will be prohibited under this policy.

Vaporizers that are found in the school building will be confiscated and destroyed by Walpole High School Administration.

Students found to be in violation of this policy, will be subject to disciplinary action under the discretion of the administrator, and by other school policies and procedures. Athletics are additionally subject to penalties set forth by the M.I.A.A. Policy concerning the use of tobacco products.

CHEMICAL HEALTH POLICY

All students must adhere to the WHS Chemical Health Policy. During the school year, beginning with the first day of school-sponsored activities and ending on the last day of the school year, students shall not, regardless of quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); marijuana, steroids, or any controlled substance.

The purpose of the WHS Chemical Health Policy is to keep our students safe and to encourage responsible decision-making. The WHS Chemical Health Policy applies to all interscholastic athletics, intramural athletics, and extracurricular activities. If a student violates this policy, the penalties will be assessed in athletics. If a student does not participate in athletics, in either the season in which the penalty occurred or in subsequent seasons, then the penalty will be assessed to an extra-curricular activity, including intramural sports. If a student is not involved in sports, extra-curricular activities, or intramurals, then he/she may be precluded from participation in school-sponsored activities and social events as determined by the principal.

Please note, however, that a student may be required to forfeit an executive leadership position in an extra-curricular activity, in addition to the penalties already assessed against him/her. In the event that a student is an officer/team captain, or holds another comparable executive leadership position in any school related activity/team, and has been found to have violated the WHS Chemical Health Policy, a formal review with the principal will take place to determine ongoing eligibility in that leadership/team captain role. In those rare instances where extracurricular activities also include a co-curricular component tied to a particular course curriculum, the application of the penalty will be determined by the Principal.

Walpole High School follows the MIAA guidelines with respect to the MIAA 24/7 provisions, meaning that violations are not limited to only on-campus behaviors, and will include after school, weekends, school vacations and the summer recess period (when that portion of the summer recess overlaps with a school sponsored activity). The policy is not intended to render “guilt by association,” e.g., many students might be present at a party where only a few violate the policy. Possession cannot be fully defined. A school administrator must determine if a violation occurred. It is generally necessary to show that the student was aware of the presence and character of the particular prohibited substance and was intentionally and consciously in possession of it.

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

actual participation, which may affect the eligibility status of the student during the next academic year, e.g., a football player violates the policy in the winter and/or the spring of the same academic year: he would serve the penalty during the fall season of the next academic year. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

First Violation

When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport or 25% of an extracurricular activity according to the first offense chart below. For the student, these penalties will be determined by the season the violation occurs, but if the penalty is not commenced or completed during the season of the violation, the penalty shall commence or carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year. No exception is permitted for a student who participates in a treatment program. It is recommended that the student be allowed to continue practicing for the purpose of rehabilitation.

Second and Subsequent Violations

When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport or 60% of an extracurricular activity, including intramural sports according to the 2nd offense chart below. For the student, these penalties will be determined by the season the violation occurs, but if the penalty is not commenced or completed during the season of the violation, the penalty shall commence or carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to continue practicing for the purpose of rehabilitation.

If, with the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in athletics, intramurals, and extra-curricular activities after a minimum of 40% of events, provided the student was fully engaged in the program throughout that penalty period. The Principal, in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season and/or activities.

1st Offense	
# of Events/Regular Season	# of Events/Penalty (Includes postseason and tournaments)
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

2nd Offense

# of Events/Regular Season	# of Events/Penalty(Includes postseason and tournaments)
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
2nd Offense	
# of Events/Regular Season	# of Events/Penalty(Includes postseason and tournaments)
14	8
15-16	9
17-18	10
19	11
20 or over	12

2 nd and subsequent Offense w/Dependency Program	
# Events/Regular Season	# Events/Penalty (Includes the postseason and tournaments)
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7

20 or over	8
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Should anyone have any questions regarding this Policy, please contact WHS Administration. In addition, the MIAA's website (www.miaa.net) is a useful resource for student-athletes and their parents.

Please note that National Honor Society is a national organization with its own bylaws and as such may enforce additional penalties up to and including dismissal from the organization.

DISTURBANCE OF SCHOOLS OR ASSEMBLIES

MGL CHAPTER 272: SECTION 40

Whoever willfully interrupts or disturbs a school or other assembly of people meeting for a lawful purpose shall be punished by imprisonment for not more than one (1) month or by a fine of not more than fifty (\$50.00) dollars provided, however, that whoever, within one (1) year after being twice convicted of a violation of this section, again violates the provisions of this section shall be punished by imprisonment of one (1) month, and the sentence imposing such imprisonment shall not be suspended.

INSUBORDINATION

Insubordination is the failure to comply with/submit to rightful authority. Students must yield to the authority of their teachers, administration, or other building staff members and comply with direct requests for modifications of behavior. When a student feels a request or direction is unreasonable or unjustified, he or she is still expected to comply at the time of the direction and may later appeal to the teacher or the assistant principal. Failure to comply with a specific instruction of a teacher, administrator, or building staff member will result in disciplinary action that could include suspension from school up to a maximum of ten (10) days.

VANDALISM AND THEFT

In a continuing effort to encourage good citizenship and further reduce unnecessary expenditures, the following guidelines will be used by Walpole High School administrators in the disposition of disciplinary cases involving vandalism and theft. Whenever possible, the student will be given the option of paying for the repair or, if possible, repairing the damage himself/herself.

Incidents judged to be exceptional due to their hazardous nature, the extent of damage, extent of the loss, or other just cause, will be treated on an individual basis and may be subject to suspension or expulsion. The following guidelines will be used at the discretion of the appropriate assistant principal:

- Repair/return of article (s), restitution, detention
- Conduct grade penalty
- Loss of privileges
- Suspension or expulsion
- Report incident to the police department
- Seniors who are involved in vandalism, theft, or serious disturbances, may be prohibited from participation in commencement ceremonies

GRAFFITI

Writing graffiti/defacing on school property are a serious offense that will result in disciplinary consequences, which may include detentions, suspension, and/or possible criminal charges. Penalties will also include full restitution for the costs of removal of the graffiti and could result in the loss of driver's license for one (1) year, according to Massachusetts Law(s).

CALL LIST

Students who need to be seen by their Assistant Principal for any reason, including disciplinary, will be notified in the morning. These students report to the Main Office at the beginning of Block C. In disciplinary cases, this is the student's opportunity for a hearing to discuss the issue. Call list will be read daily, by the Main Office.

DETENTION

All detentions will be served on the day assigned. A student may receive a conduct grade increase for each separate offense. Four (4) conduct marks automatically results in a five (5) in conduct. Failure to do school assignments or insubordination will result in being sent from the detention room to the Assistant Principal. Any student ejected from detention is subject to further disciplinary consequences.

The following are rules for detention:

- Detention begins promptly at 2:25 p.m. and will end at 3:25 p.m.
- Students who are late to detention will not be admitted – this will be considered a detention cut
- Students will sit facing in one direction, and be in their seats for attendance
- No talking or communicating of any kind
- No eating or drinking beverages, except water
- No sleeping
- No permission (s) of any kind will be granted (e.g. lavatory, etc.)
- Any disturbance by a student may result in further disciplinary action
- Students must bring schoolwork or reading material
- At the conclusion of detention, students may return to their lockers, but must then leave the building immediately using the Main Entrance or wait only in the front lobby

A conference may be arranged with parents of students who are under eighteen years of age as a result of any detention or failure to report to detention. Parents of students who receive two (2) detentions may be notified by letter or by telephone and asked to arrange a conference with the Assistant Principal. No student shall be excused from detention by a teacher without prior administrative approval. If permission is granted, and detention credit is given, the student must remain with the teacher until detention is over.

SATURDAY DETENTION

Saturday Detention is scheduled from 8:00 a.m. to 11:30 a.m., and transportation is not provided. This program is designed to provide consequences for disciplinary, academic or attendance problems and to encourage proper behavior in the regular high school setting. Students are supervised at all times by a staff member. It is the student's responsibility to come with three and one half hours (3 ½) of schoolwork as well as the appropriate

materials to complete the assignments. A parent/guardian of a student under the age of eighteen will be notified when a student receives Saturday Detention. Time spent in Saturday Detention is strictly business. It is not a time to socialize. Academics will be emphasized with appropriate resource materials made available if possible. Students will work on school assignments throughout the morning. The following regulations apply to Saturday Detention:

- Students will sit in assigned seats
- Students are not allowed to talk or communicate
- Students are not allowed to eat or drink (except water)
- Students are not allowed to sleep
- Students are not allowed to use any personal electronic devices
- Students will be allowed to use the lavatory one time during Saturday detention

Students who fail to attend their scheduled Saturday Detention, who arrive late, who are unable to conform to the regulations described herein, and/or who arrive without appropriate work will be asked to leave and referred to their Assistant Principal. Appropriate action will be taken up to suspension from school.

SUSPENSION

A suspension from school is a very serious penalty and can result from a number of causes. An administrator may suspend any student for any act considered sufficiently serious. The number of days suspended and the conduct mark will be determined by the administration. Suspension may be assigned In-House or Out of School, depending on the nature of the offense. Walpole High School complies with all special education regulations with respect to discipline and due process, see below. . All references to parental involvement in this section are not applicable to students who have reached the age of eighteen.

Out of School Suspension:

- Suspensions for fighting, threats, harassment, drugs, or alcohol
- Other violations deemed serious enough by the administration
- Students who fail to comply with In-House Suspension regulations and expectations will be suspended Out of School
- Students who have accumulated excessive In-House Suspensions will be subject to Out of School Suspension

In-School Suspension:

- Students may be assigned to In-School Suspension for any offense in the Walpole High School Code of Conduct, which carries a suspension penalty
- Students are to report directly to the Main Office by 7:25 a.m. and are to remain in the Main Office until picked up by the Block A In-House supervising teacher. In the event that a student is late to school when assigned to In-House School Suspension, they are to report directly to the Main Office
- Cell phones and electronic devices must be left with their respective Assistant Principal
- Students will sit in assigned seats facing in the direction instructed by the teacher
- Students are to bring textbooks, workbooks, notebooks, etc. for all of their courses, and a pen or pencil with them

- Assignments given by teachers must be completed to receive credit for work
- If and when a student completes all assignments, he/she should read other material which he/she has brought or that the teacher (s) provide
- No talking or communicating of any kind
- No eating or drinking beverages, except water
- No sleeping
- Students will be allowed one (1) lavatory pass in the morning and one (1) in the afternoon
- Students are to use only the lavatories located in the Nurse's Office
- In-School Suspension will be dismissed at 2:05 p.m.
- Students on suspension may not participate in extracurricular activities and must leave school grounds immediately upon dismissal at 2:05 p.m. – detentions will not be served on the day of In School Suspensions
- In addition to all regular school rules and regulations, further appropriate restrictions are placed upon students while under suspension
- Violation of any In School Suspension rule or regulation will result in further disciplinary action

SUSPENSION PROCEDURES

In every case of student misconduct for which suspension may be imposed¹, a Principal shall 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. All references to parental involvement in this section are not applicable to students who have reached the age of eighteen.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than ten (10) days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include: (a) the disciplinary offense; (b) the basis for the charge; (c) the potential consequences, including the potential length of the student's suspension; (d) the opportunity for the student to have a hearing with the principal 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; (e) the date, time, and location of the hearing; (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; (g) if the student may be placed on long-term suspension following the hearing with the principal: 1. the rights set forth in 603 CMR 53.08 (3)(b); and 2. the right to appeal the Principal's decision to the Superintendent. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

¹ Except for offenses referenced in the note at the end of this Policy.

Emergency Removal

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.

The Principal shall immediately notify the Superintendent or designee in writing of the removal including a description of the danger or disruption 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 the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice;

Provide written notice to the student and parent as required above;

Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent;

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 applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than Ten (10) Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

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

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

do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school 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 CMR 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.

Principal's Hearing – Short Term Suspension of up to Ten (10) Days

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

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

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.

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

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

Principal's Hearing – Long Term Suspension of more than ten (10) days but less than ninety (90) days (consecutive or cumulative)

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

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

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;

The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

The right to cross-examine witnesses presented by the school district;

The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, 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:

Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

Set out the key facts and conclusions reached by the Principal;

Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation;

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, and shall include the following information:

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 the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on 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 suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than ten (10) days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. 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 school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or 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. Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, gender identity, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REFS.: M.G.L 71:37H; 71:37H ½; 71:37H ¾

SECURITY CAMERA PROTOCOL

I. Purpose

The Walpole School Committee authorized the use of video cameras throughout the Walpole Public School District for the purpose of enhancing school safety and security (see policy ECA). Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property.

II. General Protocols

Signage and Notification:

Signage will be posted at school buildings that notify students, parents, staff and the general public of the District's use of security cameras. Students, parents and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited to, staff handbooks and student handbooks.

Camera Placement:

The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to school buildings and large gathering spaces such as corridors, cafeteria, lobby, TV studio, and main entries.

Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, nurse's offices, or locker rooms.

Viewing:

- There will be no monitoring of live recordings, except in the case of a suspected emergency or safety concern.
- Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.).
- Viewing the data is to be performed by authorized personnel that have been expressly designated by the principal or Superintendent of Schools.
- A log book shall include the following details: the persons viewing the data, what event triggered the viewing and the date/time viewed and be maintained by the building principal and made available to the Superintendent of Schools.
- No sound is to be monitored or recorded in connection with the video surveillance system.
- Surveillance system misuse shall be addressed on a case-by-case basis by the Superintendent of Schools.

Limited Access to Recordings:

Any video recordings used for security purposes in school buildings or grounds are the sole property of the District. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Superintendent or his/her designee.

Access to video recordings from security camera shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials (Chief of Police/designee) shall be granted access to video recordings after giving prior notice to the School Superintendent/designee.

Data Storage:

All video recordings and logs are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Recordings will be saved for thirty (30) days and automatically deleted, unless being used in an ongoing investigation.

HAZING

Hazing is prohibited in accordance with the state law abolishing this practice. Hazing means "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." Any student who is the organizer or participant in hazing will be suspended for a safety violation, and will be subject to criminal prosecution by a fine of not more than three thousand dollars (\$3,000.00) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

COMMONWEALTH OF MASSACHUSETTS: ANTI-HAZING LAW

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

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

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

Chapter 269: Section 18. Failure to report hazing

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

Chapter 269: Section 19. Copy of Secs. 17 to 19; Issuance to students and student groups, teams and organizations; distribution and reporting requirements

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

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

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

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the

organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

MASSACHUSETTS GENERAL LAWS (CPT 265, SEC 43A) "CRIMES AGAINST THE PERSON"

Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by a fine of not more than one thousand dollars (\$1,000.00), or by both such fine and imprisonment. Such conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to:

- Electronic mail
- Internet communications
- Facsimile communications

Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of Section 43, shall be punished by imprisonment in a state prison for not more than ten (10) years.

PERSONAL HARASSMENT

All members of the Walpole High School community, both staff and students, are expected to treat each other with dignity and respect, and are entitled to be free from any kind of personal harassment. No type of harassment will be tolerated, whether related to race, color, sex, religion, national origin, disability, or sexual orientation, etc.

Harassment is unwelcome behavior towards another person, which is annoying, bothersome, physically and or mentally harmful. Forms of harassment can include verbal and/or written remarks, bullying, symbols, drawings, physical contact, gestures, gossip, phone calls, electronic communications, or any other types of harassing conduct. The important point is that the conduct makes the victim feel uncomfortable, intimidated, or physically and/or emotionally hurt, whether or not the person intended to harass and/or injure the victim. The penalties associated with harassment may include suspension, exclusion and/or expulsion for student, appropriate disciplinary action for employees, and in appropriate cases, police and/or court involvement.

SEXUAL HARASSMENT

Harassment in any form or for any reason is absolutely forbidden. This includes harassment between faculty/staff/administration and students or among students. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal, nonverbal, or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment

- Submission to such conduct is made either an explicit or implicit term or condition for a student's success in an educational program
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that person

Reporting:

If you believe, you may have been sexually harassed, one (1) or more times, or if you witness or learn about the harassment of another individual, you should inform the School Counseling Office, an assistant principal, or the principal immediately. If you do not wish to discuss the issue in person, you may submit it to the S.O.S. box (in the Library and School Counseling Office) or report it to any staff member in the building. They, in turn, will report such issues to the principal or the superintendent of schools. If you do not wish to discuss the issue within your school, then you should inform the superintendent of schools or his/her designee. All staff members are responsible for enforcing this policy.

Investigation:

The superintendent or his/her designee will promptly investigate every complaint of sexual or personal harassment.

Such investigation may include discussion with all involved parties, identification and questioning of witnesses and other appropriate actions. If the investigator determines that sexual harassment has occurred, he/she will take action to end the harassment and ensure that it is not repeated. Steps the superintendent or his/her designee may take include, among others, warnings, transfers, suspension, probation and expulsion. Any student who is dissatisfied with the results or progress of the investigation may discuss his/her dissatisfaction directly with the principal, or the superintendent of schools. Student penalties associated with harassment may include suspension, exclusion and/or expulsion, and or police/court involvement, or appropriate disciplinary action for employees, and in appropriate cases, police and/or court involvement.

BULLYING PREVENTION AND INTERVENTION POLICY

The Walpole Public Schools is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Walpole school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Walpole Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful and disruptive behavior. All students have the right to this support to achieve their personal and academic potential.

The Walpole Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, cyberbullying, harassment, or intimidation in our schools or during school-related activities. All reports of bullying will be promptly investigated by the Walpole Public Schools.

I. DEFINITIONS

Aggressor is a student or school staff member who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;

- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, 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 email, instant messages, text messages, Internet postings, and facsimile communications. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, paraprofessionals, or other contracted personnel.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

II. LEADERSHIP

*Leadership at all levels plays a critical role in developing and implementing the Walpole Public Schools Bullying Prevention and Intervention Plan (the Plan) in the context of other whole school and community efforts to promote positive school climate. Leaders have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. Leadership in the Walpole Public Schools consists of all members of the **Leadership Council** (e.g. school principals and assistant principals, Daniel Feeney Preschool director, Director of Technology Integration, Director of Special Education and Student Services, School Business Administrator, Assistant Superintendent, and Superintendent. The Leadership Council is responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to bullying. It is also the responsibility of these leaders to involve representatives from the greater school and local community in developing and implementing the Plan.*

- A. **Public involvement in developing the Plan.** As required by M.G.L. c. 71, § 37O, the Plan has been developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, municipal representatives, local law enforcement agencies, students, parents, and guardians. This was achieved in the following manner:

The **Walpole Public Schools Strategic Plan**, which includes representatives from each of the groups identified above, has incorporated an objective and action steps under the goal for student achievement that specifically addresses the social and emotional well-being of students. The Strategic Plan Committee members will continue to review existing objectives and action steps and propose revision or continuation of the objective(s).

The district **Wellness Committee**, which meets five times per school year and includes representatives from administration, professional school staff and support personnel, parent and community representatives, and the

Health Department, reviews objectives under the Strategic Plan and the Bullying Prevention and Intervention Plan to provide feedback and suggestions for revision to the Leadership Council.

Each respective **School Council** (8 schools) shall annually review the objectives under the Strategic Plan and the Bullying Prevention and Intervention Plan to provide feedback and suggestions for revision to the Leadership Council.

The ***Walpole Public Schools Bullying Prevention and Intervention Plan*** is posted on the district web site as well as each school's web site. Suggestions from parents and the greater community have been and will continue to be solicited.

Consultation will include, at a minimum, notice and a public comment period before the Plan is adopted by the School Committee.

- B. Assessing needs and resources. The Plan will be the schools' and district's blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, school leaders, with input from families and staff (through web site responses, e-mail requests, School Councils, PAC meetings, and staff meetings), will continue to assess the adequacy of current programs; review current policies and procedures; review available data on bullying and behavioral incidents; and assess available resources including curricula, training programs, and behavioral health services. This "mapping" process will assist schools and the district in identifying resource gaps and the most significant areas of need. These gaps and areas of need will be addressed by the Leadership Council and carefully analyzed during the budget development process. Based on these findings, the district will develop or revise relevant policies and procedures; sustain partnerships with community agencies, such as the Health Department, the Coalition for Alcohol Awareness, the Walpole Recreation Department, the Walpole Public Library, and Public Safety agencies; and establish priorities.

As part of our periodic needs assessments:

- 1) Each school will provide the opportunity for student, parent and staff response in an annual electronic survey using Survey Monkey to assess school climate and school safety. Paper copies will be available in each school office and media center as well as in the central office.
- 2) At least once every four years, the district will administer a Department of Elementary and Secondary Education developed survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. The district will annually report bullying incident data to the Department.
- 3) Each school administrator (in conjunction with school counselors or designees) will assume responsibility for data collection and will analyze building-specific data on the prevalence and characteristics of bullying (e.g., focusing on identifying vulnerable populations and "hot spots" in school buildings, on school grounds, or on school buses). This information will help to identify patterns of behaviors and areas of concern, and will inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

C. Planning and oversight:

- 1) Each school principal/assistant principal/director will receive and immediately investigate reports of bullying;
- 2) Each school principal/assistant principal/director will collect and analyze school-wide data on bullying using *X2 Aspen* (journal entries and/or discipline records) to assess the present problem and to measure improved outcomes;

- 3) Using *X2 Aspen*, each school will record and track incident reports for district review and for accessing information related to targets and aggressors;
- 4) Planning for the ongoing professional development that is required by the law will be the responsibility of the Walpole Public Schools Professional Development Committee in collaboration with the Leadership Council;
- 5) The Leadership Council, the Wellness Committee, the administrators at each level (PreK – 5, 6-8, and 9-12) and respective School Councils will plan for necessary support to respond to the needs of targets and aggressors;
- 6) The Leadership Council, members of curriculum revision task forces, and participation from the School Committee Curriculum sub-committee will examine and ensure implementation of the curricula that each school or instructional level will use;
- 7) The Leadership Council will collaborate to develop new or revise current policies and protocols under the Plan, including an Internet safety policy, and designate key staff to be in charge of implementation;
- 8) All student and staff handbooks and codes of conduct will have been amended as of September 2018 and will be reviewed annually to incorporate necessary revision; the purpose is to ensure that bullying by students or school staff is clearly understood and will not be tolerated.
- 9) School administrators in collaboration with the assistant superintendent and superintendent will lead the parent or family engagement efforts and draft parent information materials which will be posted on the web sites and disseminated to all parents via e-mail and/or in hard copy; and
- 10) The Strategic Plan Committee, The Wellness Committee, the Leadership Council, and School Councils will review and update the Plan as needed each year, or more frequently as indicated by new information or regulation.

D. Priority Statement

The Walpole Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. 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 recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. 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, harassment, or teasing.

Walpole Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and 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 or guardian involvement.

The Walpole Public Schools Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to

addressing bullying and cyberbullying, and the district is committed to working with students, staff, families, law enforcement agencies, community resources, and the greater community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The principal/director/designee is responsible for the implementation and oversight of the Plan within each school except when a reported bullying incident involves a principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report and other steps necessary to implement the Plan, including addressing the safety of the alleged target. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

III. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Annual staff training on the Plan. Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.
- B. Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school wide and district wide professional development will be informed by research and will include information on:
- (i) developmentally appropriate strategies to prevent bullying;
 - (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
 - (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
 - (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
 - (v) information on the incidence and nature of cyberbullying; and
 - (vi) Internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

- C. Written notice to staff. The district will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the school employee handbook and the codes of conduct. This is also included in the Mandatory Employee Training required each year.

IV. ACCESS TO RESOURCES AND SERVICES

A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, aggressors, families, and others are addressed. The Plan describes the strategies for providing supports and services necessary to meet these needs. In order to enhance the capacity to prevent, intervene early, and respond effectively to bullying, available services should reflect an understanding of the dynamics of bullying and provide approaches to address the needs of targets and aggressors. The Plan includes strategies for providing counseling or referral to appropriate services for aggressors, targets, and family members of those students.

- A. Identifying resources. Each year the Leadership Council, informed by school counselors, school psychologists, nurses, and teachers, will review current staffing and programs that support the creation of positive school environments by focusing on early interventions and intensive services. Recommendations will be developed to fill resource and service gaps. This may include adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services. The Plan will outline the process for identifying existing and needed resources.
- B. Counseling and other services. Within the Walpole Public Schools across all levels, the following resources currently exist: school counselors, adjustment counselors, school psychologists, social workers, two behavioral specialists, and school nurses. The district also employs three full time ESL teachers and three part time ESL Instructors to assist students. Students are provided with differentiated tiers of support that include resources for all students, social skills groups, behavior intervention plans, individualized curricula, and group sessions directly related to bullying behavior. Parents are encouraged to review the resources provided by the Massachusetts Aggression Reduction Center at Bridgewater State University (<https://www.marccenter.org/>). A list of community service agencies is included in the Appendices.
- C. Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing. The Anti-Bullying Flow Chart is included in the Appendices.
- D. Referral to outside services. Walpole Public Schools counseling and school psychologist staff members are trained to provide referrals and maintain extensive resources to assist students and their families. This group of staff members is currently revising protocols to be specific to each level (PreK-5, 6-8, and 9-12).

V. ACADEMIC AND NON-ACADEMIC ACTIVITIES

- A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:
- using scripts and role plays to develop skills;
 - empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;

- helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Specific to Walpole Public Schools:

At the PreK and K-5 level, the Second Step Violence Prevention Curriculum is used and taught by the school psychologist. The elementary school counselors have developed a curriculum that includes weekly lessons that are taught/reinforced by principals, school counselors, classroom teachers, and PE/Health teachers. School psychologists and counselors provide an additional level of instruction and intervention.

The K-5 MARC Anti-Bullying Curriculum is also being reviewed to determine its integration within the elementary curriculum.

In addition, all elementary schools have adopted The Responsive Classroom Program in which students learn common language, respectful behavior and procedures for identifying incidents of bullying and reporting.

A major focus at the elementary level is the Social Thinking process as well as Positive Behavioral Intervention and Support (PBIS). Each school has also developed its own core values which are reinforced throughout school activities.

Grades 6-8 curriculum is administered by full time Health teachers, assisted by the PE teachers and school counselors. This curriculum is examined and revised during curriculum meetings, early release, and PLC meetings. School psychologists and counselors provide an additional level of instruction and intervention.

Middle school Health teachers have been trained and use the Botvin Life Skills curriculum by Caron.org.

Grades 9-12 curriculum is administered by the PE/Health teachers, guidance and adjustment counselors, and the school psychologist. At the high school there are extra-curricular clubs and activities (such as Student Council, Community Service Learning, Drama, and GSA clubs) that provide support to the Plan.

All schools actively participate in the Massachusetts Aggression Reduction Center training and programs to increase awareness and learn strategies to develop improved social skills.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including students with actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength;
- implementing all of the above within a Response to Intervention framework PreK – 12.

V. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

- A. Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal/designee or to the superintendent/designee when the principal or assistant principal is the alleged aggressor or to the School Committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation a staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, an e-mail address, a dedicated mailing address, and an electronic reporting form on each school's and the district web sites.

The use of an Incident Reporting Form is not required as a condition of making a report. The district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians and will be translated as needed. The Incident Reporting Form has been developed and will continue to be reviewed by the Leadership Council.

At the beginning of each school year, the school and district will provide the school community, including educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, van drivers, athletic coaches, advisors to extracurricular activities, ESPs, mobility aides, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal/director, will be incorporated in student and staff handbooks, on each school and district website (www.walpole.k12.ma.us), and in all information about the Plan that is made available to parents or guardians.

1. Reporting by Staff

A staff member will report immediately to the principal/director or to the superintendent/designee when the principal or assistant principal is the alleged aggressor or to the School Committee or designee when the superintendent is the alleged aggressor when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal/director does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

The Walpole Public Schools expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal/director/designee or the superintendent/designee when the principal or assistant principal is the alleged aggressor or the School Committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be

provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

B. Responding to a report of bullying or retaliation.

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal/director/designee or to the superintendent/designee when the principal or assistant principal is the alleged aggressor or to the School Committee or designee when the superintendent is the alleged aggressor, will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal/director/designee or the superintendent/designee when the principal or assistant principal is the alleged aggressor, or the School Committee or designee when the superintendent is the alleged aggressor, will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal/director/designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. (See Appendices.)

2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal/director/designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal/director/designee first informed of the incident will promptly notify by telephone the principal/director of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal/director/designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal/director/designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal/director/designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the principal/director/designee will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer and other individuals the principal/director/designee deems appropriate.

- C. Investigation. The principal/director/designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal/director/designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal/director (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal/director, other staff members as determined by the principal/director, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal/director/designee will maintain confidentiality during the investigative process. The principal/director will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations and completed within 14 days. If necessary, the principal/director will consult with legal counsel about the investigation. (Please refer to specific grade level reporting forms in Appendix.)

- D. Determinations. The principal/director will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal/director will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal/director will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal/director/designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal/director/designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. **All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal/director cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.**

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination. (See Section IX and Appendices).

- E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal/director determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O (d) (v). Skill-building approaches that the principal/director may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal/director/designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal/director, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal/director/ designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal/director/ designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal/director/ designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal/director/ designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal/director/ designee will work with appropriate school staff to implement them immediately.

F. Responding to a Report of Bullying by School Staff

Walpole Public Schools will follow the same procedures as noted above when responding and resolving a report of bullying by school staff. Walpole Public Schools will consult with school counsel to ensure that the policies, procedures, and determination are consistent with the Plan and all relevant laws. Consistent with investigations of student bullying, all participants (aggressor, target, and witnesses) are reminded of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

VII. COLLABORATION WITH FAMILIES

- A. Parent education and resources. The school or district will continue to offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the Parent Advisory Committees (PAC), School Councils, Special Education Parent Advisory Council (SEPAC), and through school and district-wide presentations. All informational materials and links to resources will be posted on the district web site.
- B. Notification requirements. Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The district will send parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians or translated as needed. The Walpole Public Schools posts the Plan and related information on the district website and on individual schools' websites.

VIII. PROHIBITION AGAINST BULLYING AND RETALIATION

The following statement is incorporated directly from M.G.L.c.71, §370(b), and describes the law's requirements for the prohibition of bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

This information will be included in Codes of Conduct and Student and Staff Handbooks.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

IX. PROBLEM RESOLUTION SYSTEM

Any parent wishing to file a claim/concern or seek assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are available at the schools and the superintendent's office.

IX. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's
Model Bullying Prevention and Intervention Plan

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:37O
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

CROSS REFS: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

DANGEROUS ARTICLES AND CONTROLLED SUBSTANCES

No student shall have in his/her possession, on school grounds or at any school-sponsored function, any firearm, pellet gun, explosive device, knife, or any other article deemed dangerous.

Any student found in possession of a dangerous article, controlled substance, mind-altering substance, or drug paraphernalia will have it confiscated and be subject to expulsion. The dangerous article, controlled substance, or drug paraphernalia will be turned over to the Walpole Police Department for possible legal action.

In accordance with the M.G.L. Ch.94C, S.32J, a conviction for selling drugs within one thousand (1000) feet of a school property in Massachusetts will result in a minimum mandatory two (2) year jail sentence plus a fine of up to ten thousand dollars (\$10,000).

TOBACCO/NICOTINE

In accordance with the Massachusetts State Law (Chapter 71, Section 2A), use of any tobacco products within the school buildings, the school facilities or on school grounds or school buses by any student is prohibited. School grounds shall include, but are not limited to the parking lot, the fence opening leading to the dam, the woods within sight of the high school and the Common Street sidewalk adjacent to the high school. The law prohibiting smoking on school grounds applies at all times.

- Please note that the Town of Walpole has a city ordinance prohibiting minors from smoking within five hundred (500) feet of the perimeter of the school property.
- Violations of the city ordinance will result in fines and court appearances.
- All tobacco products, lighters, and matches will be confiscated and will not be returned. Repeat offenders will receive detention and/or suspension. Possession and/or use of chewing tobacco, snuff, or any other tobacco product is strictly prohibited in school and on school grounds or at school-sponsored activities/events. Offenders will receive consequences in accordance with the Code of Conduct. Students who spit chewing tobacco are in violation of health practices are subject to suspension.

VAPORIZERS AND LIKE ITEMS

Possession, or use, of any recreational tobacco or nicotine products is forbidden at all times on the Walpole High School campus, or at school-related activities held off-campus.

Vaporizers or like items are prohibited under this policy.

Vaporizers that are found in the school building will be confiscated by Walpole High School Administration and destroyed.

Students found to be in violation of this policy, will be subject to disciplinary action under the discretion of the administrator, and by other school policies and procedures. Athletics are additionally subject to penalties set forth by the M.I.A.A. Policy concerning the use of tobacco products.

GUIDELINES AND PROCEDURES REGARDING ALCOHOL AND OTHER DRUGS

Acknowledging the gravity and urgency of the problems of drug use and abuse within our society, the Walpole School Committee recognizes the need for the following guidelines and procedures.

Definition: In general, drug abuse is defined as the illegal possession, transfer, sale, or use of illicit drugs and narcotics on school property by students or others. For purposes of these guidelines, the word “drug” shall include alcohol; controlled substances without a prescription, except the penalty for the alcohol violation shall not include expulsion.

General Procedures:

- Whenever a staff member has reasonable grounds to believe that a student is involved in the possession, distribution, sale, or use of illicit drugs in school, that member shall immediately report the fact and circumstances to the building principal or his/her designee.

Student Requiring Medication While in School:

- When a student is required by his/her physician to take prescribed or non-prescribed medication while in school, a parent or guardian of the student is expected to inform the nurse, in writing, that the student is required to take medication and describe the specific medication and dosage. A student taking medication during the school day must do so under the direct supervision of the school nurse. All medication must be kept in the Nurse's Office. Parental involvement is not applicable for students who have reached the age of eighteen.

Suspected Use of Drugs in School:

In general, problems and suspected problems in the use of illicit drugs in school by students will be handled according to the policy for accidents and illness already in effect in Walpole.

- The student will immediately be referred to the building principal, or in his/her absence, the school nurse or some other designee
- Student may be searched in accordance with Massachusetts law
- After speaking with the student, evaluating the symptoms, and consulting with the school nurse, the parent or guardian of a minor student will be notified by the principal or his/her designee and requested to come to school
- In extreme instances of physical distress, the principal may take immediate steps to secure medical aid, including hospitalization
- If it is determined that the student is under the influence of illicit drugs, the student shall be immediately suspended from school and may face expulsion

SUSPECTED POSSESSION, DISTRIBUTION, OR SALE OF DRUGS ON SCHOOL PROPERTY

If a staff member observes a student with materials that appear to be drugs or narcotic substances:

- The student will immediately be referred to the building principal, or in his/her absence, the school nurse or some other designee
- Students may be searched in accordance with Massachusetts Laws
- The student will be asked to give the substance to the building principal, school nurse, or other designee, since students are not permitted to carry such substances in school
- The principal will ask the student to identify the substance
- If the student declines to do so, or if the principal feels that further identification of the substance is needed, he/she will contact the student's parent or guardian to request its identification
- Should the latter procedure still prove unsatisfactory, the principal will immediately call the Chief of Police or his/her designee
- The principal will turn over any material evidence to the police
- Any questioning of students by police will be done in accordance with the law

Illicit Use:

IF ILLEGAL DRUGS OR NARCOTICS ARE IDENTIFIED THROUGH THE ABOVE PROCEDURE

- The principal will notify the police giving a full account of the situation and the name (s) of the student (s)
- The principal or designee will notify the parents of students who have not reached the age of eighteen personally
- The student shall immediately be suspended for a mandatory (10) days and may face exclusion/expulsion
- The decision making process for re-admittance shall be based upon appropriate consultation with administration, teaching, support staff, and other professional consultation when deemed advisable
- The school will have the students) welfare as its main objective
- To this end it will encourage the parents to undertake professional assistance on the outside and will work with the involved student (s) to maintain an effective and continuing program of schoolwork

ALCOHOL VIOLATIONS

- For a first offense, Out of School Suspension or In-School Suspension, or a combination of both will be assigned.
- A parent conference with an Assistant Principal may be required at the time of reinstatement.
- For a second and subsequent offense, a mandatory ten (10) day Out-of-School Suspension will be assigned.
- A parent conference with the Principal will be required at the time of reinstatement, for students under the age of eighteen, as well as a referral of the student to an approved alcohol-counseling program.
- Any senior who violates Walpole High School's alcohol/drug policies may not be permitted to participate in commencement exercises.

CONVICTION FOR DRUG POSSESSION, DISTRIBUTION, SALE OR USE, OUTSIDE OF SCHOOL PROPERTY

In general, school disciplinary proceedings with regard to students found guilty of an alleged violation of drug laws while off school property should be considered only when the student's conduct disrupts the educational process or interferes with the rights of other persons in the school. In accordance with the M.G.L. Ch. 94C, S. 3 2J, a conviction for selling drugs within one thousand (1000) feet of school property in Massachusetts will result in a minimum mandatory two (2) year jail sentence plus a fine of up to ten thousand dollars (\$10,000.00). This area around Walpole High School includes Common Street in the areas of Clapp Street, Massachusetts Avenue, Cascade Terrace, Pocahontas Street, and the Town Forest behind the high school, including the area behind the athletic field.

Due Process

Students will be guaranteed the right of "due process under the law".

Drug Violations of Persons Who Are Not Students at the School:

Whenever the principal has information that persons who are not students of the Walpole Public Schools have sold or transferred drugs to any student(s), the principal shall immediately notify the local police department. School authorities shall cooperate fully with police officials in order to apprehend and prosecute such person.

WALPOLE POLICE DEPARTMENT “SCHOOL RESOURCE OFFICER PROGRAM”

Mission:

- To work in partnership with the school system to promote and maintain a safe, secure, and healthy learning environment for students, staff, faculty, administration and the Walpole community as a whole
- To build a model program that will include a network of resources designed to promote safety, respect, good health, and positive citizenship for the wellbeing of all students
- To provide a means to disseminate, share, advise, and coordinate information on the value of qualified law enforcement officers to teach elementary, middle, and high school students on the principles of good citizenship and community responsibility
- To raise awareness and understanding of the dangers associated with alcohol and drugs, criminal activities, and other antisocial behaviors

Role of School Resource Officer:

- A visible, active law enforcement figure on campus dealing with any law related issues A classroom resource for instruction in the following areas:
 - o Law related education
 - o Violence prevention
 - o Safety programs
 - o Alcohol and drug prevention
 - o Crime prevention
 - o And other relevant areas
- A member of the faculty and administrative team working collaboratively to solve problems in the school community
- A resource for students that will enable them to communicate with a law enforcement officer in a safe and supportive school environment
- A resource to teachers, parents, and students for conferences, dealing with individual problems or specific questions
- A counseling resource in the areas which are related to the school’s educational mission and/or activities that are of a law related nature

LIBRARY MEDIA CENTER

The library media center is open from 7:20 a.m. to 3:35 p.m. Monday through Friday. Students and staff are encouraged to visit the media center to make use of the spacious, up-to-date facility whether to sit by the fireplace and read, use the computers for research, browse the monthly book displays, or participate in library contests. There is a wide variety of books, magazines and newspapers available for checkout and use in the library. Desktop

computers and Chromebooks are available for library use to access the Internet and other programs. Wi-Fi is also available for students who wish to bring in their own electronic devices.²

The library media center serves the entire school community; students utilizing the facility are expected to respect the rights of others and maintain an environment conducive to reading and research. The following activities are not allowed in the library: sleeping, eating, using social media or texting for personal matters during school hours, loud socializing with friends, playing cards, etc. Any attitude or behavior that creates a disturbance, shows a lack of respect, or negatively impacts the library media center climate is unacceptable and the student(s) will face appropriate discipline according to school policies. All school rules apply in the media center.

Books are available for checkout for three weeks and renewed as needed. Reference books may be checked out overnight; please ask a library staff member for assistance. Overdue notices are sent to students via homeroom. Students with books overdue for an extended period of time will receive detention hours until the books are returned or paid for. Reference books and magazines may be checked out for a limited time upon request. A copier is available for student use for schoolwork, single copies only. Multiple copies or class sets are not allowed. DVDs are listed in the Destiny catalog and are available for student use in the library media center. Students who need to borrow a DVD missed in class need a note from the subject teacher.

LIBRARY MEDIA CENTER PASS POLICIES

- Students in assigned studies who need to use the library media center should obtain a library pass from their subject teacher in advance of their study period.
- Teachers will only write passes for their own students.
- Study hall teachers may also write up to two passes for students to visit the library.
- Students with a pass or with privileges must go to the study hall first and show the study hall teacher the pass or privilege card and inform the teacher they are going to the library. The study hall teacher will then sign and write the time on the pass.
- Students should arrive at the library media center within five minutes.
- Students sign in and leave their pass (or check the sign-in column if they have privileges) at the library circulation desk.
- Teachers will check the sign-in sheet at the end of the day to verify attendance.
- Anyone who needs to leave the library media center or return to class or study must sign out the time of departure on the clipboard.
- **During Block D, students on passes or privileges must take 4th lunch.**
- **If a student has already attended first lunch, they must return to their assigned study hall during 4th lunch.**

COMPUTER LAB

The media lab is available for use by teachers with their classes. Students are not allowed to use the lab unsupervised. All school computers are for educational and school-related assignments only. Use of the school computers is a privilege. The computer lab must be kept clean and the equipment kept in good working condition. Students are not allowed to use other students' passwords or files. See the GUIDELINES FOR COMPUTER NETWORK USE /COMPUTER USAGE EXPECTATIONS (SEE ACCEPTABLE USE POLICY) sections for further information. Any violations will be reported to the administration and penalized according to the Code of Conduct.

² Students are required to fill out the Device Registration in order to gain access to the Wifi network

FOREIGN LANGUAGE LABORATORY

Walpole High School has a SONY Virtuoso language laboratory. It is a state of the art facility which will afford our students many wonderful opportunities for second language acquisition. We want to ensure that it remains in excellent working condition and therefore require the following regulations for use of the lab:

- Students are to be in the lab only with their subject teacher
- Students may not have food, beverages, or chewing gum at any time in the lab
- Students are to inspect their station at the beginning of the class period and are to report any damage, including pencil marks, immediately to their teacher so they will not be held responsible
- Students are to sit at assigned seats and may not sit on any lab furniture other than the chair provided at the student booth
- Only materials needed for the lab class may be kept at workstations
- Unless specifically instructed by the teacher, students are not to touch controls, wires, or monitors. At the end of each session students are to see that headsets are hung on the station partition to the right and that chairs are pushed in as far as they can be. The Guidelines for Computer Network Use as well as the Walpole Public Schools' Acceptable Use Policy and Internet Safety Policy for Student Use of Networked Educational Technology Resources stated in the Student/Parent Handbook applies to students in the language lab
- Any damage to equipment or to the booth will be investigated by the teacher, department chairperson, and administration. A student found to be responsible for vandalism will be subject to disciplinary action and will be held liable for all repair costs incurred
- Students are to report to their teacher any error message that that may show up on their screens during use of the computer

SCIENCE LABORATORY SAFETY RULES

- Always wear safety goggles while working in the lab
- Contact lenses should not be worn in the lab
- Students are not allowed to work alone or unattended in the lab
- Appropriate clothing must be worn in the lab – no open-toe shoes or sandals
- Participation in lab activities will be at the discretion of the teacher
- Long hair must be properly restrained
- Only materials necessary for lab activities should be brought into the lab area
- Read the entire experimental procedure before entering the lab
- Read chemical labels carefully – some chemicals have similar sounding names
- Be aware of others in the lab – stay at your lab station
- No food, beverages, candy, gum, or cosmetics are allowed at any time
- Water bottles may be prohibited at the teacher's discretion
- NEVER taste chemicals or put anything in your mouth
- Do not draw liquids into a tube using your mouth
- Do not touch chemicals with your bare hands
- Wash your hands frequently
- Wash your hands at the end of each lab exercise

- Hot glass looks like cold glass – use appropriate lab equipment to handle glass or ceramic equipment
- Exercise caution when using electrical equipment
- Make sure the equipment is in good working order, the work area is dry, and do not allow cords to dangle
- Review the location of fire equipment and fire exit
- Keep combustible materials away from open flame – never use open flames with volatile substances such as alcohols, acetone, or hydrocarbons
- If your clothing should catch on fire: stop, drop, and roll - DO NOT RUN!
- Review the location and use of the safety shower and eyewash station
- If you get chemicals in your eyes, go immediately to the eyewash station
- Call your instructor when a chemical spill occurs – clean up the spilled chemical according to your instructor's directions
- Report all accidents and close calls to your instructor immediately, no matter how minor
- For all chemicals take only what you need
- NEVER return chemicals to the stock bottles
- Never remove any chemicals or other materials from the laboratory
- Keep your work area clean and dry at all time – clean your lab area at the end of the activity
- Horseplay or fooling around in the lab is dangerous and will not be allowed – such behavior will be dealt with in the most severe manner appropriate – stay at your lab station
- Dispose of all chemicals in the manner described by the teacher
- Never put any solid or insoluble materials in the sink
- Dispose of broken glass in designated containers only
- Never smell a substance directly – your teacher will demonstrate the proper technique
- Use the fume hood when using chemicals which have or can generate irritating gases
- Do not point the opening of a test tube at another person while heating the test tubes
- NEVER heat a closed container
- When diluting concentrated acids, always add ACID to WATER
- Label any tubes or bottles containing chemicals so they can be correctly identified easily Observe *Universal Precautions* and practice *aseptic techniques*; e.g. dispose of biologically active materials in the manner described by your instructor
- Treat dissection specimens with a proper degree of respect
- Follow all other procedures and techniques as described by your teacher
- Sign the Lab Safety Contract indicating that you and your parents/guardians have read and understand these guidelines – these guidelines will be explained to you in class
- If you have any questions or do not understand any of the guidelines, ask your instructor for clarification – your signature confirms your acceptance of the rules
- Participation in lab will be at the discretion of the lab teacher

Failure to comply with these rules will result in exclusion from the lab and referral to the school discipline system.

ACCEPTABLE USE POLICY K-12 STUDENT USE OF ELECTRONIC RESOURCES WALPOLE PUBLIC SCHOOLS

To All Parents/Guardians/Students who have reached the age of eighteen years of age: Please read this agreement with your child and then sign in the appropriate locations. Students under eighteen years of age must also sign this Agreement.

I. Introduction

The Walpole Public Schools is pleased to offer our students access to the district computer network, electronic resources, electronic mail, and the Internet. This Acceptable Use Policy outlines the appropriate uses for technology in the district, and activities not permitted. All parents/guardians must sign this Agreement, insure their child(ren) in Grades 4-12 also sign this Agreement, and return it to their school. Any questions or concerns about this agreement, or any aspect of the computer network or electronic resources should be referred to your school's Principal.

II. General Network and Technology Use

The network and technology in the Walpole Public Schools is provided to students for educational purposes, and will be used to support the learning process. All students will be provided a network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Walpole Public Schools. Any violation of the conditions and rules may result in disciplinary and/or legal action.

III. Internet/Electronic Resources

Access to the Internet and electronic resources will enable students to use thousands of libraries and databases to facilitate learning and information exchange. Students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students should have no expectation of privacy in their use of electronic resources provided by, or accessed in, the district. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history and computer sessions etc., may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

IV. Student Users' Privileges and Responsibilities – Conditions and Rules

A. Student Users of Walpole Public Schools equipment may:

- Use authorized hardware and software, under teacher direction, for educational purposes only;
- Access information from outside resources, under teacher direction, for educational purposes only;
- Access district networks and the Internet to retrieve information, under teacher direction, for educational purposes only

- Use computer and network storage for files and teacher approved downloads, for educational purposes only;
- Use only those electronic communication tools - including social networking resources, blogs, wikis, podcasts, email - that have the explicit prior approval of the school Principal and classroom teacher, for educational purposes only.

B. Student Users of Walpole Public Schools equipment are responsible for:

- Utilizing technology in the school only under teacher direction and supervision, for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Walpole Public Schools;
- Maintaining the privacy of passwords and they are prohibited from publishing or discussing passwords, including passwords used for network access, X2 Aspen, and web-based subscriptions;
- Maintaining the privacy of personal information for all students;
- Keeping all inappropriate materials, inappropriate text or image files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Abiding by the rules of Network etiquette (Netiquette):
 - Be polite and respectful in all forms of communication; o Use appropriate language and graphics;
 - No swearing, vulgarities, suggestive, obscene, belligerent, offensive or threatening language;
- Adhering to all copyright guidelines and avoiding plagiarism;
- Not engaging in harassment or bullying;
- Preventing damage to computers, printers, etc. from food or drink or from acts of negligence or vandalism;
- Obtaining permission from the teacher, Technical Support Specialist, and/or Principal before using any personal electronic devices, including removable USB/Firewire drives. *C. The activities listed below are not permitted:*
- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Using or attaching any personal electronic devices (including cell phones, iPods, any Internet or network enabled devices) without the explicit consent of the school Principal;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others including acts of cyberbullying;
- Accessing or using non-educational websites, or transferring, copying, or downloading any non-educational material, that do not support a specific assignment or teacher authorized work;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior written consent from the school Principal or his/her designee;
- Violating copyright laws or committing plagiarism;

- Using others' passwords;
- Impersonating another user;
- Sharing or publishing any personal information of oneself or any student or staff member on the Internet or through other electronic means:
 - o No personal addresses, phone numbers, email, screen names or login information;
 - o No identifiable photographs unless appropriate written consent has been provided by the parent/guardian;
 - o Only the first name and last initial may be used to identify students when approved for publishing or posting;
- Trespassing in others' folders, work or files;
- Intentionally wasting shared resources (including network, printers);
- Using the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;
- Downloading, installing or storing files for personal use (including image and music files).

V. Consequences: Failure to adhere to these guidelines, conditions and rules of this Acceptable Use Policy will result in disciplinary and/or legal action, according to the Code of Conduct. The ultimate consequences are at the discretion of the Superintendent of Schools.

Disclaimer The Walpole Public Schools make no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Teacher Responsibilities

- Provide developmentally appropriate instruction and guidance to students as they make use of the network, Internet, and electronic information resources in support of educational goals
- Inform students of their responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Verify parental consent prior to posting student pictures or student work on websites; identify students by first name, last initial only
- Respond to student infractions/violations of the Acceptable Use Policy according to the Code of Conduct

Principal Responsibilities

- Include Acceptable Use Policy in Student Handbook, insure distribution and receipt of parent/student signatures
- Notify teachers of students who do not have written consent to have pictures or information posted on websites
- Respond to student infractions/violations of the Acceptable Use Policy according to the Code of Conduct

District Responsibilities

Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA)
Maintain an archive of staff electronic mail
Periodically review and update Acceptable Use Policies

Student Responsibilities

Immediately notify the teacher if:

- o You access an Internet site that displays inappropriate material
- o You receive a pop-up message that warns you of a computer or virus problem o You receive any message that makes you uncomfortable or feel threatened Avoid plagiarism or violations of academic integrity;

Treat others with respect online, just as you would in any other school setting.

Parent/Guardian Responsibilities

- Discuss these rules with your son or daughter to ensure he or she understands them
- Immediately notify the school Principal if your child expresses concern or shares information about inappropriate content or uncomfortable/threatening messages
- Support the school in enforcing these guidelines
- Provide a similar framework for your child's use of computers outside of school, and communicate with your child regarding Internet safety on an ongoing basis

VI. Changes in the Acceptable Use Policy: The Walpole Public Schools reserve the right to change this policy at any time.

NURSE'S OFFICE

There is a Registered Nurse available to see students who need assessment for illnesses and injuries while at school. Students who need to take medication during the school day will need to bring a doctor's order and the medication in the original pharmacy container to the nurse. Psychotropic medications may not be carried by the student and must be brought to the nurse by the parent or guardian. If a student needs an over the counter pain medication such as Ibuprofen (Motrin/Advil) or Acetaminophen (Tylenol) written permission must be obtained by the parent for students who have not reached the age of eighteen.

Except for the following situations students may not carry any medication in school:

- Students with Asthma should carry their inhaler with them but may also keep one with the nurse
- Students with life-threatening allergies should always have their epinephrine auto injector with them, but one should also be kept in the nurse's office
- Students with Cystic Fibrosis may carry their enzymes
- Students with Diabetes may carry all necessary medications, devices, and snacks as needed

In addition to assessment for illness and injury; care of chronic medical issues, the school nurse will see students for mandated screenings including- Hearing, Height and Weight, Postural and Vision.

If the nurse is not available, the student should go to the main office. The phone number for the nurse's office is 508-660-7257 and then press number three (3).

HEALTH CURRICULUM/ SEX EDUCATION

Health Curriculum/Sex education is part of the Walpole High School health education curriculum. It includes topics such as dating, relationships and communication skills. Walpole High School promotes abstinence as the best form of prevention of pregnancy and sexually transmitted disease. However, in order to provide a comprehensive understanding of the topic, contraceptive methods, STD/STI prevention, and prevention of sexual abuse are also covered. If you would like a more thorough review of the health curriculum, or to examine any of the instructional material, you are welcome to do so. Please call to arrange a convenient time to meet with a health teacher.

In this course, students will be able to ask questions, which will be answered factually and in an age appropriate manner. Each student's privacy will be respected, and no one will be obliged to ask or answer questions or reveal personal information. Material is based on scientific facts. Individual moral or religious beliefs will be respected.

CAFETERIA

The cafeteria will provide students a balanced breakfast and lunch at a cost. All students seated at the same table share an equal responsibility for leaving their table and the surrounding area clean.

TEACHERS ROOM

The Teachers' Room and all Departmental Workrooms are for the use of Walpole High School staff members only and unauthorized areas for all students at all times before, during, and after school.

ELEVATOR

The elevator is fully accessible for use. The elevator is NOT for general student use. If students are injured and need to use the elevator, they must receive permission from the Main Office. Only the injured student and one student assisting him/her are allowed access to the elevator. Misuse of the elevator privilege will result in disciplinary action.

CLASSROOM TELEPHONES

Classroom telephones are for staff use only. Students who wish to use the Main Office telephone during the school day must do so with a teacher pass to the office. Phone messages for students will not be taken unless they are of urgent importance.

LOCKERS AND PROTECTION OF PERSONAL PROPERTY

At the beginning of each school year, each student will be assigned a hall locker for his or her use. The care of this locker is the responsibility of the individual to whom it is assigned. It may be used for storing clothing, books, papers, etc. No student has the right to keep illegal materials in his/her locker. Padlocks may be purchased in the

Main Office or a student may choose to supply their own. Lockers are the property of the school, which reserves the right to inspect lockers, including the use of sniffing dogs, without notice, at any time. You are reminded to keep your book locker and gym locker locked and never to leave valuables in your locker. The school is not responsible for lost or stolen items under any circumstances. Do not give out the combination of either your gym locker padlock or book locker padlock to anyone.

STUDENT PARKING

Parking an automobile on school property during the school day or when participating in school sponsored activities is a privilege and not a right. No student at Walpole High School is assured a parking space. Student parking spaces are issued by lottery and number of empty parking spaces available. In order to retain this privilege, students must adhere to the following regulations:

- Students are assigned to those areas specifically designated for student parking
- No student parking is permitted elsewhere on school grounds
- Vehicles without permits that are parked on school grounds are subject to towing at the owner's expense – the student driver will be subject to disciplinary consequences
- Student vehicles parked on school grounds are subject to search by school administration, when reasonable cause exists in accordance with the law. Random, unannounced drug searches of the parking lot may also be carried out by school administration
- Police may conduct a warrantless search of a vehicle parked on school property, including the use of sniffing dogs, in cases involving "plain view" doctrine or when exigent circumstances exist (e.g. a bomb threat)
- Students are not to block gate entrances to the athletic field, and in all cases, must park in their assigned space
- All motor vehicles brought onto school grounds by students must be registered each year
- Only one parking space will be issued to each eligible student
- There is a two hundred dollars (\$200.00) parking assessment
- Parking privileges are available to seniors only on a lottery basis. If space permits, additional spaces will be offered based on class seniority
- Administration reserves the right to limit parking in the case of overcrowding
- Parking and other motor vehicle violations may be punishable with detentions and/or suspension of operating privileges on school grounds
- Violations include, but are not limited to: parking in fire lanes, parking in an unauthorized area, speeding (maximum speed is ten (10) MPH on campus), driving to endanger, and improper entrance and exit
- Pedestrians and school buses have the right of way at all times
- The established traffic patterns must be observed
- The faculty parking area is an unassigned area (e.g. off limits) to all students during the school day, except with prior administrative approval
- There is to be no sitting in cars in the student parking area during the school day – violators will lose privileges (if applicable) and the right to bring their vehicle on school property

- Any student who is in violation of any the previous items as a JUNIOR will be entered at the bottom of the applicant list for parking privileges for the following year, OR may be denied a parking spot altogether for the following year.

VOTER REGISTRATION

As a public high school, we are required to make Voter Registration Forms available to students of voting age. These may be obtained in the Main Office and School Counseling Office.

BULLETIN BOARD POLICY

Bulletin boards are conveniently located in corridors throughout the building. Ample space is provided on these bulletin boards for posting student announcements. The following bulletin board regulations will be enforced:

- Thumbtacks only are to be used for all items to be posted – students notices may not be placed on doors, walls, windows, painted or varnished surfaces, etc.
- All notices must be posted only on corridor bulletin boards
- All notices of activities and opportunities must be approved for posting by an Assistant Principal before the notice (s) may be posted
- Each student organization is allotted one posting per bulletin, per event
- The sponsoring organization or club will remove all posters within twenty-four (24) hours of the event or dead line advertised
- All improperly posted or unapproved material will be removed without a notice
- One bulletin board, located in the corridor just outside the cafeteria, is reserved exclusively for use by the Walpole High School Student Council

EXTRA CURRICULAR ACTIVITIES ELIGIBILITY REGULATIONS

An important part of the Walpole High School experience is becoming involved in our school's extensive extra-curricular organizations, events, and athletic offerings. These activities are provided to give students comprehensive and beneficial social, athletic, and academic experiences. In order to participate in any extracurricular organization or represent the school as a member of an athletic team, the following requirements must be met. All eligibility requirements are enforced by the coaches/advisors, directors/ administrators.

ACADEMIC CREDITS

You are not eligible for Extracurricular Activities if:

You have not secured during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third (3rd) quarter eligibility) a passing grade in the equivalent of four (4) major subjects. To satisfy this requirement, a student must have passed sufficient courses for that marking period, which carry credits totaling the equivalent of four (4) one (1) year major English courses. A student cannot at any time represent a school unless that student is taking courses, which would provide credit equivalent to four (4) one (1) year major English courses. To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four (4) one (1) year major English courses. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking

period have been issued to the parents of all students within a particular class. Incomplete grades may not be counted toward eligibility

FINANCIAL OBLIGATIONS

Failure to fulfill all school financial obligations will lead to ineligibility to participate in sanctioned regular season games/tournaments/meets and/or extracurricular events/meetings.

CONDUCT GRADE REQUIREMENTS

- When a student reaches a five (5) in conduct he/she will be suspended immediately from the next event, with a probationary period until the student receives a report card with a conduct mark of one, two, three, or four (1, 2, 3, or 4) – if a student is an active participant in more than one (1) extra-curricular activity, administration will determine which event will be missed.
- A student who received a five (5) in conduct will serve a one (1) event suspension, and commits a further violation of the rules will serve an additional two (2) event suspension with a probationary period until the student receives a report card with a conduct mark of one, two, three, or four (1, 2, 3, or 4) - if, after a hearing, the principal determines that the student offense is serious enough, immediate suspension from athletics and/or extracurricular activities may be enforced until the student receives a report card with a conduct mark of one, two, three, or four (1, 2, 3, or 4)
- A third violation of the rules, while on probation, will result in an immediate suspension from all school activities until the student receives a report card with a conduct mark of one, two, three, or four (1, 2, 3, or 4)
- A student who receives a five (5) in conduct on his/her report card for the third (3rd) term, and who serves a one (1) event suspension or both a one (1) event and two (2) event suspension and a probationary period during the fourth (4th) term will be deemed to have a new, clean eligibility status for the fall
- A student who receives a five (5) in conduct on his/her report card for the fourth (4th) term will serve a one (1) event suspension in the fall term – said student will serve a probationary period until October 1st – a further violation of the rules (while on probation) will cause an additional two (2) event suspension from all school activities and the student will remain on probation until he/she receives a report card with a conduct mark of one, two, three, or four (1, 2, 3, or 4)

OTHER

- Students with outstanding obligations, books, fines, etc., may be ineligible to participate in extracurricular activities and athletics
- Individual extracurricular organizations may establish and enforce additional eligibility regulations, such as National Honor Society – these regulations must be in writing and approved by the administration

STUDENT GOVERNMENT – STUDENT ELECTIONS

Student elections are held each year for the positions listed below.

- Student Council will consist of sixteen (16) seniors plus the student council Executive Board, sixteen (16) juniors, twelve (12) sophomores, and twelve (12) freshmen. These numbers include the class officers who are also Student Council Members

- Class officers four (4) for seniors and junior classes, the sophomore and freshman members of the Student Council will select two (2) members to be officers of their class
- Student Advisory Committee to the Walpole School Committee – five (5)
- Student Advisory Council to the State Board of Education – two (2)

Senior, junior, class officers and student council representatives will be elected in the spring of each year as will the sophomore student council representatives. The election of freshmen student council representatives takes place in October.

Nomination Process:

- Anyone meeting the eligibility regulations is eligible to run
- The Executive Board of the Student Council must be seniors by the fall term
- Students must pick up nominations papers for Student Council Representative and if they are seniors or juniors class officer nomination papers
- They must obtain signatures of twenty-five (25) classmates and five (5) faculty members
- Each student is restricted to signing only as many papers as there are representatives from his/her class
- Students must follow these nomination procedures to be eligible for elections No write-in candidacy will be allowed
- A student who is elected a Student Council Officer may not run for a position as a Class Officer
- The election of Student Council Officers shall not be conducted by the Student Council Advisor prior to the election of class officers
- Candidates for all elected and appointed offices must meet all Walpole High School eligibility requirements
- If there are more than two (2) candidates for a class officer position, a primary election will be held – the two (2) top vote getters in the primary will then be on a final ballot, unless one (1) candidate wins more than fifty (50%) percent of the vote, and then that candidate is declared the winner of the election
- An election open to students from any class is held each spring for the Student Advisory Committee to the Walpole School Committee – nomination papers may be obtained from the Main Office
- The Student Council will conduct an election each September to select two (2) of its members to serve on the School Governance Council for that school year
- An election open to students from any class will be held in accordance with state regulations in February/March for the Student Advisory Council to the State Board of Education (SERSAC) – nomination papers may be obtained in the Main Office – those elected to these positions become “ex officio” Student Council members for the school year for which they are elected and should attend/participate in all Student Council meetings/functions

Election Process:

- Nomination papers for elected positions are available in the Main Office and completed papers are due back to the Main Office by close of school on the designated date for fall, winter, and spring elections
- Dates for nomination papers for all elections will be announced on morning announcements, posted on the school bulletin and principal’s e-notes

- Elections will be held in the spring each year
- Sample ballots will be posted for several days prior to election
- Candidates for re-election will be listed first on the ballot alphabetically by last name, identified as “candidate for re-election”, followed alphabetically by the names of the other candidates
- Campaign posters are allowed to be posted only on designated school bulletin boards
- If a student has any question about the election process, timelines, etc., they should see the Student Council Advisor or their designee
- Ballot results for all elections will be posted on the Student Council bulletin board in the English hallway
- Any student absent on the day of an election may vote by calling the Main Office, prior to Block D – the Main Office will call the student back during Block D allowing the student to vote over the phone

STUDENT GOVERNMENT CLASS OFFICERS

Current student officers, representatives, and advisory committees/counsel will be posted on the Student Council bulletin board outside the cafeteria.

STUDENT ACTIVITIES

In order to be eligible to participate in any/all Walpole High School Co/Extracurricular activities, students must pay an annual student activity fee of sixty dollars (\$60.00) before participating. All checks are required payable to “Walpole Public Schools”.

The following is a list of Co/Extracurricular organizations and activities available to students. Students wishing to create new clubs should contact an assistant principal. A complete list of faculty advisors for Co/Extracurricular organizations is published in September. The election of officers for individual Co/Extracurricular organizations is done at that organization’s discretion. Officers, if elected, are not restricted to seniors, but may be chosen from any grade level.

Adventure Club	The Creative Writing Club	School Newspaper (The Rebellion)
Art Club	Math Team	Science Olympiad
Best Buddies	Model United Nations	School Store
Dance Company	Peer Counselors	Spanish Club
Entrepreneur Club	Percussion Ensemble	Speech and Debate Team
Film Festival	Photography Club	Student Council
French Club	PM Club	Video Club
Gaming Club	Prom Committee	WHS Morning News Team
Humane Society	Random Act of Kindness (R.A.K.)	Yearbook
Latin Club	Robotics Team	Feminism Club
Green Team		

ART CLUB: Art club is for any student that wants to express themselves creatively, no matter their ability. We are open to all levels of skill and do everything from paintings to DIYs. It is a place to hang out and interact with peers who share an interest in art.

BEST BUDDIES CLUB: Walpole High School students with varying disabilities are matched up with their non-disabled peers and establish meaningful relationships to help increase their self-esteem and confidence. The goal of the Best Buddies is to successfully integrate students with disabilities into school, school functions, workplaces, and communities and create lasting friendships with peers. Walpole High School is an officially chartered chapter of Best Buddies International. Come join the fun and become a peer buddy – make a difference!

DANCE COMPANY: The Walpole High School Dance Ensemble is for any student who is interested in ballet or modern dance. Students must be willing to work hard and dedicate themselves to a team. Members will develop kinesthetic awareness while exploring improvisational dance and expressive movement. Each fall and spring season will start with intense technique and training rehearsals. Then, participating members will have the opportunity to audition for specific dance pieces that are choreographed to a variety of music, including classical, folk, rock, and pop. All of the dance pieces will culminate in a final show. No previous experience is required. All skill levels are welcome.

DRAMA CLUB (“WALPOLE PLAYERS”): Open to all students who have an interest in drama, musical theatre, improvisation and theatre technology. The Walpole Players gives students an opportunity to learn and develop a variety of theater arts skills: acting, singing, dancing, set design, scene painting, costuming, lighting and sound techniques, publicity, program design, and directing. Activities include the production of a full stage musical in November, a comedy or drama play in March and improvisational theatre in the spring.

FEMINISM CLUB: The Feminism Club is open to all students, of all genders in all grades who want to further examine the role gender plays in society and discuss how to create greater equality at Walpole High School. Some of the activities include discussions, reading, video and engaging in community service at the local level.

FILM FESTIVAL CLUB: The Film Festival Club is comprised of two divisions: production crews and festival organizers. The production crews will be made up of directors, editors, mic operators, cinematographers, pre-production workers, music composers, as well as actors. Each production crew will take a screenplay and produce a movie on digital video using software from the Professional Adobe Creative Cloud Suite. Lessons on how to use these editing software programs will be given in the fall to the editors and directors of each production group. The festival organizers will help promote and coordinate the Film Festival itself—includes promoting the festival, setting up of the Red Carpet, decorating school lobby, and selling tickets. All are welcome. The only requirement is a love of movies and a willingness to work hard.

FRENCH CLUB: The French Club is open to all who are passionate about French Culture. We dine in French restaurants, visit museums to explore French Art, attend French Broadway shows or movies, and more. French Club meets once after school every other week and the outings are outside of the school day.

GSA/DIVERSITY CLUB: Fosters the practice and learning of love, compassion and acceptance, in order to make each and every member of Walpole High School feel a part of the high school community. This club focuses on issues of diversity, such as racial/ethnic diversity, gender issues, sexual orientation, prejudice, and bias. Activities will include discussion groups, films, field trips, and guest speakers.

HUMANE SOCIETY: The Walpole Student Humane Society is for anyone who loves animals and wants to help them! The club holds a variety of fundraisers (bake sales, Movie Nights, etc.) throughout the year to raise money for animal shelters from Massachusetts to Maui. Students learn about issues and policies affecting all animals and the environment. Trips to local animal shelters and community events are offered throughout the year. Help make a difference for animals and explore the many shelters and rescue groups in our community and beyond.

INTERNATIONAL CLUB: The International Club is an umbrella organization that houses the French Club, German Club, Latin Club and Spanish Club. Students participate in activities that enhance the cultural experience of the languages that they are studying. Students eat authentic foods during trips to restaurants, play trivia in the target language, visit museums, participate in scavenger hunts, build and race Roman-style chariots, and see dance and musical performances. The various facets of the club may also join together for a combined “international” event.

INTRAMURALS: Intramurals are open to any student who wishes to participate in a team sport at a recreational level. Intramurals begin at the end of the school day. The restrictions are:

- May not have been a varsity player in the particular intramural sport in which you wish to participate
- May not play if serving detention or if academically ineligible
- May not be playing on a school athletic team at the same time you play on an intramural team

THE CREATIVE WRITING CLUB: The purpose of this club to make the student body, as well as the High School Community, aware of the creative written work produced by the students at Walpole High School. It also gives an opportunity for aspiring writers and artists to have their works published and seen by the high school community. The club hosts a poetry reading at the Walpole Barnes and Noble Book Store. This reading is set up for the students to share their poetry in a public forum for the community to enjoy. The Creative Writing Club has a staff of ten to twenty (10 to 20) dedicated students that helped select submitted works for publication, and assist in production of the magazine.

MATH TEAM: The Math Team seeks to generate interest and proficiency in mathematics through challenging problems and competition. Any student who is interested in math and enjoys problem solving may join. Students in honors math courses are encouraged to participate. The team competes in the Southeastern Massachusetts Mathematical League (SMML), which is composed of 37 schools separated into six (6) divisions. Walpole competes in Division II against Foxboro, Foxboro Charter, Mansfield, Norwood and Sharon in four meets that take place on Thursdays from 3:00-5:00 p.m. during November, December, January, and February. Playoffs are held in March for qualifying teams. To prepare for each meet, students receive notes on the topics of the month and several problem sets to complete. Team meetings are held to discuss strategies and to go over solutions to practice problems. Official team members are selected for each meet on the basis of runoffs and/or problem sets.

MODEL UNITED NATIONS: Students in Model United Nations gain a deeper understanding of global issues and develop their skills in debate, public speaking, and negotiation. Students research and discuss current international topics. By becoming "delegates" for various countries, students must consider these topics from diverse perspectives and then craft consensus across national borders. By attending area conferences, team members gain an opportunity to collaborate with students from other schools and put their skills and knowledge to the test.

PEER COUNSELING: Peer Counselors represent a small group of students interested in promoting a positive school climate by ensuring that all Walpole High students feel "connected" to our school. Peer Counselor efforts have been primarily focused on meeting the needs of new and transitioning students to Walpole High School. To this end, the peer counselors have led the coordination of a new student luncheon, a new-to-town student breakfast, and a transfer student ambassador program - where peer counselors escort transfer students to their classes upon their first days here at our school. Peer Counselors also play a role in our annual Freshman Orientation.

PERCUSSION ENSEMBLE: The Walpole High School Percussion Ensemble is open to any percussionist and non-percussionist who have a strong music reading skills and at least two years' experience. Students will receive training in marching band skills and small percussion ensembles. Students will learn the concepts of rhythm, texture, balance, blend and rudiments as they develop their role as ensemble members. Percussion ensemble will

give the percussionists a great opportunity to explore more playing as they are the only ones creating the musical landscape and progression of each piece. Giving them more responsibility to play longer phrases with more variation than they might get in concert band. It also requires every percussionist to know his part inside and out so that they may listen to each other and understand the compositions they are playing as a whole rather than just one part of the big picture! This group will meet Wednesday evenings in the music room (1101). See Mr. Gable for more information about the ensemble.

PHOTOGRAPHY CLUB: The Walpole High School Photography club is open to all student who have an interest in photography. Students meet monthly to discuss various issues in photography as well as complete monthly photography challenges. Over the course of the school year, students have the opportunity to photograph everything from Boston landmarks to local town scenery.

PM CLUB: The PM Club's goal is to get students out of Walpole and into the great city of Boston. We use public transportation to head into the city once a month on a Friday after school to take advantage of the many activities that Boston has to offer. Past activities have included a harbor tour, museum visits, Franklin Park Zoo, Blue Man Group, tour of Fenway park, ice skating on Frog Pond and Swan Boat rides. After our activity we share a meal in one of the many culturally diverse restaurants in the city before returning home to Walpole.

PROM COMMITTEE: The Prom Committee is open to any students who wish to help organize the Junior-Senior prom in May. We choose everything for the dance; food, music, color schemes, invitations, and decorations. Committee members must help sell tickets, create attendance lists and seating charts, and decorate the venue prior to the event.

Random Act of Kindness CLUB (R.A.K.): The Random Act of kindness Club is open to all who care. We make an effort to brighten someone's day. We meet every other week to gather ideas. This club tries to do random things throughout the year to make our school a happy place to be.

"REBELLION": The Rebellion is Walpole High School's award winning newspaper. It is published five (5) times a year and mailed to the homes of all students in grades 7 - 12. The purpose of the paper is to keep the school and community informed of the various activities and accomplishments of the student body at Walpole High School. Its role is also to recognize various groups and individuals for their contributions to this high school. Participating students will learn journalism and computer skills. They are required to write assigned articles, develop public relations skills, as well as fulfill obligations as editors. Reporters gather information through research and interviews, use word processing programs and the desktop publishing program PageMaker for layout and design. This work is accomplished through the work of the Journalism students.

ROBOTICS TEAM: The Walpole High School Robotics Team is an avenue for students to explore mechanical, electrical, and computer engineering through the FIRST National Robotics Competition. FIRST is an acronym meaning For Inspiration & Recognition of Science & Technology. The FIRST Robotics Competition immerses students in these fields by partnering them with industry and education mentors to design, build, and compete with sophisticated robots in an annual sport-like design competition. Students will work with mentors to plan, design, machine, fabricate, program, and test the robot in preparation for the season's intense competitions. These events involve thousands of high schools from across North America and across the globe. Students will not only learn essential skills necessary in the engineering workplace, but they will see the importance of communication and teamwork first hand.

SCIENCE OLYMPIAD: Science Olympiad is team competition in which students compete in various events in all fields of science, including Earth science, biology, chemistry, physics, and engineering. Over 7,300 teams from 50 U.S. states compete each year. Team members prepare all year either studying and gathering relevant

information, or physically building devices for each event. The team is made up of 15 high school students (plus alternates) and may have no more than seven (7) seniors.

SPEECH AND DEBATE TEAM: The Speech Team's purpose is to stimulate interest in speech training and to promote participation in interscholastic debate, oratory, interpretive speaking and interpretative oral reading. Students compete in individual speaking events, such as Children's Literature and Extemporaneous Speaking with schools throughout Massachusetts. The Speech Team meets every Monday right after school until 3:00 p.m. in Room 2124 and is open to all students.

STUDENT COUNCIL: The Student Council has two major functions:

- To be a voice for the entire student body, e.g., suggesting policy changes and expressing students' concerns to the administration
- To sponsor and coordinate activities for the entire school that increase school spirit and community

There will be 14 senior delegates, including four class officers; 16 junior delegates, including four class officers; 12 sophomore delegates, from which the respective delegates choose two class officers; and 10 freshman delegates, from which the respective delegates choose two class officers. The 5 executive officers will be voted on by the council the previous year and will bring the total number of delegates to 57. With the two slots for the SERSAC representatives, who may hold both a SERSAC position and a Student Council position, the maximum number of delegates is 59. Any junior or senior that is elected as a class officer and as a Student Council representative must choose one position or the other, and the next person on the ballot that the representative does not choose will fill that respective position.

The council sponsors many activities including school dances, spirit weeks, senior week, powder puff football, and the spaghetti supper for faculty, the Blood Drive, Mr. WHS, the date auction and more. Money raised through these events is used to support activities to attend leadership conferences and fund Student Council Scholarships.

VIDEO PRODUCTION CLUB: This club is open to all students who have an interest in television and video production. It is recommended that members take TV 1 before joining. Members will have access to the TV studio at WHS and will be instructed in the use of cameras, lighting, sound and editing.

The main focus of the Video Club is to produce shows that cover the extracurricular events here at school. Some examples are, the Winter, Spring and pops concerts, Iron Chef, graduation, coffee houses.

WHS MORNING NEWS TEAM: Participating students work together to produce The Rebel Report, Walpole High School's morning news - announcements. This group is open to students who have at least taken TV 1. There are a limited number of positions available during the year. Activities include on-air training, camera, editing, sound workshops, plus various field trips, including a possible trip to a local Boston television station.

YEARBOOK: The Yearbook is open to students in all grades who are interested to taking pictures, creating themes, designing pages, and creating memories. Some of the activities include gathering photos and candid responses from classmates, brainstorming and executing creative ideas, taking photos, writing copy, and preparing the yearbook for publication. Students will produce the yearbook entirely on the computer and will have the opportunity to learn photography, composition, design, and editing skills. The final product is a professional published book that serves as a historical document for the school and community.

GREEN TEAM:

NATIONAL HONOR SOCIETY

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in all of the students of Walpole High School. Membership in the N.H.S. is an honor and a privilege. Students shall be selected by Faculty Council, and selection is based on outstanding scholarship, leadership, character and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

To be eligible for membership in the National Honor Society, candidates must:

- Be a member of the junior or senior class.
- Have been in attendance at least one semester or its equivalent at Walpole High School
- Have a cumulative scholastic GPI of at least 3.650; this scholastic average is to be based on the student's grades from ninth grade up to and including the last quarter before selection
- Complete the required number of Service and Leadership hours indicated in the NHS-ByLaws (Bylaws available on the Walpole High School website)

Once candidacy has been determined, the Faculty Council will evaluate each candidate on the basis of scholarship, service, leadership and character. They will request input from the entire faculty by a verbal or written recommendation. All students who meet the minimum GPI will be asked to fill out and return a "student profile". This information will be used by the Faculty Council to evaluate each candidate further. The following definitions and examples of leadership, service, and character are the guidelines that the Faculty Council will use in determining membership:

LEADERSHIP: The leadership criterion is considered highly important for membership selection.

Leadership roles in both the school and the community shall be considered. The ability to plan, organize, and supervise service projects, with minimal supervision, is an essential criterion of membership.

SERVICE: Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others, over a significant period of time, and without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to the school, classmates, and community, as well as the student's attitude toward service, will be reviewed. Service(s) provided to meet specific church; Boy/Girl Scout obligations, etc. are generally not considered directly relevant to the "Service" criterion.

SCHOLARSHIP: National Honor Society has specific GPI criteria to be eligible for membership. Students may be put on probation or lose their membership if their academic performance falls below the minimum GPI standard. Students are expected to dedicate themselves to study, inquiry, independent and lifelong learning.

CHARACTER: A person of character demonstrates the following seven qualities: respect, responsibility, trustworthiness, fairness, caring, citizenship, and honesty.

The selection of each N.H.S. member shall be by a majority vote of the Faculty Council. In the event of a tie or absence, the Faculty Advisor(s) shall vote. No relative of any student candidate may vote. The principal may overrule any decision made by the Faculty Council. Any student who is not offered membership may appeal to the Faculty Advisor in writing to determine if an error has been made. The Faculty Advisor will review the criteria

with the principal and inform the student, in writing, of the decision. The N.H.S. constitution and complete set of bylaws for selection, duties and responsibilities of membership, and dismissal are on file in the main office, School Counseling office, and on reserve in the Walpole High School Media Library. Specific questions should be directed to the N.H.S. Advisors.

STEM ACADEMY

Walpole High School STEM Academy inspires young people to be future leaders by engaging them in real world, hands-on, mentor-based STEM activities and curriculum. We teach STEM as an integrated program and carefully connect the curriculum in each of the STEM fields throughout the duration of the Academy. Our programs build Science and Math skills, inspire innovation and creative thinking, and foster well-rounded life capabilities including resiliency, teamwork, and communication skills essential in today's hi-tech society. The curriculum includes courses rich in the application of content, extensive problem-solving experiences, and integrated technologies. Advanced Placement and/or Honors courses in STEM are incorporated into the curriculum in order to challenge our students throughout their high school career and to prepare them for the rigors of STEM fields of study in college and beyond.

ATHLETICS

Athletics are an integral part of the extra-curricular activities at Walpole High School. Student involvement in athletics is a privilege, which can be a valuable and rewarding experience. Within the sports programs young people learn the values associated with discipline, performing under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, physical well-being and healthy lifestyles, while striving towards excellence on the field. Students have the opportunity to participate in athletics during all three (3) seasons and all interested students are encouraged to participate.

Eligibility Regulations:

All eligibility regulations for extra-curricular activities apply to athletes. Additional requirements for athletic eligibility are as follows:

- It is the parents' (or students' if eighteen years of age) responsibility to see that a physical examination is taken every thirteen (13) months and written notification provided to the school that the student has passed
- Family ID signed by a parent or guardian must be given to the Athletic Director
- Student athletes will abide by the Walpole High School Chemical Health Policy
- Each participant must have private insurance, or insurance provided through the school which covers all sports except football
- Students may not miss a Walpole High School practice or game in order to play or practice with another team (bona fide team member MIAA Rule 45)
- Students must be a member in good standing of the school and must be free from any type of disciplinary action on the part of the Administration or the Athletic Department
- A bona fide member of the school team is a student who is consistently present for and actively participates in all high school team sessions (e.g., practices, tryout, competitions)
- Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA
- Parent Concussion Education Form must be signed and returned before the start of any seasonal practice

- Chemical Health Form

M.I.A.A. INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES

The violation of any eligibility rule may result in loss of a student's eligibility and/or forfeiture of a game won. A mistake could spoil a good season's records. If in your opinion, there is any doubt concerning your eligibility, consult your principal. The rules apply to all teams.

The Committee of Athletics of the MIAA will resolve all questions on eligibility. Eligibility questions should be presented to the Athletic Director.

You are not eligible if:

- You transferred to your present school after the season for the sport began
- You are taking less than thirty (30) periods of coursework
- You have not secured during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third (3rd) quarter eligibility) a passing grade in the equivalent of four (4) major subjects. To satisfy this requirement, a student must have passed sufficient courses for that marking period, which carry credits totaling the equivalent of four (4) one (1) year major English courses. A student cannot at any time represent a school unless that student is taking courses, which would provide credit equivalent to four (4) one (1) year major English courses. To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four (4) one (1) year major English courses. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class. Incomplete grades may not be counted toward eligibility
- Your nineteenth (19th) birthday came before September first (1st) of the present school year; you may no longer participate in high school sports
- You have graduated from any secondary school; there are some exceptions/variations to this rule, consult your principal or athletic director if there is any possible doubt There are many other pertinent rules and regulations. Those listed above are particularly important and must be understood. Consult the principal or athletic director if you have any questions. Revised rules are available each September.

Updated physical forms must be within the 13th month period, as required by the MIAA.

SPORTSMANSHIP POLICY

Any student in any sport, who is excluded from a contest for flagrantly or maliciously attempting to injure an opponent, shall not participate in any sport season for one (1) year from the date of the incident. ("Fighting" does not apply to this section unless warranted in the judgment of the game official).

Hearing and Appeals:

- Any student who violates this rule will have a due process hearing with his/her principal as soon as possible after the incident; the athletic director will be the investigative officer for this hearing
- If, after fully investigating the incident, the principal feels there is merit in appealing the decision, he/she will formally ask the Conference for an appeal hearing

ATHLETIC PARTICIPATION FEES

Students in grade 9 – 12 who wish to participate in a school athletic program must pay an Athletic Fee as follows:

- \$225.00 first sport
- \$225.00 second sport
- \$50.00 third sport
- \$500.00 maximum cap for one student
- \$1,000.00 maximum cap per family

The Athletic Fee is due at the start of the student's participation in the sport of his/her choice.

Athletic Fees for the first participation in the fall sports are due when uniforms are handed out.

Other fees are due for the winter and spring sports of the school year when the final roster has been established and before the first game. No student is required to pay a fee for trying out for a sport. The fee will only come due upon the student making the final roster for that particular team. Once the fee has been paid, there will be no refund (without administration approval).

Checks are required payable to "Walpole Public Schools".

INTERSCHOLASTIC ATHLETIC TEAMS

Many sports are conducted at three (3) levels of competition:

- Varsity
- Junior varsity
- Freshman

Junior varsity teams are for freshmen, sophomores and some juniors. Freshman may practice or play on the varsity or junior varsity level only if the coach and athletic director anticipate that the freshman will receive substantial playing time. Seniors may play only on the varsity level, except in extenuating circumstances to be approved by school administration. During the season, a player may be moved to a higher or lower level team.

The following is a list of interscholastic athletic teams offered at Walpole High School. All questions regarding athletics should be directed to the athletic director.

FALL – (Thursday, August 23rd) until completion of varsity schedule for all sports except cheerleading & football

*Monday August 20, 2018 for football

Cheerleading	Varsity, Junior Varsity
Cross Country (Boys & Girls)	Varsity, Junior Varsity
Field Hockey	Varsity, Junior Varsity, Freshmen
*Football (practice may begin Monday, August 22th)	Varsity, Junior Varsity, Freshmen
Golf	Varsity, Junior Varsity

Soccer – Boys & Girls	Varsity, Junior Varsity, Freshmen
Swimming – Girls	Varsity, Junior Varsity
Volleyball – Girls	Varsity, Junior Varsity, Freshmen

WINTER – (Monday after Thanksgiving until the completion of varsity schedule)

Basketball – Boys & Girls	Varsity, Junior Varsity, Freshmen
Gymnastics – Girls	Varsity, Junior Varsity
Cheerleading	Varsity, Junior Varsity
Ice Hockey – Boys	Varsity, Junior Varsity, Freshman
Ice Hockey – Girls	Varsity, Junior Varsity
Track – Boys & Girls	Varsity, Junior Varsity
Wrestling	Varsity, Junior Varsity

SPRING – (Third Monday in March until completion of varsity schedule)

Baseball	Varsity, Junior Varsity, Freshmen
Lacrosse – Boys & Girls	Varsity, Junior Varsity, Freshmen
Softball	Varsity, Junior Varsity, Freshmen
Tennis – Boys	Varsity, Junior Varsity
Tennis – Boys & Girls	Varsity, Junior Varsity
Track – Girls	Varsity, Junior Varsity

CHEERLEADING

Cheerleading is open to any student in grades 9 – 12 during the fall and winter. Fall cheerleaders perform at football games and support all fall sports. Winter cheerleaders perform at basketball games and support all winter sports. Both groups are eligible to participate in the Bay State League cheerleading competitions during their respective seasons.

Bay State League Rules regarding cheerleading are as follows:

- It is not mandatory for squads to cheer at away games; this will be the preference of the individual schools
- Cheerleaders will not cheer at ice hockey games

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management, and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six (6) through high school graduation. In addition to any training required by law, the following persons shall complete one (1) of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website:

coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two (2) years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three (3) years, or at a minimum, until the student graduates, unless state or federal law required a longer retention period:

- Verifications of completion of annual training and receipt of materials;
- DPH Pre-participation forms and receipt of materials
- DPH Report of Head Injury Forms, or school based equivalents;
- DPH Medical Clearance and Authorization Forms, or school based equivalents; and
- Graduated re-entry plans for return to full academic and extracurricular athletic activities

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One (1) or more of these factors will likely results in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastation to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and post concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents, and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

'Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leaders including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

PROTOCOL FOR HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES

Policy:

As per MGL 111, 222 and 105 CMR 201.00 the Walpole Public Schools follow a plan for the prevention, evaluation and appropriate management of sports related head injuries.

Definition:

Concussion is a brain injury and ALL concussions are serious. A concussion may be defined as the immediate and transient impairment of neurological function. It may be a consequence of an athlete's head striking an object (floor, another head, etc.) an object striking the head (ball, another head, bat, ball, stick, etc.) or as a result of a sudden change of the direction of the head and neck (whiplash type of injury). Concussions generally cause specific SIGNS (things that can be observed by others) and symptoms (things that are reported by the athlete). Recognition and proper management of concussions can prevent further injury and even death. Recognition and appropriate management of concussions requires coordinated effort of a number of people as outlined in M.G.L. c.111, section 222 and 105 CMR 201.00.

The purpose of this policy and these procedures are to provide standardized guidelines, expectations, instructions for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular activities in order to protect their health and safety.

Policies and procedures regarding sports related head injuries shall be developed, reviewed and revised every two (2) years as per 105 CMR 201.006. These policies and procedures shall be developed, reviewed and revised by a team consisting of:

- School Administrator
- School Nurse
- School or Team Physician
- Athletic Director
- Certified Athletic trainer
- School Counselor
- Teacher

Roles and Responsibilities:

1. Athletic Director – the Athletic Director shall be responsible for overseeing the development, implementation and revision of all policies, procedures and protocols regarding the school's systems management of Head Injuries and Concussions in Extracurricular Athletic Activities.

2. The Athletic Director, Coaches, Certified Athletic Trainers and School Nurses, whether employed directly by the school or through contracted means shall be responsible for duties and responsibilities outlined in 105 CMR 201.012 – 201.015.

Communications and Training:

- I. Informing Parents, Students and Staff of Policy on Head Injuries and Concussions in Athletics and Extracurricular activities
 - A. This policy, and all forms relative to this policy utilized by the school district shall be included in all handbooks that students, and the parents of students, receive that participate in extracurricular activities covered by 105 CMR 201.000.
 - B. This policy and all appropriate forms shall be posted on appropriate school websites.
 - C. This policy and all appropriate forms shall be translated and explained to parents with limited English proficiency by a member of the school, or the school.
- II. Notification of Parents of Suspected Head Injury or Concussion
 - A. A player's coach shall notify the student's parent in person, or by telephone, immediately following the practice or competition in which a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness.
 - B. By the end of the next business day the parents shall receive in writing on paper, or in electronic format, information regarding the injury.
- III. Notification of Athletic Director, Certified Athletic Trainer and School Nurse of Suspected Head Injury or Concussion
 - A. A coach, or his or her designee, shall notify the athletic director, Certified Athletic Trainer, and school nurse that a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness by the end of the next business day.
- IV. Training Required per 105 CMR 201.007
 - A. Annual training is required regarding the prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, utilizing either the online course developed by the National Federation of High School Coaches, or the online course developed by the CDC, located at these websites:

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000> or

http://www.cdc.gov/concussion/HeadsUp/online_training.html

- B. Annual training must be completed by the following:

1. Coaches
2. Certified Athletic Trainers
3. Trainers
4. Volunteers
5. School and Team Physicians
6. School Nurses
7. Athletic Directors

8. Marching Band Directors
 9. Parents of students who participate in extracurricular athletics, or extracurricular activities, that would be considered at risk for a head injury
 10. Students who participate in extracurricular athletics, or extracurricular activities, that would be considered at risk for a head injury
- C. Handbooks distributed to staff, students and their parents will contain information prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, utilizing either the online course developed by the National Federation of High School Coaches, or the online course developed by the CDC, located at these websites:
- <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000> or
http://www.cdc.gov/concussion/HeadsUp/online_training.html
- D. For those parents unable to take the online training, the school shall offer annually a school sponsored training program at which attendance is recorded.
- E. Documentation of successful completion of training annually will be maintained by the Athletic Director's office.
- F. Students shall not be allowed to participate in extracurricular activities unless both the student AND the parent have completed online training or other equivalent training.
- G. Parents who have not demonstrated proof of completion of training will be contacted by mail and telephone by the athletic department personnel. Athletic department personnel will be available to meet with parents individually as appropriate to facilitate their understanding of the need for this training.
- H. Mandatory annual training will be held for all coaches, certified athletic trainers, trainers and volunteers to:
1. Teach form, techniques, and skills and to promote protective equipment use to minimize sports-related head injury.
 2. Prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete such as using a helmet or any other sports equipment as a weapon.
- I. Failure to comply with the school district's policy may result in penalties as noted in 105 CMR 201.006 (17).

Documentation, Physical Examination, Reporting and Clearance/Return to Play:

- I. Pre-Participation Requirements
 - A. Documentation of a physical examination prior to a student's participation in extracurricular athletic activities on an annual basis consistent with 105 CMR 200.100 (B) (3): Physical Examination of School Children. This pre-participation physical examination shall be placed in the student's' health file per 105 CMR 201.015.
 - B. Prior to each sports season completion of the Walpole High School Interscholastic Athletic Registration and Permission Form, including information about previous head injuries or concussions. If the student has sustained a previous head injury or concussion at any time, the student's physician will fill out the Post Head Injury/Concussion Medical Clearance form.

- C. Information on pre-participation forms and documentation will be maintained by the school and reviewed by the Athlete's Coach, School Nurse, Athletic Trainer and Team Physician as appropriate. Based upon the review a school may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.
- D. Forms which indicate a history of head injury and Report of Head Injury forms will be reviewed by the School Nurse, the Certified Athletic Trainer, or the School Physician.
- E. Students in high risk sports for head and concussion injuries shall complete neuropsychological testing at appropriate intervals during their interscholastic athletics career after receiving the consent of the students' parents. This testing will serve as a baseline to assist in any return to play decisions.

II. Examination and Reporting:

- A. Any student who, in the judgment of the Coach, Certified Athletic Trainer or other appropriately trained individual, during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- B. For Head Injuries sustained in Interscholastic Athletics, the Report of Head Injury Form shall be completed by the Coach, or Certified Athletic Trainer. For head injuries sustained outside of interscholastic athletics, the Report of Head Injury Form shall be completed by the School Nurse, parent, or Primary Care Physician. The individual completing the form shall notify the Coach, Certified Athletic Trainer, Athletic Director, School Nurse, or parent as specified in 105 CMR 201.010(C) and 105 CMR 201.010(d). This form shall be reviewed and placed in the student's health record as per 105 CMR 201.015.
- C. Based upon discussions with the student, parent, and Certified Athletic Trainer, the student's Physician or the School's Team Physician shall be notified as appropriate by the Nurse, Athletic Trainer or parent for appropriate medical evaluation and follow-up.

III. Medical Clearance and Return to Play:

- A. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
- B. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.
 - 1. The plan shall be developed by the School Nurse, student's teachers, the student's School Counselor, Certified Athletic Trainer if on staff, Neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the physician who is managing the student's recovery and will be responsible for clearing the student to return to academic and extracurricular athletic activities (student's primary care provider, team physician or the physician who made the diagnosis).
 - 2. The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to:
 - a) Physical and cognitive rest as appropriate;

- b) Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
- c) Estimated time intervals for resumption of activities;
- d) Frequency of assessments, as appropriate, by the School Nurse, School Physician, Team Physician, Certified Athletic Trainer, or Neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized
- e) A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's primary care provider, the Schools Team Physician, the Physician who made the diagnoses and who is managing the student's recovery will be implemented.

3. The student must be completely symptom free (a normal or baseline score on the post concussion symptom scale, as well as an ImPACT neurocognitive exam that is returned to baseline for students who have a valid baseline on file) and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

- a) Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, Certified Athletic Trainer, or School Nurse, a Medical Clearance and Authorization Form, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the School Nurse and Teachers as appropriate.

b) Only the following individuals may authorize a student to return to play:

- 1. A duly licensed physician
- 2. A duly licensed Certified Athletic Trainer in consultation with a licensed physician
- 3. A duly licensed nurse practitioner in consultation with a licensed physician; or
- 4. A duly licensed neuropsychologist in coordination with the physician managing the students return

c) The Schools Team Physician will serve as final authority regarding the ability of a student to return to extracurricular athletics after suffering from a head or concussive injury if necessary

IV. Record Maintenance and Reporting:

- 1. The school district, consistent with any applicable state and federal law, shall maintain the following materials for three (3) years or at a minimum until the student graduates:
 - a) Verifications of completion of annual training and receipt of materials
 - b) Pre-participation Forms
 - c) Report of Head Injury Forms
 - d) Medical Clearance and Authorization Forms
 - e) Graduated re-entry plans for return to full academic and extracurricular activities
- 2. The school district shall make these records available to the Department of Public Health and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review

- a) The school district will report on an annual basis, the total number of Report of Head Injury forms received by the school; and
- b) The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular activities

V. Policy and Procedures Review and Revision

- 1. The Head Injuries and Concussions in Extracurricular Athletic Activities Policy and Procedures shall be reviewed, and revised every two (2) years as per 105 CMR 201.006, by a team consisting of a School Administrator, School Nurse, School or Team Physician, Athletic Director, Certified Athletic Trainer, School Counselor and Teacher

STUDENT ASSISTANCE SERVICES

The administration and faculty of Walpole High School wish to provide support and assistance to all students. When appropriate, confidential assistance will be given for the purpose of identifying, assessing, referring, and supporting those students who may have drug and/or alcohol related problems, as well as any students who may be in personal crisis or at risk of harming themselves or others. These issues frequently coincide with school problems. The staff members who are available for referrals are; Principal, Assistant Principal, School Counselors, School Nurse, School Psychologist and School Adjustment Counselor.

Any student may self-refer or be referred by a teacher, staff member, or another student or students. Confidentiality will be maintained and, when appropriate, referrals may be made to outside agencies. These services and agencies will be listed and displayed in the School Counseling Office and Nurse's Office for student access.

TITLE IX AND CHAPTER 622

Chapter 622 is a state law and Title IX is a federal law. Both require that equal educational opportunities must be given to all, regardless of sex. Chapter 622 takes this a step further by saying that no one can be discriminated against on account of race, color, sex, religion, national origin, disability, or sexual orientation.

Outlined in the following paragraphs are some of the more specific provisions of Title IX and Chapter 622. All course offerings must be open to members of both sexes and all minorities. The curriculum must present in fair perspective the culture, history, activities, and contributions of persons of both sexes, and of different races, nationalities, and colors. The school cannot sponsor extra-curricular activities that restrict student participation on the basis of sex or race. Participation shall be actively encouraged for both boys and girls.

Students will have equal access to admission to schools, courses, extracurricular activities, and employment opportunities, and will not be excluded for reasons of marriage or pregnancy. Students must be shown a broad spectrum of educational and career opportunities by their School Counselor. Sex or race shall not be limiting factors in helping students decide upon careers.

The school must provide equal opportunities for physical education for all students. There must be equal opportunities for male and female students to participate in intramural and interscholastic sports. A fair distribution of athletic expenditures is also required. In developing the athletic programs, the school must take into account the interest and abilities of members of both sexes.

If you have any questions regarding these laws and how they apply to you, you may contact your assistant principal, principal, or the superintendent.

SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS

Inspection of Records:

A parent, or a student who has entered the ninth (9) grade and 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 student no later than two (2) consecutive workdays after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee will be charged for the cost of duplicating the materials. Finally, the parent and student may request to have parts of the record interpreted by a qualified school professional, or a third party of their choice, at their own expense, to inspect or interpret the record with them. Such third party shall present specific written consent of the eligible student or parent prior to gaining access to the student record.

Confidentiality of Records:

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

The Family Educational Rights and Privacy Act (FERPA), a federal law, required that with certain exceptions Walpole High School must obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Walpole High School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary. The primary purpose of directory information is to allow us to include information from your child's education records in certain school publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Amendment of Records:

The parent and student have the right to add relevant comments, information, or written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. Parents and students wishing to do so should contact the school.

Maintenance and Destruction of Records:

Massachusetts regulations require that certain parts of the student record be kept for various lengths of time:

- The permanent record (includes academic transcript only) must be kept for at least sixty (60) years after the student leaves the system
- The temporary record (includes report cards, discipline records, attendance documents, progress reports, anecdotal records, etc.) will be distributed to seniors upon graduation. All unclaimed temporary records will not be maintained for more than thirty (30) days
- Temporary record will be given to parents or eligible students, transferred to the new school system for appropriate students, or destroyed thirty (30) days after a student leaves the system
- All health records are distributed to seniors upon graduation. All unclaimed health records are kept in the high school for five (5) years after the student graduates

Additional Information:

The previous information is only a summary of some of the more important provisions of the Regulations Pertaining to School Records. If you wish more detailed information, Walpole High School will provide a copy of the regulations. If you have any questions, you may contact the building principal or the Massachusetts Department of Elementary & Secondary Education (Bureau of Student Services) at 75 Pleasant Street, Malden, MA 02148-4906, (781) 338-3300.

MEDIA RELEASES/DIRECTORY INFORMATION

The Walpole Public Schools hereby designates the following information as “directory information”: student’s names, grade or class, year of expected graduation, photographs, and participation in school sponsored activities, honors, student work, awards, postgraduate plans relative to further education and/or careers. Directory information will be disseminated without further notice during any school year in which the student is enrolled in the school district unless the parents or student, aged eighteen (18) or older, notifies the Superintendent of Schools in writing, of the fact that he or she does not wish the school to disseminate some or all “directory information” to third parties. Third parties may include the Walpole High School and/or school district web Pages, newspaper Pages, television, and local cable station(s). Student names will not be used in school web site(s). Once dissemination has been restricted, said restriction will remain in effect unless a subsequent written notification releases the school to disseminate some or all “directory information”. Restriction upon the dissemination of “directory information” must be sent to the Superintendent of Schools at Walpole Public Schools, 135 School Street, Walpole, MA 02081, no later than October 1, of each school year.

DISTRIBUTION OF STUDENT INFORMATION TO NON-CUSTODIAL PARENTS

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section34H>

Any parent who does not have physical custody of a child shall be eligible for receipt of the same student information that is provided to the custodial parent according to the following conditions:

- a. The non-custodial parent who wishes to receive student information shall submit a written request to the school principal annually. The initial request shall include: a certified copy of the Probate Court’s order or judgment relative to the custody of the child indicating that the requesting parent has not sought and been denied shared legal custody based on a threat to the safety of the child or the custodial parent, and is entitled to unsupervised visitation with his child, or a certified copy of an order by a Probate and Family Court judge specifically ordering that this information be made available to the requesting parent which certifies on its face that it is being made after a review of the records, if any, of the judgment of custody and the criminal history of the petitioner, that provision of the requested information has not been determined to pose a safety risk for the custodial parent or to any child in the custodial parent’s custody and that it is in the best interest of the child that such information be provided to the petitioner; and an affidavit from the requesting parent certifying that the judgment or order remains in effect and that no temporary or permanent protective order restricting access to the custodial parent or to any child in the custodial parent’s custody is in effect.
- b. Upon receipt of a request for information, the school shall immediately notify the custodial parent of the request. The notification shall also inform the custodial parent that the information requested shall be provided to the requesting parent after 21 days, unless the custodial parent provides the school principal

with documentation of any court order that prohibits contact with the child or prohibits the distribution of information.

- c. In each subsequent year, the parent eligible for information pursuant to this section shall indicate in the annual request that he continues to be entitled to unsupervised visitation with his/her child and to be eligible for the receipt of the requested information. Upon receipt of a request for information, the school shall immediately notify the custodial parent of the receipt of the request.
- d. At any time, the school principal is presented with an order of a Probate and Family Court judge that prohibits the distribution of information to the non-custodial parent, the school shall immediately cease to provide the information and shall notify the requesting parent that the distribution of information shall cease.

STANDARDS FOR PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (“PRIVACY RULE”)

The Federal Health Insurance Portability and Accountability Act (HIPAA), requires covered entities to make reasonable efforts to limit the use or disclosure of, and requests for, protected health information to the minimum necessary to accomplish the intended purpose. Protected health information includes individually identifiable health information in any form, including information transmitted orally, or in written or electronic form. The minimum necessary standard is intended to limit unnecessary or inappropriate access to, and disclosures of, protected health information.

The Privacy Rule contains some exceptions to the minimum necessary standard. The minimum necessary requirements do not apply to uses or disclosures that are required by law, disclosures made to the individual or pursuant to an authorized initiated by the individual, disclosures to or requests by a healthcare provider for treatment purposes, uses or disclosures that are required for compliance with the regulations implementing the other administrative simplification provisions of HIPAA.

With regard to disclosures, the Privacy Rule permits a covered entity to rely on the judgment of certain parties requesting the disclosure and to the minimum amount of information that is needed. For example, a covered entity is permitted reasonably to rely on representations from a public official that the information requested is the minimum necessary for the intended purpose. Similarly, a covered entity is permitted reasonably to rely on the judgment of another covered entity that the information requested is the minimum amount of information reasonably necessary to fulfill the purpose for which the request has been made.

EQUAL OPPORTUNITY REGULATIONS

Massachusetts’s law states that:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, creed, color, sex, religion, gender, gender identity, national origin, disability, or sexual orientation. If you have any question or concerns regarding this law and how it affects your children, please contact your local principal or the Department of Education. Copies of the law and the regulations can be obtained from the Massachusetts Department of Education, 75 Pleasant Street, Malden MA 02148-4906, 781-338-3000 and are also available on the Internet at <http://www.doe.mass.edu/>

PRIVACY RIGHTS OF STUDENTS AND MILITARY RECRUITMENT PROVISIONS OF THE FEDERAL “NO CHILD LEFT BEHIND” ACT

The law, enacted in January 2002, requires that school districts receiving certain federal funding provide the names, addresses and telephone numbers of secondary students to the United States military upon request for recruitment purposes. The law also requires that school notify parents that they or their children may request that the information not be disclosed to the military or other recruiters.

Parents and students who are 18 years of age can choose to withhold contact information from military recruiters. If you would like to withhold such information from the military, please notify the School Counseling Office or the Principal’s Office in writing that you wish to do so.

DISCRIMINATION GRIEVANCE PROCEDURE

It is the role of the Walpole Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, gender identity or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Because of the importance of this issue, this document provides explicit definitions clarifying the scope and intent of the policies and procedures for its implementation.

It shall be a violation for any student, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. Conduct amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

Each school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and will take appropriate action against any pupil, teacher, administrator, or other school personnel who is found in violation.

The Walpole Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities. In addition, the building is charged with ensuring that educational programs comply with all aspects of law pertaining to the educational rights of students with qualifying disabilities.

Inquiries or complaints should be directed to the building principal. Issues or complaints that cannot be resolved at the building level can be brought to the attention of the district Coordinator for Nondiscrimination Compliance (Assistant Superintendent) or to the Massachusetts Department of Education or to the U.S. Department of Education, Office for Civil Rights. The grievance procedures set forth can be used to resolve any discrimination complaints alleging non-compliance with any of the above statutes and related regulations.

Grievance Procedure:

Any student or employee of the Walpole Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination in regard to any program or activity of the Walpole Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal’s designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Walpole Public Schools Coordinator for Nondiscrimination Compliance (Assistant

Superintendent). The written complaint must state the circumstances that gave rise to the alleged grievance and must be filed within seven calendar days of the receipt of a response from the school principal or designee.

The district's Coordinator for Nondiscrimination Compliance (Assistant Superintendent) will conduct a hearing and respond in writing within fourteen calendar days.

If a parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools, or to the Walpole School Committee. Such appeal must be received by the Superintendent or the School Committee chairperson within seven calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Complaints not originating from school-based programs, policies or practices should be brought to the attention of the administrator in charge of the work or policy unit. This administrator will act as the principal does in school-based complaints and will adhere to the same timelines. The procedure followed is the same as with a school-based complaint.

Walpole Public Schools Contacts:		
Civil Rights Coordinator:	Assistant Superintendent	508-660-7200 x235
Title I Coordinator:	Assistant Superintendent	508-660-7200 x235
Title II Coordinator:	Assistant Superintendent	508-660-7200 x235
Title VI Coordinator:	Assistant Superintendent	508-660-7200 x235
Title IX Coordinator:	Director of Student Services	508-660-7200 x227
Section 504 Coordinator	Director of Student Services	508-660-7200 x227
Homeless Liaison	Director of Student Services	508-660-7200 x227
Nondiscrimination Compliance	Assistant Superintendent	508-660-7200 x235

Contact information for state and federal agencies:

MA Department of Elementary and Secondary Education
Bureau of Special Education Appeals
75 Pleasant Street
Malden, MA 02148-4906
781-338-3000

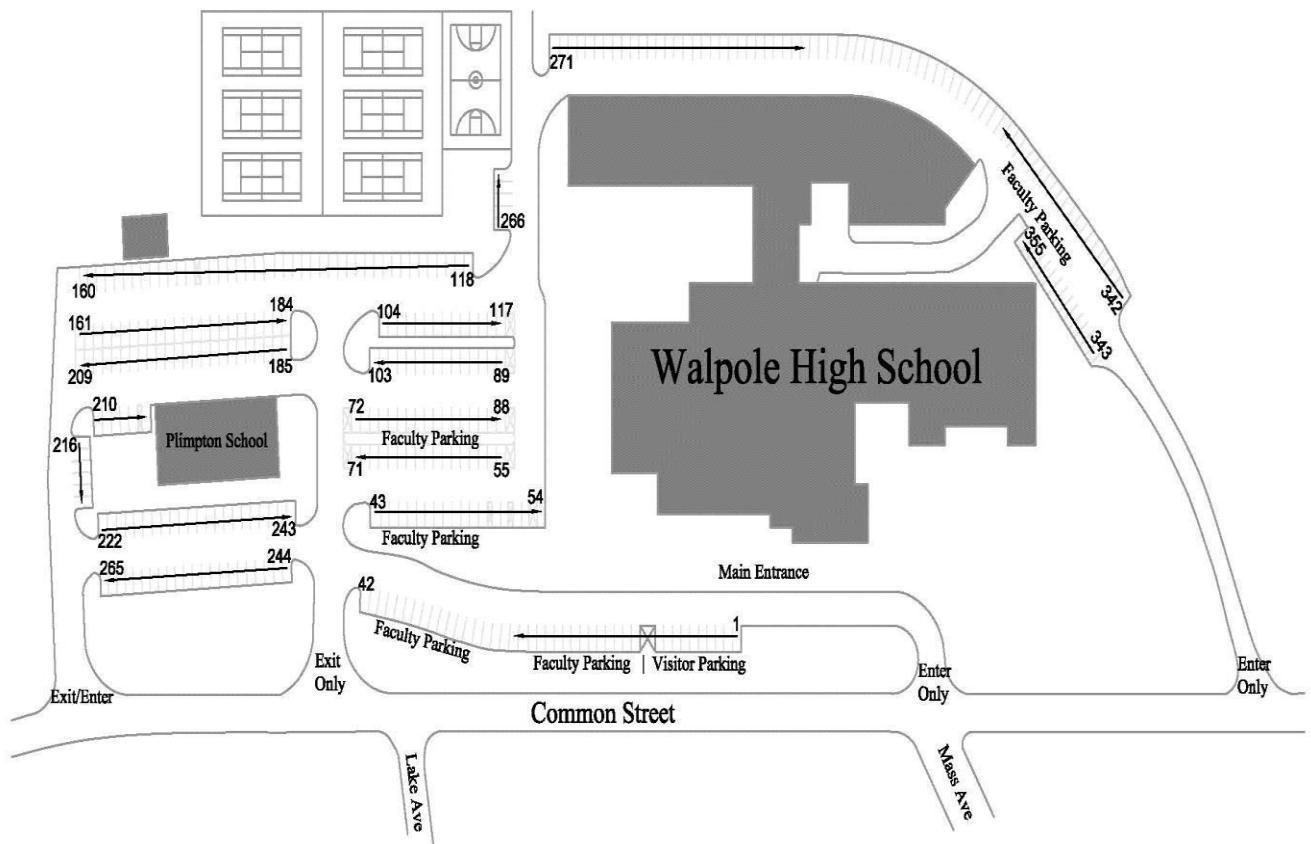
U.S. Department of Education Office for Civil Rights
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111

Massachusetts Commission against Discrimination

One Ashburton Place
6th Floor, Room 601
Boston, MA 02108
617-994-6000

United States Equal Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000
Massachusetts Department of Elementary and Secondary Education
Office for the Education of Homeless Children and Youth
Sarah Slautterback, Coordinator
781-338-6330

PARKING/TRAFFIC PATTERN



TRANSLATION OF IMPORTANT DOCUMENTS

English

This is important information. If you need translation, please contact your child's school.

Spanish

Se trata de información importante. Si usted necesita traducción, póngase en contacto con la escuela de su hijo.

French

Il s'agit d'informations importantes. Si vous avez besoin de traduction, veuillez communiquer avec l'école de votre enfant.

Portuguese

Esta é uma informação importante. Se você precisar de tradução, entre em contato com a escola do seu filho.

Russian

Это важная информация. Если вам нужен перевод, свяжитесь с вашего ребенка в школу.

Chinese 這是重要的資訊。如果您需要翻譯，請聯繫您的孩子的學校。

WALPOLE PUBLIC SCHOOLS PUBLIC NOTICE

The Walpole Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status protected by law. Grievance procedures for the district can be found on the Walpole Public Schools website:

<http://www.walpole.k12.ma.us/> and in each of the school handbooks. The district also complies with the following Federal Civil Rights Laws:

AMERICANS WITH DISABILITIES ACT

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Walpole Public Schools' programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in large print formats (large print, audio tape, Braille, computer disk, etc.). Our grievance procedure, self-evaluation, as well as ADA policies and practices are also available. Inquiries, requests, and complaints should be directed to Dr. Bridget Gough, Assistant Superintendent of Schools, Walpole Public Schools, 135 School Street, Walpole, MA 02081, 508-660-7200 x234, 508-668-1167 (fax).

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Walpole Public Schools complies with Section 504 of the Rehabilitation Act of 1973, which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations, and

procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to Mr. John Queally, Director of Student Services, Walpole Public Schools, 135 School Street, Walpole, MA 02081, 508-660-7200 x227, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC, 20201.

The Walpole Public Schools also complies with the following State and Federal Statutes and School Committee Policy:

Chapter 622 of Massachusetts General Laws and Title IX of the Federal Education Amendments of 1972

Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June 1975. Chapter 622 specifies that “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation.” These regulations focus on services, programs, and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extracurricular and athletic activities.

Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.” Title IX rules and regulations require educational institutions receiving federal assistance to adopt a notification policy concerning Title IX.

A copy of this policy and/or any regulations or inquiries regarding Title IX may be obtained by contacting Ms. Linda S. McKelligan, Director of Student Services, Walpole Public Schools, 135 School Street, Walpole, MA, 02081, 508-660-7200, ext. 227.

SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION POLICY

It is the policy of the School Committee to maintain a work and education environment in the Walpole Public Schools that is free of sexual harassment and of discriminatory actions based on the race, color, age, gender, gender identity, sexual orientation, religion, ethnic or national origin, disability, veteran’s status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated. Any concern related to the implementation of this policy (or a request for a copy of the full policy) may be addressed directly to the school principal or to the Superintendent of Schools (508-660-7200 x221). The Boston Office of the Massachusetts Commission against Discrimination is located at One Ashburton Place, Sixth Floor Room 601, Boston, MA 02108.

DEFINITIONS/SUMMARY

Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination based on race, color, and national origin.

Title VII of the Civil Rights Act of 1964. Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin.

Title IX. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.

Chapter 622. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation.

The American with Disabilities Act of 1990. The ADA prohibits discrimination by any public entity against persons with disabilities. <http://www.doe.mass.edu/acls>

Section 504 of the Rehabilitation Act of 1973. Section 504 prohibits discrimination on the basis of disability. <http://www.doe.mass.edu/sped/links/sec504.html>

The Age Discrimination Act of 1975. The Age Act prohibits discrimination on the basis of age.

McKinney-Vento Homeless Education Assistance Act. McKinney-Vento ensures that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths. <http://www.doe.mass.edu/sped/links/sec504.html>

CONFIDENTIALITY OF STUDENT RECORDS

It is the responsibility of all members of the Walpole Public Schools to ensure the confidentiality of student records and information. Employees are reminded that all conversations regarding students shall not violate the student's privacy or confidentiality of student information.

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations

- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PAC bulletin, student handbook, or newspaper article) is left to the discretion of each school.

RESPONSIBILITIES UNDER THE LAW

1. The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.
2. The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.
3. The principal and the superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

Regulatory Authority: 603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

For additional information, you may contact:

Lincoln D. Lynch III, Ed. D.
 Superintendent of Schools
 135 School Street
 Walpole, MA 02081
 508-660-7200 x221

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

Or you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

WALPOLE HIGH SCHOOL COUNCIL

All Massachusetts schools are required to establish councils, pursuant to the state's 1993 Education Reform Law. The School Council, including the school principal, shall meet regularly and shall assist in the identification of the educational needs of the students attending the school, make recommendations to the principal for the development, implementation and assessment of the curriculum accommodation plan required pursuant to section 38Q ½, shall assist in the review of the annual school budget and in the formulation of a school improvement plan. Parent advisory councils, established under Section 3 of Chapter 71A, may, at their request, meet at least once annually with the school council. The principal, in consultation with the School Council, shall prepare and make available online, or print by request, to each student a Student/Parent Handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the Student/Parent Handbook each spring to consider changes in disciplinary policy to the Student/Parent Handbook to take effect in September of the following school year.

STUDENT-PARENT HANDBOOK REVIEW COMMITTEE

Stephen Imbusch – Principal
Lee Tobey – Assistant Principal
Jennifer Swain - Faculty
Christopher Whittenhall- Faculty
William O'Malley - Faculty
Heidi Hawkins – Faculty
Natalie Buckley – Student

The Walpole High School Student Parent Handbook is reviewed annually under the auspices of the High School Council.

Any suggested changes to the Student/Parent Handbook during the school year will require this committee to reconvene to review and vote on those changes. Any/all changes will be appropriately disseminated to all groups affected by such changes.

ACCREDITATION STATEMENT

Walpole High School is accredited by:
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
781-425-7700

Updated August 13, 2018