

Wilmington High School

Student/Parent Handbook

2023-2024



<http://wpsk12.com/whs/>

159 Church Street

Wilmington, Massachusetts 01887

Wilmington Public Schools

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Central Administration

Superintendent of Schools – Dr. Glenn Brand
Assistant Superintendent for Curriculum and Staff Development– Christine Elliott
Assistant Superintendent of Administration and Finance – Paul Ruggiero
Director of Student Support Services – Alice Brown-LeGrand
Director of Technology and Digital Learning – Ken Lord

School Committee Members

David Ragsdale, School Committee Chairperson
Jesse Fennelly, School Committee Vice Chair
Mary Jane (M.J.) Byrnes, School Committee Secretary
Jennifer Bryson
Michael Mercaldi
Jay Samaha
Stephen Turner

High School Administration

Ryan Gendron, Principal
Jonathan Merenda, Assistant Principal
Mark Staffier, Assistant Principal

Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

Policy on Discrimination:

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity or disability, their complaint should be registered with the Title IX compliance officer, Mrs. Alice Brown-LeGrand, (978) 694-6032.

Principal's Message

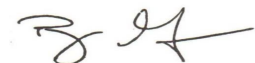
Dear WHS Students and Families,

Welcome to Wilmington High School! Our staff is excited to welcome students back for the 2023-2024 school year. This year, we look forward to creating meaningful learning opportunities for students to grow as learners. Additionally, we will encourage continued personal development in alignment with our Vision of the Graduate.

The purpose of this handbook is to provide clear, consistent expectations regarding the policies and procedures in place at WHS. This will create a positive, safe and rigorous learning environment where students can learn, grow and succeed. These policies are in alignment with our district's mission to educate and develop students academically, socially and emotionally to be active, civic-minded contributors to our global society. Students, staff, administrators and families will work together to support student success.

I encourage students to explore the vast offerings at WHS, pursue their interests, challenge themselves, and realize their full potential. Our staff will be here to support you along the way, and celebrate your accomplishments upon graduation.

Roll Cats,

A handwritten signature in black ink, appearing to read 'R. Gendron', with a stylized flourish at the end.

Ryan Gendron

Wilmington High School

Core Values

Vision of the Graduate

Wilmington High School is adopting the *Wildcat C.I.R.C.L.E of Values* as our core values.

Community – Inclusivity – Respect – Collaboration – Learning - Engagement

We believe that the WHS community of educators and learners demonstrate these values in their experiences within and beyond the classroom today and tomorrow.

The Wilmington High School Vision of the Graduate is a universal and inclusive description of the skills, competencies, and knowledge that our students endeavor to attain throughout their entire school career. The mindsets are embedded both directly and indirectly into all learning experiences across all disciplines, both curricular and extracurricular.





Wilmington High School

VISION OF THE GRADUATE



LEARNER: Learners at WHS are inclusive and respectful collaborators who are engaged in academic and extracurricular endeavors that promote social and emotional wellbeing.

COMMUNICATOR: Communicators at WHS promote respectful and appropriate discourse that is founded in well informed ideas that are both inclusive and purposeful in manner and intention.

CONTRIBUTOR: Contributors at WHS assume responsibility for engaging actively for the good of the community and for participating locally and globally in a positive and impactful way.

COLLABORATOR: Collaborators at WHS assume responsibility to work productively as part of a team to promote learning and achieve common goals while valuing multiple perspectives.

LEADER: Leaders at WHS engage in respectful inclusive and collaborative learning experiences, promote healthy responsible decision making and recognize, respect, and support the effort and ideas of others.

Educating the MIND without educating the HEART is no education at all.

(Aristotle)

WHS Expectations

R E S P E C T	IN THE CLASSROOM	IN THE CORRIDORS	IN THE CAFETERIA
	<ul style="list-style-type: none"> • Student are comfortable taking risks • Collaboration: all students and teachers working together toward a common goal • Students offer and accept help from each other • Students feel comfortable seeking help • Kindness, compassion and empathy are obvious • Students and teachers are prepared daily • Off task behaviors are limited • Both teacher and students put forward best efforts • Everyone’s voice is valued and heard • Learning is the responsibility of both students and teachers • Students ask questions and engage themselves in the learning process • Respectful language is used at all times • Expectations are clear and adhered to by all • Proper dress and decorum • Listen & hear • Mistakes are allowed • Perseverance • Teachers & students arrive on time 	<ul style="list-style-type: none"> • Language is appropriate • Trash is disposed of • Speaking at a reasonable volume level • Respect for personal space • Walking not blocking • Kindness, compassion and empathy are obvious 	<ul style="list-style-type: none"> • Language is appropriate • Dining etiquette and proper manners are demonstrated • Voice volume is reasonable • Respect for personal space • Trash and unconsumed food are properly disposed of • Kindness, compassion, and empathy are obvious • Students do not leave without permission

General Information

Contact Information

The telephone number of the Main Office of Wilmington High school is 978-694-6060.

School Calendar

The most up-to-date versions of the school calendar can be found in Aspen or the Wilmington High School website: <http://wpsk12.com/> .

Daily Routine

- **Pledge of Allegiance**

A flag shall be displayed in each assembly hall and in each classroom. Each school day will begin with the Pledge of Allegiance to the flag.

- **Moment of Silence**

Massachusetts General Laws c.71, s.1A, reads as follows:

"At the commencement of the first class of each day in all public schools, the teacher in charge of the room in which each such class is held shall announce that a period of silence not to exceed one minute in duration shall be observed for meditation or prayer, and during any such period silence shall be maintained and no activities engaged in."

- **Daily Schedule**

Wilmington High School operates on a four-block schedule of alternating Blue and White days. The blocks on both Blue and White days occur at the times listed below:

BLOCK	TIME	LENGTH
1	8:05 to 9:30	85
2	9:35 to 11:00	85
3/LUNCH	11:05 to 11:35	LUNCH A 30
	11:40 to 1:05	85
	11:05 to 11:45	40
	11:47 to 12:17	LUNCH B 30
	12:20 to 1:05	45
	11:05 to 12:30	85
	12:35 to 1:05	LUNCH C 30
4	1:10 to 2:35	85

Decisions may be made to rotate all or some blocks on each day.

Early Release Schedule

If a CIT day falls on BLUE DAY, we will shorten the four classes that meet on Blue Day. If a CIT day falls on a WHITE DAY, we will shorten the four classes that meet on White Day.

Blue Day			White Day		
Block	Time	Length	Block	Time	Length
B1/B4	8:05 to 8:45	40	W1/W4	8:05 to 8:45	40
B2	8:50 to 9:30	40	W2	8:50 to 9:30	40
B3	9:35 to 10:15	40	W3	9:35 to 10:15	40
B4/B1	10:20 to 11:35	75 (30+45)	W4/W1	10:20 to 11:35	75 (30+45)
Lunch 1	10:20 to 10:50		Lunch 1	10:20 to 10:50	
Lunch 2	11:00 to 11:35		Lunch 2	11:05 to 11:35	

School Delays and Cancellations

The decision to delay or cancel school is made by the Superintendent of Schools after consultation with public safety staff, public works staff, and school officials from neighboring towns. Factors which are considered when making a decision include: existing and predicted weather conditions, driving, traffic, and parking conditions that would make the operation of schools difficult, and/or would impair the school department’s ability to safely and effectively transport and supervise students. For “delayed openings” all school schedules are delayed for two hours. That includes the bus stop times as well as school starting time.

The decision to cancel or delay school for the day is made as early as possible. Parents will receive a telephone call/text through School Messenger informing them of such a decision.

Delayed Opening Schedule

For a delayed opening whether it is a BLUE DAY or a WHITE DAY the schedule will be the following:

Blue Day			White Day		
Block	Time	Length	Block	Time	Length
B1/B4	10:05 to 11:00	55	W1/W4	10:05 to 11:00	55
B3	11:05 to 12:35	90 (30+60)	W3	11:05 to 12:35	90 (30+60)
	Lunch 1	11:05 to 11:35		Lunch 1	11:05 to 11:35
	Lunch 2	11:35 to 12:05		Lunch 2	11:35 to 12:05
	Lunch 3	12:05 to 12:35		Lunch 3	12:05 to 12:35
B2	12:40 to 1:35	55	W2	12:40 to 1:35	55
B4/B1	1:40 to 2:35	55	W4/W1	1:40 to 2:35	55

Adjustments may be made to these schedules. Teachers, parents, and students will be notified in advance of any possible adjustments.

Academic Information

GRADUATION REQUIREMENTS

To meet graduation requirements, students must earn a total of 120 credits over 4 years, complete 50- hours of community service, and meet all State MCAS competency requirements.

Students must carry 35 credits per year. Course credit is determined by the duration of a course. A course that meets all year carries 5 credits and a course that meet for half a year carries 2.5 credits.

Credits required in each subject area are listed below.

Wilmington High School Credit Requirements (120 Credits over 4 years)	
English	20 Credits
Math	20 Credits
Science	15 Credits
Health Dynamics	10 Credits
Social Studies	15 Credits
Personal Finance	2.5 Credits
Art/Music/Business/Technology Ed/Family & Consumer Science	5 Credits
Electives	32.5 Credits
*Community Service	50 Hours
*(Grade 9 – 10 hrs., Grade 10 – 10 hrs., Grade 11 – 15 hrs., Grade 12 – 15 hrs.)	

A required number of credits must be earned in order for a student to be promoted to the next grade. The credit requirements are listed below:

30 credits by the end of grade 9 to move on to grade 10
60 credits by the end of grade 10 to move on to grade 11
90 credits by the end of grade 11 to move on to grade 12

Fifty (50) hours of community service are required for graduation and will be documented by the Assistant Principals. Grades 9 and 10 are required to complete 10 hours each year. Grades 11 and 12 are required to complete 15 hours each year.

MCAS

Class of 2024 and 2025:

SUBJECT	Option 1	Option 2
ELA	Earn a score of 472 or higher	Earn a score between 455 and 471 and fulfill the requirements of an Educational Proficiency Plan
MATH	Earn a score of 486 or higher	Earn a score between 469 and 485 and fulfill the requirements of an Educational Proficiency Plan
STE	Earn a score of 220 or higher on a legacy STE test, or the interim passing standard for next-generation Biology (467) or Introductory Physics (470)	Not applicable (only one option for STE)

Class of 2026 to 2030:

SUBJECT	Option 1	Option 2
ELA	Earn a score of 486 or higher	Earn a score between 470 and 485 and fulfill the requirements of an Educational Proficiency Plan
MATH	Earn a score of 486 or higher	Earn a score between 470 and 485 and fulfill the requirements of an Educational Proficiency Plan
STE	Earn a score of 470 or higher on one of the MCAS STE tests	Not applicable (only one option for STE)

COMMUNITY SERVICE

All students are required to do a minimum of fifty (50) hours of community service prior to graduation. Community service is recorded on a student's end of year report card as a Pass or Fail. Freshmen and sophomores are required to perform a minimum of 10 hours each year. Juniors and seniors are required to perform a minimum of 15 hours each year. Hours may be completed during the school year or during vacation time.

Students are strongly encouraged to view the community service options that are available on the Wilmington High School website. If a student has an idea for community service that is not found on the web site, the student must get prior approval from one of the Assistant Principals before they perform the service for the purpose of meeting community service requirements for graduation. In almost all instances, performing community service for the graduation requirement should be carefully pre-planned and organized prior to performing the service.

The following activities may not be counted toward the fifty (50) hours required for graduation:

- Unpaid labor for a private business.
- Services that require students to go 'door to door' in the community. (It is unsafe and cannot be accurately documented.)
- Activities signed-off on by a student's parent or relative.
- Community service completed for National Honor Society
- Community service assigned by school administrators or law enforcement.

Please note that to be counted toward community service graduation requirements, helping a neighbor or family friend must be pre-approved prior to the activity by the school administration.

Any student who does not complete their community service requirement during the school year, must make it up during the summer prior to beginning the next school year. If the community service requirement is not completed by the required date, the grade will remain an "F" and the student will not be able to complete the requirement prior to graduation. If the student is unable to find an opportunity to complete the community service requirement, the administration will provide the student with an alternative school-based community service. Community service must be completed by graduating seniors and the required forms handed in to the graduating classes' Assistant Principal by the first Friday in April of the graduating year. Underclassmen must have their completed community service forms to their Assistant Principal by the last Friday in April.

GRADES and REPORT CARDS

Report cards are issued four times during the school year to evaluate each student's academic progress and effort in each subject. The Wilmington High School marking system is literal and hereafter listed showing the numerical value of each grade.

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

Report cards will be distributed in mid-November, mid-February, mid-April, and five days after the close of school in June. Student's progress may be checked and monitored using Aspen, the online student information system, at any time.

HONOR ROLL

There are two levels of the WHS Honor Roll, High Honor and Honor. To be on the Honor Roll, a student must:

1. Be taking at least thirty (30) credits plus Health Dynamics (unless excused therefrom by the administration).
2. Have an eighty-five (85) or above overall average for the quarter, without any subject being less than an eighty (80).

Students who have achieved all A's will qualify for **High Honors** while students who have achieved A's and B's will qualify for **Honors**. The Honor Roll will be published in local newspapers.

RANK IN CLASS

Rank in class is a clear indicator of where a student stands academically in relation to his or her classmates.

In keeping with the recommendations of the National Association of Secondary School Principals and numerous colleges, Wilmington High School has adopted a weighting system to determine class rank. The weighted system listed below will continue to be used for the Class of 2024, and 2025. Beginning with the Class of 2026, Wilmington High School will adopt a 4.0 grading scale and a new weighted system that are in alignment with the College Board and the Massachusetts Department of Higher Education. The new scale is also listed below.

Class rank is determined by assessing the weights of courses taken at Wilmington High School and/or an approved equivalency program. It is based on the number of courses, course level, and grades received and is computed cumulatively over the four years of a student’s academic career. Class rank will not be calculated until the end of the junior year. Class rank will be updated after quarters 1-3 of the senior year.

A student’s rank in class will be governed by the following criteria.

1. All students will be included in the rank in class.
2. Transfer students will be awarded credit/grade points based on three determining factors:
 - i. The course(s) accepted must be a Wilmington High School graduation requirement. No other courses will be included in the rank in class. (Courses not included in class rank determination will be included on the final transcript).
 - ii. The course quality and depth must be equal to the course level being assigned. If not, College Prep (CP) level will be assigned. The course level assignment will be made by the Assistant Principal and School Counseling CTL based on the sending schools’ course descriptions or other available information.
 - iii. The course(s) accepted must be aligned with the Massachusetts Curriculum Frameworks. Evidence will be required.
3. A student will be eligible for awards of Class Essayist, Salutatorian, and Valedictorian by attending at least six (6) consecutive semesters. Two (2) of those semesters must be during Senior year.

WEIGHTED GRADE LEVELS

Alpha Grade	Numerical Grade	AP	HONORS	COLLEGE PREP
A+	97 - 100	4.3	4.0	3.7
A	93 - 96	4.0	3.7	3.4
A-	90 - 92	3.7	3.4	3.1
B+	87 - 89	3.4	3.1	2.8
B	83 - 86	3.1	2.8	2.5
B-	80 - 82	2.8	2.5	2.2
C+	77 - 79	2.5	2.2	1.9
C	73 - 76	2.2	1.9	1.6
C-	70 - 72	1.9	1.6	1.3
D-, D, D+	60 - 69	1.6	1.3	1.0
F	00 - 59	0.0	0.0	0.0

WEIGHTED GRADE LEVELS (Beginning with Class of 2026)

Alpha Grade	Numerical Grade	CP	HONORS	AP
A+	97 - 100	4.3	4.8	5.3
A	93 - 96	4.0	4.5	5.0
A-	90 - 92	3.7	4.2	4.7
B+	87 - 89	3.3	3.8	4.3
B	83 - 86	3.0	3.5	4.0
B-	80 - 82	2.7	3.2	3.7
C+	77 - 79	2.3	2.8	3.3
C	73 - 76	2.0	2.5	3.0
C-	70 - 72	1.7	2.2	2.7
D-, D, D+	60 - 69	1.3	1.8	2.3
F	00 - 59	0.0	0.0	0.0

WITHDRAWALS

Withdrawal from a Course

Dropping and adding courses after the master schedule is constructed is disruptive and has an adverse effect on the school and the resources that were allocated for each class. As a general rule, course withdrawals are not permitted after the course selections have been posted. In serious circumstances, a student may request to withdraw from a course by meeting with their School Counselor.

If the student makes a request to withdraw from a course at the beginning of the year, within a preliminary add/drop period (prior to the third class meeting), the course from which the student withdraws will not be reflected on the student's transcript.

If extenuating circumstances result in a request to withdraw from a course after the third class meeting, the student must consult with the course teacher, department Curriculum Team Leader, and administrator for approval. For any course changed after October 1, a grade of W ("withdrawn") will appear on the student's permanent transcript. No credits are awarded for a course from which a student withdraws, unless the student is remaining in the same course but moving to a different level (e.g. withdrawing from Honors to enroll in College Prep). Students who withdraw from a course as part of a level change will have their original course grades transferred to their new course teacher, who will incorporate them into the student's final course grade.

For additional information on course changes and placement, please see the Program of Studies.

WITHDRAWAL FROM SCHOOL

Any student who desires to withdraw from school must notify his/her School Counselor and the Principal of his/her intentions. The student and their parent/guardian must meet with the student's School Counselor. No student will be allowed to withdraw until he/she has checked out with all of his/her teachers and completed the withdrawal process through the School Counseling Office.

Where a student seeks to withdraw from school prior to the issuance of the student's high school diploma, or in the event that a student of 16 years in age or older is absent without authorization for ten (10) consecutive school days or more, the student and parents/guardians will be contacted and invited to attend an Exit Interview meeting with the Principal or the Principal's designee and other relevant participants prior to the student's disenrollment. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

HOMEWORK

The purposes of homework are to enhance students' achievement, to help students become self-directed, responsible, and independent learners, and to communicate with families about what is happening in the classroom. Homework is a shared responsibility among the student, teacher, and family.

Homework may be assigned to be completed outside of the school day for:

- **Practice and Review** - to help students consolidate and master specific content, skills, and processes which have been presented in class.
- **Preparation** - to help students gain the maximum benefits from future lessons.
- **Extension** - to provide students with opportunities to transfer specific processes or concepts to new situations.
- **Creativity** - to require students to integrate many concepts, skills, and processes in order to produce original responses.

Families can expect homework to be:

- Planned and well organized by the teacher
- Consistent with the needs and abilities of students
- Purposeful to students
- Reviewed with feedback given to students in a timely manner

Family Responsibilities:

- Provide encouragement and support; show interest in student's work.
- Assist students in developing good study habits by providing a comfortable, well-lit area free from distractions.

- Provide supplies needed to complete homework assignments.
- Schedule a regular time for homework completion. Question students about their assignments. Monitor homework completion and the efficient use of time.
- Evaluate students' activities to be sure they have sufficient time to study and participate in family or outside activities.
- Encourage students to complete their own homework independently, unless otherwise specified.
- Confer with teachers regarding homework concerns.
- Review teacher comments on homework assignments. Supervise the signing and returning of homework forms, notes, and schedules as required by the teacher.
- Acknowledge responsible homework habits and effort.

Student Responsibilities:

- Understand the homework assignment before leaving school.
- Have a routine location and system to record daily assignments (e.g., planner, assignment book).
- Take home all necessary materials to complete assignments.
- Schedule and organize homework time that is free from distraction and compatible with family and/or after-school activities.
- Complete and return homework on time.
- Confer with teachers regarding homework concerns.

DAILY HOMEWORK TIME LENGTH

It is generally suggested that students in Grades 9-12 have approximately 90-180 minutes of homework per day with an average of 30 minutes per course. Individual students may require less or more time for assignments. If students are consistently spending significantly longer on assignments, families should consult with the teacher(s).

The guidelines above are appropriate for daily assignments. Homework may also involve long-term projects, products, or performances that serve as a demonstration of student learning. Long-term assignments should be made well in advance of the due date and should include incremental checkpoints or benchmarks to help students complete them successfully.

REQUEST FOR HOMEWORK

In cases of extended illness of five (5) days or more, parents should request work assignments by calling their son's or daughter's School Counselor at (978) 694-6068. The assembled work assignments should be picked up in the School Counseling Office at the earliest possible time. With the advent of Google Classroom, parents and students may likely find work is available and accessible online. If there is difficulty procuring work, parents are encouraged to call the Principal directly at (978) 694-6060.

PREPARED FOR CLASS

Requirements for what a student must have in order to be prepared for class is usually communicated by individual teachers. Since all students are now equipped with a Chromebook, this is a required learning tool and students must have their Chromebooks with them for every class. Each teacher will inform students of the consequence when the student is not prepared with a Chromebook.

EXTRA HELP

Any student who needs extra help should ask his or her teacher when extra help sessions are available and schedule accordingly. Parents who feel that their son or daughter needs extra help and is too reserved to make that request are encouraged to call the teacher of the specific course.

REQUIRED SUMMER ASSIGNMENTS

The Wilmington High School English Department requires summer reading assignments of all students. The purpose of this program is to encourage and direct student reading during the summer months. Additionally, students enrolled in Advanced Placement courses are required to complete summer assignments associated with each course. Students will be assessed on and held accountable for their understanding of these assignments for all English and Advanced Placement courses when they return to classes in the fall.

SUMMER SCHOOL

The Wilmington Summer School is an educational program designed primarily to provide remedial and enrichment experiences for Wilmington High students. It is not the intent of the Summer School to allow students a substitute for the rigors of a full academic year course, but to provide a student who had legitimate difficulty during the year to gain credit

towards promotion and/or graduation and to give others an enrichment experience. Students must have been in a course for a full year, passed at least two quarters and achieved a final grade of not less than 50. Summer school guidelines will be set up by the Summer School Director or the High School Principal. Not all courses will be available during the summer school program. Courses taken at other schools during the summer must be approved in writing by the Principal.

NATIONAL HONOR SOCIETY

Wilmington High School's chapter of the National Honor Society was established to encourage and recognize students who are outstanding in scholarship, character, leadership and service. The selection of members to our chapter shall be by a majority vote of the WHS Faculty Council.

Eligible students are invited to complete a portfolio and provide supporting evidence to the Faculty Council to support their candidacy for membership. The selection process is open to juniors and seniors who meet the criteria listed below. Selection to the Wilmington High School Chapter of National Honor Society conforms to the guidelines set forth by the National Council.

A separate NHS Handbook will be available on the WPS website which details the portfolio process. The candidate form as well as all forms which require signatures/verification are included in the NHS handbook.

Scholarship

Juniors who have an average of 88 or better are eligible after the second quarter of their junior year. This average is cumulative since freshman year and includes all grades for courses taken.

Seniors who have attained an average of 88 or better are eligible at the end of the second quarter of their senior year. This average is cumulative since freshman year and includes all grades for courses taken.

Leadership

To meet the leadership criterion for NHS, a student must identify, describe and verify three leadership roles he or she has successfully performed in school or in the community since ninth grade. The student must also provide the name of the adult(s) who supervised him or her during each of the leadership roles listed on the candidate form. Students may list more than three roles, but the minimum requirement includes three verifiable listings to be inducted into the Wilmington High School NHS Chapter.

A student may not be compensated monetarily for their leadership role and may not include any leadership activities that were completed for an academic grade.

Community Service

A minimum of thirty (30) volunteer hours in an ongoing community service project is required for induction to the Wilmington High School Chapter of the National Honor Society. The thirty hour requirement is in addition to the community service requirement for all graduating students. Community service includes those actions undertaken by the student that are done with, or on behalf of others without any direct financial or material compensation to the individual performing the service. Please see an NHS Advisor or School Counselor for further information regarding this requirement.

Character

Students must exhibit outstanding character. A person of character demonstrates the following six (6) qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students of impeccable character demonstrate a willingness to assist classmates, faculty members, and administration.

In order to be inducted to the Wilmington Chapter of the National Honor Society students must:

- have no recorded incident of cheating or intentional dishonesty.
- have no record of skipping classes, excessive tardy or dismissals.
- have not willingly violated school regulations.
- hold no record of civil or criminal offenses within the community.

Students are asked to submit two letters of recommendation as evidence of the character requirements.

Post-Election Requirements

1. All members must maintain an academic average of 88 or better. Failure to do so will result in probation for one term and dismissal after two terms.
2. All members are required to participate in school projects, such as peer tutoring, serving as guides for Parents' Night and Eighth Grade Orientation. Additional chapter projects, which are appropriate and educationally defensible, may be announced at any time during the school year. Members will be required to participate in these activities. Failure to do so will result in probation for one term and dismissal after two terms.
3. All members must continue their participation in school activities and community service projects. Verification of academic averages, leadership, and service will be conducted in November, January, and April by the NHS Advisor to determine continued member eligibility.
4. All members must continue to demonstrate outstanding character. Violations of school or community rules, including academic dishonesty, cheating or plagiarism, will be reported to the Faculty Council and the student may be subject to dismissal from the Chapter.

TIMELINE FOR NATIONAL HONOR SOCIETY

For 9th Graders: National Honor Society requirements will be with students in the Student Parent Handbook, on the school website, and at Activities Fair. Parents will be informed during Parent Information Evenings and also by email.

For 10th Graders: In May, sophomores who are interested in applying for NHS are invited to a meeting to learn about the criteria for selection to NHS.

For 11th and 12th Graders: Juniors and seniors who have a cumulative average of 88 are notified of a meeting explaining the selection process with instructions and the deadline for submitting a portfolio (usually due by mid-March)

Student Services

CAFETERIA

At lunchtime, students are expected to proceed to the cafeteria in a quiet and orderly manner. Multiple serving lines are provided for those who wish to purchase lunch. Each serving line has a computerized system that requires an ID number or ID card to purchase lunch.

Students are expected to leave their eating area clean and orderly. Students may eat their lunch in the courtyard. Students are expected to remain in the cafeteria until they have eaten, after which they may quietly enjoy the courtyard area adjacent to the cafeteria. The administration reserves the right to cancel the "out of doors" lunch time experience if it has a negative effect on school climate (e.g. smoking, excessive noise, increased class cutting).

Students may not leave the cafeteria area during lunch without permission from an administrator. No food or drink (except water) is allowed outside of the cafeteria at any time during the day.

Please refer to the "Student Discipline" section of this Handbook for additional expectations regarding cafeteria use.

LUNCH PROCEDURES

Lunch prices are subject to change.

At present, lunch prices are as follows: Student lunch (including milk) - \$3.00- \$3.25

Milk - \$.60

Dessert - \$.50 - \$.75

The lunch selections are many and varied. Each day there is a hot lunch that fills the meal pattern for a "Type A" meal as required by the Department of Education's Bureau of Nutrition. (For example: baked chicken, whipped potato, fruit, whole grain bread and low fat milk, of which every meal must include a student taking a fruit/ or vegetable.) There is also a choice of at least five (5) sandwiches with soup, whole grain bagels, salad bar, whole grain pizza and milk at the same price as hot lunch. The a la carte program provides a variety of foods such as side Caesar salads, yogurt, oven fries, fresh fruit, low fat milk, low-fat ice cream, whole grain reduced fat cookies or snacks, sides of baby carrots, bottled water and 100% juice. Current lunch menus and prices may be found on the WPS Food Services website at <http://wpsk12.com/about/district/food-services/>.

Students are issued an ID card and/or number, to purchase lunch, milk and dessert. Prepayment is available on-line at www.myschoolbucks.com and directions for using this system is available on the WPS Food Services website mentioned above. When an online account is established, student purchases can be viewed and emails will be received for low balances. There is **NO FEE** for viewing the account online.

If you do not have access to online services, please contact the Food Services office at 978-694-6064 and they will make arrangements to get an invoice to you. The Food Service Department accepts payment in the form of cash or checks. Checks should be written out to WPS Food Services and either mailed to the student's school or sent in with the student.

Balances are always carried forward from school year to school year. Student accounts follow them when they are moving up to another school. WPS Food Services can refund money and when necessary, money can be transferred from one student's account to another student's account. Parents may choose not to allow their children to purchase dessert with their cards. A letter must be sent to the school to request this process. Students may, of course, bring their own lunch.

WPS Food Services will never deny a child a lunch, however, if the account has a negative balance of \$2.00 or more, the student may be offered one of the alternative lunches, (sandwich, milk, fruit, and vegetable) until his/her account is paid. If a lunch account has a negative balance no a la carte purchases are allowed (i.e. dessert and bottled water).

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. When a student's account balance enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. However, if a student's account balance enters the negative, the student may be offered an alternative lunch (sandwich, milk, fruit, and vegetable) until the student's account is paid in full. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents or/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year, unless the parent/guardian has requested that a positive balance of funds be transferred to the account of a sibling or another student.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents /guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status.

Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Parents/guardians of all seniors must take care of any outstanding bills before graduating.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental/guardians assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017 CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

FREE AND REDUCED LUNCH

The Federal Government's Free and Reduced Lunch applications are on the website at <https://www.wpsk12.com/domain/43>. Should a student's need change and he/she and the family require financial assistance; the student may submit an application at any time. Contact the School Food Service Administrator Mary Palen at 978-694-6064 or Mary.Palen@wpsk12.com for an application or download the application at <http://wpsk12.com/about/district/food-services/>.

CHECKS RETURNED FOR INSUFFICIENT FUNDS

Occasionally checks that are submitted to the School Department from families to pay for field trips, CARES tuition, and the like, when included as part of a deposit are returned to the Treasurer's Office at Town Hall due to insufficient funds.

If a maker of a check has three (3) occurrences of checks being returned for insufficient funds, all subsequent payments must be made in cash, bank or cashier's check (personal checks will not be accepted).

SCHOOL COUNSELING SERVICES

The aim of the Wilmington High School Counseling Team is to help students formulate educational and personal decisions relative to the present and future. These decisions involve such factors as educational or vocational plans or problems of a personal or social nature.

The School Counselor is the student's advocate. The school counselors will attempt to help each student understand their interest(s) and social development while also helping the students to develop the skills to work to their highest potential. Counselors assist students in resolving difficulties that hinder successful school performance. The counselor, together with parents, teachers, and administrators, will also ensure that students are properly placed in their classes to enhance academic success. In an attempt to be as objective as possible, students are assigned to counselors on an alphabetical basis. Students remain assigned to the same counselor for four years for the benefit of consistency for college/work preparation and to promote positive family relationships. Parents may make appointments to see their children's counselor by calling the School Counseling Office at (978) 694-6068. Students may request appointments at any time by visiting the School Counseling Office, emailing their counselor, or using their counselor's online appointment calendar.

Wilmington High School has adopted Naviance, an online platform to manage college and career planning. This web-based program is accessible by password to students wherever internet access is available. The website offers college research resources, career exploration tools, college application management, and scholarship information. School Counselors will assist students with Naviance registration during seminars/group meetings. Students are assigned access codes during Ninth Grade Seminars. Please contact the School Counseling Office with any questions.

Scholarship Information:

Scholarship information is tracked by the Administrative Assistant in the School Counseling Office. Scholarship information is published on Naviance and kept in the binder in the office. In addition to local student scholarship opportunities, there are many other scholarship opportunities available. Students and parents are encouraged to check Naviance or the scholarship binder throughout the year about available scholarship opportunities, application requirements, and deadlines. School Counselors will also provide scholarship information to students individually and in small groups during their senior year. All students, regardless of their financial situation, are encouraged to investigate scholarship opportunities.

Programming:

The School Counseling Office provides programming throughout the year to students in all grade levels to assist in their personal, social, and career development. School Counselors meet with students individually by appointment and in groups by grade level. By the second half of junior year, most programming focused on helping students develop comprehensive plans for college applications. School Counselors work together to ensure all programming is timely, appropriate, and aligned with the Student Mindsets & Behaviors (i.e. student learning standards) of the American School Counselor Association.

In addition to student programming, the School Counseling Office also hosts several parent events, including evening and daytime presentations focused on financial aid, college planning, and college applications. As much as possible, School Counselors share presentation information/slides to ensure all families have access to the information, even if they are not able to attend events.

SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B, some students with disabilities may be eligible for services if, due to a qualifying disability, they require specialized instruction and/or supportive services to make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational

therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services by a parent, teacher or other individuals. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the student's parent(s)/guardian(s). Within forty-five (45) school days of receipt of the parent(s)/guardians' consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the services and placement proposed by the Team to ensure the student's free appropriate public education.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations also require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504.

It is the policy and practice of the Wilmington Public Schools to provide nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation and to benefit from the services and activities available to all students.

For further information regarding services for students with disabilities, please contact the Student Support Services Office: 978 694-6032.

STUDENT RECORDS

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the School receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Massachusetts Student Records Regulations – 603 CMR 23.00

(I) Definitions

Student Record: The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a

student that are maintained by the school district and are organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. Electronic communications (e.g., emails, text messages, etc.) shall not be considered to be student records maintained by the school district unless printed and placed in the student's temporary record.

Parent: A student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Eligible Student: A student who has reached fourteen (14) years of age or who has entered 9th grade. Upon reaching 18 years of age, the adult student may submit a written request to the principal or to the Superintendent of Schools to limit the rights of the parent(s) to request the amendment or release of the student record. Under Massachusetts law, however, a student cannot limit the right of the parent(s) to inspect the student record regardless of the Student's age. M.G.L. c. 71, § 34E.

Authorized School Personnel:

- (a) School administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
- (b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (c) The Evaluation Team which evaluates a student.

(II) Inspection of the Student Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

III. Confidentiality of Student Records

With a few exceptions, no individual or organization but the parent(s), the eligible student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or an eligible student. One such exception is the authority of the District to forward, without consent, the complete student record to schools or school districts to which a student transfers or enrolls.

IV. Non-Custodial Parent Access to Student Records

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

V. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The principal will render a written decision on any such amendment request. A denial of a request to amend a student record may be appealed to the superintendent.

VI. Destruction of Student Records

Massachusetts regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student will be notified in writing and provided with the opportunity to obtain a copy of any records to be destroyed. It is the policy of the Wilmington Public Schools to distribute all temporary student records to graduating seniors..

VII. Directory Information

Federal and state regulations authorize school districts to disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with applicable procedures. The primary purpose of directory information is to allow the Wilmington Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

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 prior written consent.

If you do not want directory information pertaining to your child disclosed without your prior written consent, please notify the Principal in writing by no later than September 15th. The Wilmington Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

The Wilmington Public Schools shall exercise sole authority and discretion with regard to the disclosure of Directory Information to commercial organizations.

VIII. Complaints

A parent or eligible student has a right to file a complaint regarding their student records with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, 800-8 72-5327; or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300.

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the Massachusetts Student Record regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school

committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

LIBRARY-MEDIA CENTER

Mission Statement:

The mission of the Wilmington High School Library is to support student achievement within the WHS curriculum, especially students' ability to retrieve, evaluate, interpret, use, and convey information effectively, in an environment that encourages independent, lifelong learning.

The mission is accomplished by:

- Working collaboratively with teachers to develop effective, inquiry based lesson plans that support the curriculum and meet the interests, needs and abilities of our student body;
- Providing intellectual and physical access to material in all formats;
- Providing instruction on identification, location and appropriate use of our digital materials;
- Stimulating an interest in reading and using information and ideas; and
- Developing and maintaining an up-to-date collection that supports WHSs curricular needs.

Library Facility and Procedures:

- The WHS Library is located on the first floor and is open before school until 2:05 p.m., Monday through Friday.
- There is no food permitted in the library. Students may have bottled water.
- To be admitted to the library, students must have a pass from one of their subject area teachers.
- Students are advised to sign up for Interdisciplinary Block passes before school at 7:15am or the day before as availability of passes may be limited due to students using the library during their lunch period.
- Students are expected to be in either their Interdisciplinary Block or the library. If students go to their normally scheduled Interdisciplinary Block, they may not leave half way through the period to go to the library, except for an academic emergency and only with a pass from their Interdisciplinary Block teacher.
- All students must sign in at the circulation desk during the school day and during the Interdisciplinary Block.
- During peak periods, if the library is full, it may be necessary to turn students away.

Borrowing:

- A valid student ID is required to check out materials.
- Most materials may be checked out of the library.
- If we do not have what you need, we can check with Wilmington Memorial Library or the Middlesex Valley Library Consortium.
- Fines are not charged for overdue materials. However, students are expected to return materials in a timely fashion. Borrowing privileges may be revoked for excessively overdue materials.
- Specific charges are assessed for lost or damaged materials.

The following tips are provided to guide students in taking full advantage of the Library/Media Center:

- Bookmark the library page at: <http://wpsk12.com/library/>
- The Library Media Center has Wireless internet access.
- Students have access to powerful research databases in all core subject areas. Go to the WHS library page and look under Research Databases.
- Students may sign out a Chromebook.

Students are encouraged to come to the library or make an appointment with the Library Media Specialist for help with:

- Research projects
- Finding and evaluating sources
- Bibliography and citation

Health Services

Essential School Health Services are available in all of our schools. In the event of a serious illness or injury, a parent or guardian will be notified immediately. In the absence of the school nurse, every effort is made to obtain a substitute nurse. On the rare occasion one is not available, the nursing staff will share the responsibility for meeting the medical needs of all students.

Emergency Information

An electronic “Student Emergency Information Form” will be completed by a parent/guardian at the beginning of each school year. For those without computer access, a paper form will be made available. Information requested consists of, but is not limited to, the following:

1. Home telephone number
2. Name and telephone number of physician and dentist
3. Names and telephone numbers of two other persons to contact in case the parent(s)/guardian(s) cannot be reached
4. Parent(s)/Guardian(s) work telephone numbers
5. Authorization to provide medical attention at nearest medical facility if parent(s)/guardian(s) cannot be reached
6. Any current medical conditions, allergies, and medications

This information is extremely important and must be kept up to date. **Please remember to update the electronic Student Emergency Information Form or contact the school nurse for any change in information during the school year.**

An “Emergency Transportation Information Card” is available for sharing your child’s medical information with the bus drivers. Please complete a card annually and send it directly to the Transportation Coordinator.

Optional Insurance Coverage

Optional insurance can be purchased by parents to cover their children while in school or over a 24 hour period. Insurance information will be distributed to students during the first week of school.

Accidents/Illness

In case of an accident, illness or other emergency, the school will try to immediately locate the parent or person responsible for the child. In the event of an emergency requiring immediate attention, if neither a parent/guardian nor emergency contact can be reached, emergency procedures will be instituted by the school nurse/staff.

Exclusion/Absence from School

To comply with Massachusetts General Laws, Chapter 71, Section 56, if a child is found to be suffering from disease, injury, or illness requiring treatment or further evaluation, the parent/guardian or emergency contact will be notified by the school nurse, principal or designee to request the dismissal of his/her child to seek proper care.

Children may not attend school if they appear to be ill. Any child who presents with a sore throat, severe cold, rash, conjunctivitis, flu, fever, etc. should be kept home. The close proximity of seating in classrooms accelerates the spread of communicable illnesses. **Should your child be ill and remain home, you are asked to notify the school office by phone. Please state the reason for your child’s absence for the purposes of tracking illnesses.**

Listed below are some helpful guidelines when your child becomes ill during school or is absent due to illness:

- a) Students should not return to school after an illness accompanied by fever until their temperature has been normal for 24 hours, without the use of fever-reducing medication.
- b) Students who are taking antibiotics due to illness may return to school after 24 hours of antibiotic treatment if they are well enough to participate in school activities. Students diagnosed with Strep receiving antibiotics may return after 12 hours.
- c) Parents are reminded to use discretion when sending their child to school with colds, headaches, or stomach disorders. The child may be exposing others and may not benefit educationally himself/herself.
- d) If a student requires medication after returning to school from an illness, please be reminded to follow the

medication policy of the Wilmington Public Schools.

Doctor's Notes

For health and safety reasons, communication between the home and school nurse's office is very important. Parents/guardians are responsible for reporting all student injuries and important medical information (fractures, sprains, surgeries, serious illnesses, etc.) to the school nurse as soon as possible. A Doctor's note, indicating physical restrictions or limitations, is **required** for all students returning to school with any activity restricting device, such as crutches, casts, slings, braces, etc.

ADMINISTERING PRESCRIPTION AND NON-PRESCRIPTION MEDICATION TO STUDENTS

Wilmington nursing staff will administer all medication required during the school day (1) under specific written request of the parent/guardian and (2) under the written directive of a prescribing physician. All medication orders are renewable at the beginning of each academic year. Medication to be dispensed should be brought to the nurse's office by a parent/guardian or responsible adult. A thirty (30) day supply of the prescription medication shall be provided to the school nurse in the original prescription bottle or manufacturer packaging. All medications are stored in a securely locked cabinet used exclusively for medication in the nurse's office. Children are not permitted to have medication in the classroom or on their person, unless permission has been granted for self-administration by a parent/guardian, physician and ***provided the school nurse determines it is safe and appropriate***. Students found in possession of prescription medications or controlled substances in violation of this policy will be subject to disciplinary action for a chemical/health violation.

Per the MA Department of Public Health, self-administered of medication is limited to the following and requires a written individualized self-administration health care plan:

1. Students with asthma or other respiratory conditions may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and prescription insulin.
4. Students with life-threatening allergies may self-carry/self-administer prescription Epinephrine.

For short-term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The written request of a parent/guardian is required.

Investigational new drugs may be administered in the school with (1) a written order by a licensed prescriber, (2) written consent of the parent or guardian, and (3) a pharmacy-labeled container for dispensing or manufacturer packaging. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in a school setting.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse.

Parents or guardians may retrieve prescription and non-prescription medications from the school at any time. Where possible, all unused, discontinued or outdated prescription medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such prescription medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs.

The school district shall, through the district Director of Nursing Services, register for medication delegation with the MA Dept. of Public Health and train school personnel in the use of Epinephrine and medication administration on field trips. In-school medication delegation by unlicensed school personnel is not permitted except with the written authorization of the school nurse.

Medical elevator use

Students who have a Doctor’s note requesting elevator use and who are approved by the nursing staff, or for whom elevator use is identified as disability-related accommodation under the student’s IEP or Section 504 Plan, will be allowed to use the elevator. At the high school, a key will be given by the Main Office for a \$5.00 deposit. The deposit will be returned when the key is returned to the Main Office.

Population-based Health Screenings

Populations-based health screenings are mandated by Massachusetts Department of Public Health (MDPH) and/or the Massachusetts Department of Elementary and Secondary Education for vision, hearing, heights & weights, posture, physicals and substance use. These screenings are performed annually by the school nurse or trained designee for the following grades:

- Vision: All students in grades K through 5, 7 and 10.
- Hearing: All students in grades K through 3, 7 and 10.
- Heights, Weights & Body Mass Index’s (BMI’s): All students in grades 1, 4, 7 and 10.
- Posture: All students in grades 5 through 9.
- Physicals: All students upon school entry and in grades K, 4, 7, and 10. It is preferred that your child’s primary care provider perform physical examinations. New transfer students must provide a physical exam within one year prior to entrance to school or within 30 days after school entry, then at the above intervals.
- Screening, Brief Intervention and Referral for Treatment (SBIRT): All students in grades 7 & 10. Confidential verbal screening for substances using a validated screening tool.

Parents/guardians may ‘opt out’ of population-based health screenings by providing a written note to the school nurse in advance of the screening.

When a child does not pass vision, hearing or postural screening, a repeat screening is performed. If a child does not pass for the second time, a letter is sent home indicating the findings. A parent/guardian should then initiate an appointment with a doctor and return the findings to the school nurse. All screening results, except for SBIRT, are documented on each student’s health record.

Immunizations on all students must be complete for school entry and updated as required by the Massachusetts Department of Public Health. Massachusetts law allows two types of exemption: 1) religious exemption from physical examinations or screenings, upon written request of a parent/guardian and/or 2) medical exemption, upon written request of your child’s physician. Students with exemptions may be subject to exclusion during disease outbreaks.

For students in grade 11, a second dose of MenACWY must be given on or after the student’s 16th birthday. Medical documentation should be provided to the nurses in the Health Office.

Contagious diseases are required by law to be reported to the local Board of Health. Kindly report this information to the school nurse in a timely manner. The following rules and regulations, which have been established by the local Department of Public Health, concern the more common communicable diseases. Please contact your child’s School Nurse or the Director of Nursing Services for additional information.

Disease	Minimum Isolation period of patient	Minimum period of quarantine of contacts
Chicken Pox	Until lesions have dried and crusted, or until no new lesions appear, usually by the fifth day	Susceptible students and staff, who are not appropriately immunized or are without laboratory evidence of immunity or a reliable history of chicken pox, shall be excluded from school from the tenth through the 21 st days after their last exposure.
German Measles	No restrictions	No restrictions
Measles	Four days from appearance of rash	No restrictions

Mumps	One week from onset of disease or until all swelling has subsided, whichever is sooner.	No restrictions
Whooping Cough	Three weeks from the beginning of spasmodic cough	No restrictions
SARS-CoV-2	Determined by MA DPH/CDC with guidance from DESE, our school physician and local Board of Health	Determined by MA DPH/CDC with guidance from DESE, our school physician and local Board of Health
Scarlet Fever or Streptococcal Sore Throat	Twelve hours with antibiotic therapy as long as therapy is continued for a prescribed number of days.	No restrictions

Common Health Problems

Poison Ivy, Poison Oak, etc.	No restrictions. Not contagious, but must be under treatment. If rash is weepy, must be covered.
Pediculosis (head lice)	Transmitted by direct contact. Does not carry disease and is not considered a public health issue.
Pin Worm	Contagious. Transmitted by hand and airborne dispersal. Treatment required by a physician.
Scabies	Contagious. Transmitted by direct contact. Excluded from school until free from infestation.

Rights of Students with AIDS or HIV Infection

If a student has AIDS or is infected with HIV, the virus that causes AIDS, that student has certain rights under the law. Also, the Massachusetts Department of Education and Massachusetts Department of Public Health have a written policy that informs schools how they should act in order to protect those rights. The following is a summary of that policy:

- Every school age child has the right to a public education.
- A student with AIDS or HIV infection has the right to keep their medical condition private.
- If a parent tells someone at school that a student has AIDS or HIV infection, they should not tell other people without that parent's permission.
- A parent may give people at school permission to tell certain other people that a student has AIDS or HIV infection by saying so in writing.

The Massachusetts General Laws, Chapter III, Section 70F, prohibits health care providers, physicians, and health care facilities (including school-based clinics) from disclosing HIV test results, or even the fact that a test has been performed, without a specific, informed, written consent of the person who has been tested.

Please note: HIV/AIDS information is not considered part of the student health record.

Life-Threatening Food and Other Allergy Policy Statement

It is the policy of the Wilmington School Committee to set age-appropriate guidelines for students and schools within the Wilmington system that minimize the risk for children with life-threatening allergies (LTA) to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines shall include: building-based general medical emergency plans, life-threatening allergy emergency plans, individual healthcare plans for all students diagnosed with LTA, appropriate training of staff, availability of medical equipment on site for quick response to life-threatening allergic reactions, and such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.

It is the School Committee's expectation that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all

students and their families. In order to assist children with LTA to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the School Committee that the guidelines shift as children advance through the primary grades and through secondary school.

HEALTH RECORDS

In accordance with the MA Department of Elementary and Secondary Education, 603 CMR 23.06 policy on Temporary Records: the temporary record shall consist of all the information in the student record which is not contained in the transcript. Such information shall include health records.

It is the policy of the Wilmington Public Schools to distribute all temporary health records to graduating seniors. Any Massachusetts School Health Records retained by the Wilmington Public Schools must be destroyed no later than 7 years after the student transfers, withdraws or graduates.

Please note: The above Wilmington School Health policy information does not include all possible illnesses or health concerns. Should you need further information, please consult with your child's school nurse.

SBIRT: Screening, Brief Intervention, and Referral to Treatment

Definition: SBIRT stands for Screening, Brief Intervention, and Referral to Treatment. An evidence- based screening tool is utilized for the Screening; the Brief Intervention is provided through motivational interviewing and the Referral to Treatment is dependent on resources available in the school and community.

Background: Substance use during adolescence is associated with various negative outcomes including problems in school, injuries, emergency room visits, arrests, violence, and other risky behaviors, such as unprotected sex. The younger a person is when he/she first uses alcohol or drugs, the greater the likelihood that he/she will become dependent and/or addicted as an adult. Additionally, heavy alcohol and marijuana use in adolescence may result in long-lasting functional and structural changes in the brain affecting memory and learning functions, decreasing motivation, and increasing the risk of serious mental illness. In response to the Opioid Crisis, an Opioid Bill was signed by Governor Baker on March 14, 2016, mandating a verbal screening for substance use (also known as Screening, Brief Intervention, Referral to Treatment – SBIRT).

Purpose: The purpose of SBIRT is to promote prevention and identify early risk for substance use in our adolescents and to take appropriate actions as soon as possible if a problem is identified. Neuroscience tells us that the developing adolescent brain is at particular risk for addiction, so intervening early, before a substance use disorder develops, is key to the life-long health of our students. The SBIRT screening process reinforces healthy choices being made by students, identifies those who need intervention and education, ideally before substance use begins, and provides a referral for those who need additional support or treatment. SBIRT screenings are performed like other health screenings in school settings (i.e., vision, hearing, BMI) with respect to identifying a health condition as soon as possible so as to enable all children to obtain the fullest benefit of their educational opportunities.

Universal Screening: The SBIRT protocol developed by the MA Department of Public Health (DPH) for use by school health personnel is a structured, evidence-based conversation that promotes prevention and identifies early risk for substance use among adolescents. It is a UNIVERSAL screening of ALL students in a selected grade level. It is not a targeted screen for selected students, nor is it intended to get anyone "in trouble". It is neither "drug testing" nor is it a treatment program for students who may be addicted to substances.

SBIRT Team: An SBIRT team will be composed of school health personnel, such as school counselors, adjustment counselors, social workers, psychological staff, and health educators. Members of the SBIRT team will implement the screening, provide education to the students and/or provide follow-up as necessary to the initial screen.

Grades to be screened: Per the Department of Elementary and Secondary Education and in consultation with the MA Department of Public Health, one middle school grade and one high school grade will be screened.

Consent: Parents/Guardians will be notified of SBIRT screenings in advance and given the opportunity to opt their child out of the screening. Students are allowed to self-opt out at any time before or during the screening.

Confidentiality: Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, except in cases of immediate medical emergency or a

disclosure is otherwise required by state law. Such consent shall be documented on a form approved by the department of public health and shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the pupil.

REF: Bill H.4056 An Act Relative to Substance Use, Treatment, Education and Prevention
<http://www.masbirt.org/>

STUDENT SURVEYS

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the District's conducting of surveys, collection, and the use of information for marketing purposes, and certain physical exams. These include the right to:

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

The above rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law.

The Wilmington Public Schools will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as methods to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE, and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under PPRA have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

TRANSPORTATION

BICYCLES

If a student rides a bicycle to school, the bike should be parked and locked securely on the bike racks provided outside of the building. Wilmington High School does not take responsibility for bicycles that are lost or damaged while on school property.

STUDENT DROP OFF AND PICK UP

Students may be dropped off and picked up at designated areas only unless prior approval has been arranged with the high school administration.

Parents and other transportation providers are reminded of the prohibition against the unnecessary idling of motor vehicles on school grounds. MGL c.90 s.16B.

BUS SAFETY AND EXPECTATIONS

The Wilmington Public Schools provides access to bus transportation for students which can be a fun and exciting extension of your child's school. We strive to make the bus ride a short, safe, and enjoyable one.

Behavior plays a pivotal role in maintaining safety and providing a comfortable atmosphere for all students. Students who disregard bus safety rules may be assigned a specific seat by either the driver, staff or the Principal.

Overall Expectations:

The bus is an extension of the school and, as such, the general expectations and requirements for student behavior also apply in addition to the further expectations noted below. All school rules shall be in effect on school transportation vehicles and at school bus stops.

The following expectations are considered essential to help ensure the safe operation of our school buses and we ask that parents/guardians and caregivers review these expectations regularly with their children.

- Students are required to always follow the direction of the bus driver and be respectful
- Riders must respect one another and the property of others
- Students must remain in a proper seated position at all times
- Speak in a quiet indoor voice, no screaming or yelling
- Keep the aisle clear
- Food and drink is not permitted on the bus
- Arms, legs, heads and objects must be kept inside the bus at all times
- The use of cell phones and other personal devices for video imaging is prohibited.
- Lighting matches, lighters, alcohol, smoking and vaping are not permitted on the bus and are subject to suspension and/or expulsion from school in addition to bus consequences.
- Objects are not to be thrown in the bus or outside
- No obscene language or gestures
- Any destruction of property on the bus (e.g. tearing of seats or breaking windows) will result in an obligation of the student/family required to pay restitution
- Students are not permitted to change buses and may only ride the bus they are assigned to
- Any other conduct that interferes with the safe operation of the school bus

Consequences Associated with Violations of Bus Riding Expectations and/or Violations of School Rules:

It should be noted that riding a school bus is a privilege and not a right. Any behavior that holds the potential to interfere with the safe and orderly operation of a bus will be dealt with accordingly and generally with progressive discipline. This may include temporary suspension from the bus up to, and including, revoking bus riding privileges for a period not to exceed 5 days. A longer loss or termination of bus privileges altogether may be imposed for extreme instances and/or continued offenses.

STUDENT PARKING

Driving to school by students is considered by the Wilmington High School administration and faculty to be a privilege. Students who drive to school must register their vehicle with the School Resource Officer within the first two weeks of the year by filling out the appropriate form(s). If spaces become limited, Wilmington High School parking permits will be issued through a lottery system. The Principal's office will announce if and when a lottery for parking passes will take place as the

need arises.

Upon approval for a permit, the student will be issued a Wilmington High School parking sticker. **The sticker must be located in the bottom of the rear window on the driver's side.**

Parking is in the Student Parking Lot only. Students may not park at any Church lot, the Wilmington Public Library, or in the lot designated for staff parking. Illegally parked cars may be towed at the owner's expense.

Any vehicle found without a permit in the student parking lot will be ticketed and may be towed at the owner's expense. The safety and security of the students and school grounds is paramount and an overcrowded and congested parking lot hinders this objective.

Students are reminded to comply with state law regarding the wearing of seatbelts while driving as well as the unnecessary idling of motor vehicles on school grounds.

Safety and Wellness

Wilmington Public Schools are committed to providing a school community that is safe and healthy for all members. This section focuses on the promotion of wellness and safety and expected student behavior to support a secure and productive learning environment.

EMERGENCY DRILLS

Emergency drills are performed so that in the event of an actual emergency, students and staff will be prepared. Drills may be conducted once each month during the school year. It must be assumed that all fire alarms mean an actual fire and students and staff are to respond immediately. Emergency drill instructions are posted in every classroom. It is important that students adhere to these instructions and leave by the designated exit as quickly as possible without running and without talking. Once outside, students must report to their classroom teacher for attendance purposes. When the fire alarm sounds, everyone, without exception, is to leave the building.

In addition to fire drills, several other types of drills may be practiced throughout the school year. Each drill involves a protocol. These protocols are:

- shelter in place
- lockdown
- A.L.i.C.E.

These protocols are explained to staff and students at the start of each school year.

SEARCHES OF STUDENTS AND SCHOOL PROPERTY

The Wilmington Public Schools reserves the right to conduct searches of students and students' personal property where a school administrator has reasonable suspicion that the student is in possession of items or materials that would constitute a violation of school rules and/or applicable state or federal laws.

[Refer to School Committee Policy JIH](#)

USE OF DOGS TO SEARCH SCHOOL PROPERTY

[Refer to School Committee Policy JIK](#)

STUDENTS SEEKING VOLUNTARY DRUG/ALCOHOL ASSISTANCE

The school will provide, without penalties, assistance to any student voluntarily seeking drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use, and has not been apprehended for any such violation by school authorities, staff will immediately consider the best possible means of helping the student, including the use of members of the school staff, pupil personnel services, team conferences or private and community resources. Parents are an important factor in helping the individual student and could be involved as soon as it is considered to be appropriate.

PHYSICAL RESTRAINT OF STUDENTS

The Wilmington Public Schools complies with the requirements of Massachusetts statutes and regulations governing the use and reporting of physical restraint in schools. M.G.L. c. 71, § 37G; 603 CMR 46.00. Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint is considered an emergency procedure of last resort and may be used only when: (a) the student's behavior poses a threat of assault, or imminent, serious, physical harm to self and/or others; and (b) less intrusive interventions are ineffective or deemed to be inappropriate under the circumstances. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. Physical restraint is prohibited in the following circumstances: (a) as a means of punishment; or (b) as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

In the event that a physical restraint is administered, the parents/guardians will be notified orally within twenty-four (24) hours of the restraint and shall be provided with a written Restraint Report within three (3) school days of the restraint. 603 CMR 46.06.

NONDISCRIMINATION

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

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth, and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider in all the decisions made within the school system the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. MGLc.76,s.5. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the school principal and/or the District's Civil Rights and Title IX Coordinator.

Director of Student Support Services
Wilmington Public Schools
219 Middlesex Avenue
Wilmington, MA 01887
978-694-6032

The Wilmington Public Schools will promptly investigate allegations of discrimination and discriminatory harassment in accordance with applicable laws and applicable WPS' grievance procedures. Retaliation against any individual for reporting harassment, filing a complaint of harassment, or for participating in the investigation thereof, is also strictly prohibited. A student or staff member who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and, in the case of an employee, termination of employment. Reports and complaints of sexual harassment as defined under Title IX of the Education Amendments Act of 1972 will be addressed in accordance with the District's Title IX Sexual Harassment Grievance Procedure and applicable federal regulations. Reports and complaints of discrimination and/or harassment on the basis race, color, religion, national origin, or disability, as well as complaints of discrimination or sexual harassment not within the scope of Title IX will be investigated in accordance with the Wilmington Public Schools' Civil Rights Grievance Procedure.

WPS Civil Rights Coordinators are:

Employees: Human Resources Administrator
Wilmington Public
Schools 161 Church Street
Wilmington, Massachusetts 01887
978-694-6000

Students: Director of Student Support Services
Wilmington Public Schools

219 Middlesex Avenue
Wilmington, Massachusetts 01887
978-694-6032

Students and employees are encouraged to utilize the District's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172 or

Problem Resolution System Office
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street,
Malden, MA 02148-4906
Telephone: 781-338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: 781-338-3710
compliance@doe.mass.edu

HAZING

[Refer to School Committee Policies JICFA](#) and [JICFA-E](#)

The Wilmington School Committee's disciplinary policy for violation of Massachusetts General Law Chapter 269 (Hazing Statutes) sections 17, 18 and/or 19, will result in five (5) days out of school suspension plus removal from the activity in question. The statutes are described in detail below.

Massachusetts General Law c.269, §. 17. Crime of Hazing; Definition: Penalty

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 (\$3,000.) 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 provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c536; amended by St.1987,c665.

Massachusetts General Law c. 269, §. 18. Duty 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 (\$1,000.00). Added by St.1985, c536; amended by St.1985, c665.

***Massachusetts General Law c. 269 §. 19. Hazing Statutes to Be Provided;
Statement of Compliance and Discipline Policy Required:***

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such 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 sections requirements that an institution issue copies of this section and section 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, 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 acknowledgment 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 post-secondary 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 post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, 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 institutions policies to its students. The board of regents 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. Added by St.1985, c 536; amended by St. L 987, c 665.

BULLYING PREVENTION

The Wilmington Public Schools strictly prohibits bullying, cyberbullying, and/or retaliation. All reports and complaints of bullying, cyberbullying, and/or retaliation will be promptly investigated in accordance with the Wilmington Public Schools Bullying Prevention and Intervention Plan.

As defined in M.G.L. c. 71, § 37O, bullying is the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, or advisor to an extracurricular activity of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (1) Causes physical or emotional harm to the target or damage to the target's property; or (2) Places the target in reasonable fear of harm to himself or herself or of damage to his or her property; or (3) Creates a hostile environment at school for the target; (4) Infringes on the rights of the target at school; or (5) Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is defined as 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, email, instant messages, text messages, and Internet postings.

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

A school staff member who observes bullying or receives a report of bullying must promptly notify the building principal. Students and family members are also encouraged to promptly report to the principal any bullying to which the student, or other students are being subjected. Reports made by students, parents or guardians, or other non-employees may be made anonymously although no disciplinary action may be taken against any individual based solely upon an anonymous report.

Upon receipt of a report or complaint of bullying, cyberbullying, or retaliation, the principal or a principal's designee will conduct an investigation and provide written notice of the outcome thereof to the alleged target and aggressor and their parents/guardians. Individuals who are determined to have engaged in bullying, cyberbullying, or retaliation shall be subject to disciplinary consequences including, but not limited to suspension from school (student aggressors) and termination of employment (staff aggressors).

For additional information regarding bullying resources and procedures, please see the Wilmington Public Schools' Bullying Prevention and intervention Plan:

Please see also refer to [School Committee Policy JICFB](#)

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

[Refer to School Committee Policy JFABD](#)

PREGNANT STUDENTS

[Refer to School Committee Policy JIE](#)

ELECTRONIC DEVICE USE POLICY

[Refer to School Committee Policy JICJA](#)

WHS Addendum

Earbuds and headphones connected to any electronic device may not be used in classrooms during instructional time unless they are required by the teacher.

Earbud use at any other time (passing time, lunch) is restricted to one ear. Headphones covering both ears is never permitted. These restrictions are for the safety of our students.

Any student who uses an electronic device in an unlawful manner or who unlawfully shares inappropriate materials via phones, email, social media, or other electronic means may be subject to severe disciplinary action, including, but not limited to, out-of-school suspension, daily confiscation of electronic devices for the remainder of the school year, and/or any other disciplinary action as deemed appropriate by school administration.

ELECTRONIC DEVICES IN LOCKER ROOMS AND BATHROOMS

Electronic devices are never allowed in a bathroom or locker room. Having any electronic device in a bathroom or locker room presents specific personal privacy issues or concerns because they can be used as recording devices. Please refer to Paragraph C, Sections 2 and 3 of the Electronic Device Use Policy on p. (Adopted by the School Committee: February 24, 2016).

The electronic device will be confiscated if a student is in possession of the device in a bathroom or in a locker room.

ACCEPTABLE USE POLICY

1. Purpose

The purpose of the Acceptable Use Policy (AUP) is to establish the acceptable use of information technologies in the Wilmington Public Schools (WPS) in order to benefit the students, parents and staff of Wilmington and better our learning community. WPS encourages the use of information technology in our schools and the public at large. The District believes that the understanding and proper use of these technologies enhance learning and help our student population develop into productive and responsible citizens. Understanding information technologies can help to create lifelong learners who conduct themselves responsibly and ethically. These technologies will be used to increase efficiency, collaboration, communication, critical thinking and creativity.

2. General Statement of Policy

This policy will provide an explanation, purpose and definition of acceptable use by students, parents and staff of the WPS community. This policy is required to be read prior to using or accessing any information technology in the District. Additionally, staff must sign the (AUP) form and submit it to the WPS administrative office annually before accessing any information technology prior to the beginning of the new school year. Parents and students must check the box indicating that they have read this policy in the student handbook in the online student contact update form in the Aspen Parent Portal annually.

3. Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the WPS as well as with applicable laws and this policy. The review and update of this policy will be done annually by the Superintendent of Schools and the IT Director.

4. Definitions

Electronic Communication: Any communication or interaction which occurs through electronic means. Electronic communications include communications that have no specific intended recipient (e.g., posting a blog entry or status update on a publicly visible website, depending on privacy settings, which may be viewed by the public or users of that website).

Student: Any individual currently enrolled in the WPS.

The District: The Wilmington Public Schools and its staff.

The Committee: The Wilmington School Committee and its members.

Staff: All employees of the WPS and any contractor or individual employed by a contractor who provides services in or to the WPS.

Information Technology: The WPS Network Infrastructure, wireless network, hardware, software, systems, electronic devices, computers, peripherals, website, electronic documents and files, storage devices, data, Internet, digital resources, blogs, podcasting, telephone including Voice over Internet Protocol (VoIP), email or any other device or equipment used to access, store, manipulate or transmit data.

Users: Any person using the District's information technologies

Devices: Any District-owned or leased device, students or staff-owned device or any device being used on school grounds or on the school's network

5. Unacceptable Uses

- a. Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - i. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;

- iii. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 - iv. Information or materials that could cause damage or danger of disruption to the educational process;
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
 - vi. Online shopping or ordering for personal purposes.
 - vii. Personal photos, videos, files or music not related to educational purposes for any extended length of time with the exception of those stored in the apps provided by the District's Google Apps for Education
- b. Users will not use the District's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks or bullying.
 - c. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.
 - d. Users will not use the District's electronic technologies for political campaigning.
 - e. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.
 - i. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
 - ii. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
 - iii. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.
 - iv. Users may not add or remove any software from District-owned computers or devices nor modify the equipment, software configuration, or environment without prior expressed written permission from the Superintendent of Schools and/or his/her designee. [All electronic technology requests must go through the District's Office of Information Technology Work Order System.]
 - f. Users will not use the District's electronic technologies to gain unauthorized access (hacking) to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 - g. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to log on through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.
 - h. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - i. Messages, files and records on the District's electronic technologies may not be encrypted in such a way that the Office of Information Technology cannot access them without the permission of appropriate administrative school authorities.
 - j. Users will not use the District's electronic technologies in any way that may violate trademark or copyright laws or usage licensing agreements:
 - i. Users will not use another person's property without the person's prior approval or proper citation;
 - ii. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
 - iii. Users will not plagiarize works they find on the Internet or other information resources.
 - k. Users will not use the District's electronic technologies for unauthorized commercial purposes or for personal financial gain unrelated to the mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
 - l. The District does not support personal hardware or software. Users will not install any personal hardware or software on any district-owned systems including but not limited to printers, wireless access points or

switches. Users will not use district resources, Internet access or network via hardwire connection to the District network infrastructure. Users will not connect their home PC or Laptop to the wall plate network jack in any building for Internet access.

- m. Users will not use online proxy services to negate or otherwise bypass District Internet content filtering.
- n. There are many people and systems dependent upon a proper and optimal performance level of the network infrastructure. Frivolous, excessive and inappropriate use of these network resources by one or a few individuals should not compromise the performance for other individuals and will operate with consideration for all who use the shared resources. The District may need to put quotas on storage or bandwidth as well as block websites or other online resources in order to maintain fairness of resource allocation for all district users.
- o. Users are required to keep their passwords private and secured. Failure to do so could result in the unauthorized access of sensitive District data. Users who do not secure their passwords could have their access to systems, temporarily or permanently removed, or suspended and face disciplinary action. Examples of insecure storage of passwords include writing a password on a piece of paper attached to a monitor, under a keyboard, or pinned to a wall.

6. Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998 (15 U.S.C. §6501, et seq. (COPPA) , 1998). COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013. WPS works diligently to comply with COPPA requirements. WPS does not collect student personal information in order to transmit such information directly to online entities for the purpose of creating web-based accounts.

7. Public Records

The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law (Massachusetts General Laws, Current). This law applies whether or not the record is in the form of a paper document or an electronic communication.

8. Content Filtering

The WPS uses hardware and software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act (CIPA) (U.S. Code, 2000). WPS is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age-appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. WPS educates students about appropriate online behavior, including how to interact with other individuals with regard to ethics, safety, security, responsibility and sensitivity. WPS provides these educational opportunities as part of the WPS K-12 Information and Digital Literacy Goals and in line with the Massachusetts Technology Literacy Standards and Expectations (Massachusetts Department of Elementary and Secondary Education, 2008).

9. Monitoring and Limited Expectation of Privacy

By authorizing use of the School District electronic technologies, the District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should have no expectation of privacy in the contents of personal files on the District's electronic technologies.

- p. The WPS monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks.
- q. The WPS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the WPS.
- r. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.
- s. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the WPS Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.
- t. Search of particular files of a user may be conducted at any time but shall ordinarily be the result of a reasonable suspicion that a user has violated the law or WPS Policies. In such circumstances, the investigation shall be conducted in order to determine the nature and extent of the alleged policy violation.
- u. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies.

10. Limitation on School District Liability

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service, corruption in delivery or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

11. Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution
- Termination of employment for cause

Student Rights and Responsibilities

ATTENDANCE POLICY

Attendance in school and class is the number one factor in a student's success. It is of primary importance in academic achievement and is the top responsibility of every student. The expectation is that each student will attend all of his/her classes on every school day unless he/she has a legitimate reason per the Attendance Policy. **For more information on truancy and attendance, please refer to Appendix A.**

Chapters 76 of the Massachusetts General Laws relating to Education in the Commonwealth of Massachusetts specifically state the responsibility of parents, students, and the school regarding attendance. Under Massachusetts law, parents/guardians do not have the option of keeping a student of required school age out of school other than the reasons listed below. Even if the absence meets the approval of parents, the administration will make the final determination as to whether it is classified as excused. All absences require appropriate documentation. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. These laws also allow for the following reasons to excuse an absence:

Excused Absence

1. Illness of the student
2. Serious illness or death in the family
3. Family emergency
4. Religious observance
5. Court Appearance/Subpoena/Jury Duty
6. Suspension/Expulsion
7. School sponsored event
8. Documented college visits

Unexcused Absence

Unexcused absences include, but are not limited to:

- Appointments (non-emergency)
- Working
- Class "Skip Day"
- Oversleeping
- *Truancy
- Missed Bus
- Car Problems
- Class Cutting
- Family Vacations
- Non-school sponsored extracurricular/team events

The school administration shall be responsible for reviewing attendance records and initiating appropriate actions at the building level to address unexcused student absences and tardiness.

ABSENCE PROCEDURE

The student's parent/guardian must call the school on each day of absence (978) 694-6060.

When a student returns to school after an absence he/she must present appropriate documentation/ **absence note** (signed by a parent/guardian) to the Main Office. Absence notes must be filed in the Assistant Principal's Office. **A student's absence note will not be accepted after one week from the day the student returns.** Absence notes that are written weeks after the date of absence and give general approval to blocks of absences will not be accepted. Absence notes must specify one of the above excused reasons. General notes will be considered unexcused. All absence notes must be written and signed by a parent or legal guardian. No student handwritten notes with only a parent or legal guardian signature will be accepted. All notes must include the phone number of a parent or legal guardian.

If a student is absent and the student's parent or /guardian has not contacted the school to provide notification of

the absence, the parent/guardian will be contacted within three (3) school days of the absence.

When a student accumulates five (5) or more unexcused absences over a school year, the parent(s)/guardian(s) and the student will be notified of a required meeting with the school administration and relevant parties to develop an action plan to address the student's attendance.

Within five (5) school days of a student's tenth (10th) consecutive unexcused absence, written notice of an Exit Interview meeting will be sent to the parent(s)/guardian(s) and the student prior to the student's administrative disenrollment from the school. M.G.L. c. 76, § 18.

LOSS OF CREDIT DUE TO ABSENCE

Credits for courses are based on the number of days that a class meets. If a student fails to meet an expected number of days for a course or courses due to excessive absences, the student should expect that a loss or reduction in credit may result.

Parents/guardians will be notified of a student's 7th, 8th, and 9th absence from any class. At the 10th cumulative absence, a due process meeting with the parents/guardians, School Counselor, and Assistant Principal will be held in order to discuss the loss/reduction of credit for the course. The purpose of the meeting is to determine if denial/reduction of credit is appropriate based on the circumstances involved. If credit is denied/reduced, options for credit recovery will be made available to the student.

It is not the intention of the administration of Wilmington High School to be unreasonably punitive with the described attendance policy. The purpose of an attendance requirement is to assist every student to be academically successful in any course in which the student is enrolled. We expect our students, their parents/guardians, and the high school to be held accountable for student attendance.

DISMISSALS

Dismissals from school for important reasons should be requested in writing in advance. If a student is to be dismissed, a written request, including a phone number for verification from the parent or guardian should be brought in **on the morning of the day in question no later than 8:00 AM** to the secretary at the Main Office counter. All dismissal notes must be written and signed by a parent or legal guardian.

No student handwritten notes with only a parent or legal guardian signature will be accepted. All notes must include the phone number of a parent or legal guardian. At the time of the early dismissal, it is the student's responsibility to **sign out with the security monitor**. Any student who fails to do so will be given one (1) night of detention. Students who are dismissed and return to school that same day must report to the office in order to be readmitted to class. If at all possible, dental and medical appointments should not be scheduled during the school day.

Because of our liability responsibilities, telephone requests for dismissals will not be honored, unless positive identification can be made. Brothers, sisters, aunts, uncles, etc. will not be allowed to dismiss Wilmington High School students from school during school hours or supervised school activities unless they can prove they have legal custody of that young person. Any student leaving school grounds without authorization at any time during the school day will be considered truant.

In cases of illness, dismissals must be approved by the School Nurse. All students who are ill must see the nurse who will make the determination for dismissal due to illness. Students must not text message parents to be dismissed. Student dismissal by parent and not the School Nurse is considered an unexcused dismissal. Students who are dismissed before 10:30 AM and do not return will be marked as absent.

TARDINESS TO SCHOOL

Students who are tardy to school are to sign in with the security monitor as you enter the front doors of the building. Students arriving after 8:00 AM without a note will receive a phone call home by security monitor. Students who do not sign in will be subject to one detention. Additional consequences may result if additional offenses of this nature occur.

The following are guidelines which are followed when a student is tardy:

1. A student who incurs an unexcused tardy may not participate in any extracurricular activities or events (practices, games, rehearsals, meetings, dances, concerts etc.) that day. Excusable reasons for tardy follow the same guidelines as excused absences.
2. On the third unexcused tardy, parents will be notified and the student will receive a verbal warning indicating that future unexcused tardies will result in additional consequences.
 - 4th unexcused tardy 1 detention (to be served day of)
 - 5th unexcused tardy parent phone call and 2 detentions
 - 6th unexcused tardy parent phone call and 3 detentions
3. When a student misses two (2) or more classes over five (5) cumulative school days in the school year due to tardies, the parent and student will be notified of a required meeting with an administrator to formulate an attendance plan which will address the student's repeated tardies.

All tardy notes must be written and signed by a parent or legal guardian. All notes must include the phone number of a parent or legal guardian. Students who are tardy due to a doctor's visit or appointment must bring a note dated on that morning from their doctor's office upon arriving at school.

Students should follow the Make-Up Guidelines below if classes are missed due to a tardy to school. Students who enter school after 10:30 will be marked as Tardy/Absent.

TARDINESS TO CLASS

When a student is tardy to class and cannot justify the tardiness, he/she is subject to the policies and guidelines outlined by the classroom teacher. When a student is repeatedly tardy to class, thereby interfering with instructional process, he/she will be referred to the Assistant Principal for additional disciplinary action.

MAKE-UP PROCEDURES

Absence from School

It is the student's responsibility to make contact with his/her teachers to arrange a plan for making up missed work due to absences from school. Students must contact their teachers within two days of their return from an absence. Every effort should be made to contact a teacher during an absence if the student is able complete the work on any days missed. The plan and timeline for make-up work is determined by the teacher and is communicated to the student. All make-up assignments must be completed by the end of the quarter during which the work has been assigned. Extenuating circumstances may result in an extension for completing make-up work. A meeting with the teachers, student, school counselor, and administrator must take place in order to plan for the extension.

Absence from Class

Students may miss a class due to a variety of reasons (tardiness to school, dismissal from school, field trip, attending a seminar or presentation, emergency meetings). Whether the absence is planned or not, the student is responsible for the work missed during that class.

*Students absent from school or class due to truancy are not allowed make-up privileges.

SUMMARY

- An absence from school/class impacts a student's performance/achievement.
- Absences from school must be reported according to the procedure outlined in the Attendance Policy.
- Absences may be considered excused or unexcused.
- Students are responsible for making up work missed due to any absence according to the Make- Up Procedures outlined in the Attendance Policy.
- Make-up privileges are not allowed if an absence from school/class is due to truancy.
- Excessive absence may result in loss of credit.

LEAVING SCHOOL WITHOUT PERMISSION

Students may not leave the building unless they have permission from an administrator. Leaving the building without permission is considered truancy and appropriate consequences will be imposed.

DRESS CODE

[Refer to School Committee Policy JICA](#)

Wilmington High School Guidelines:

The administration of WHS respects the students' rights to choose their manner of dress. However, clothing or accessories that distract or detract from the educational mission of WHS are not allowed. Clothing choices may not pose a safety hazard and must comply with state and local health laws, such as wearing footwear. Head coverings must not obscure a student's identity or interfere with their view or ability to learn, except for religious or health reasons that are verifiable.

Wilmington High School is committed to preparing students to become successful and productive members of their community and beyond. We encourage our students to take pride in their personal appearance and, in doing so, set the following expectations of student dress at WHS:

- Students may not wear clothing or accessories that display language, pictures, or symbols that are profane, sexually suggestive, or endorse products that are illegal or that promote violence.
- Students may not wear clothing that poses a safety hazard, such as metal chains or spikes.

The administration reserves the right to determine the appropriateness of clothing within the expectations provided. Students not meeting these expectations will be required to change their clothing and may be sent home.

STUDENT IDENTIFICATION CARDS

Students should carry this card at all times. I.D. cards will be required for admittance to school dances, the library and to check out library books and may be used when purchasing a lunch. Students will be charged a \$5.00 replacement fee for loss or theft of card. Students should see their Assistant Principal for a replacement I.D. card.

LOCKERS

Students are responsible for the cleanliness of the inside and outside of their lockers. Any damage to one's locker will be paid for by the student. **Be sure your locker is locked at all times.** Double check it!

You, not the administration, are responsible for stolen books, clothing or other articles that may be found missing from your unsecured locker. The school will not replace items taken from a locker.

There is no district insurance plan to cover stolen or missing clothing or learning materials. Students under no circumstances are to take up residence in any locker other than that to which they have been assigned.

Students are reminded that school lockers are provided for student use as a courtesy and that students do not have a reasonable expectation of privacy in the contents of their school lockers. Student lockers are subject to search by the school administration without prior notice where there is reasonable suspicion that the search will result in the discovery of items or materials prohibited under applicable school rules and/or state or federal laws and regulations.

BOOKS

Students are responsible for the care of all books issued, and must pay at the Main Office for damaged or lost books. The value of a book will be determined by the administration. Anyone failing to return his/her book in the condition it was received will be billed accordingly. Full payment is expected within 2 weeks of the invoice being sent. Failure to make proper restitution may result in a student not being able to attend school functions including, but not limited to, dances, proms, athletics, band, clubs, etc.

ITEMS DROPPED OFF

Students who forget things at home and have someone drop them off are to pick the items up in the main office. WHS will not be responsible for items that are dropped off.

RELEASE OF INFORMATION

The Wilmington School Department continually celebrates student academic achievements and talents. Students are frequently recognized in school newsletters, local newspapers and displays throughout the schools and town buildings. Students' work may also be submitted to local and national contests. If a parent has objections to their child's name being posted or work displayed, a written notification to the Principal must be submitted.

STUDENT PUBLICATIONS

[Refer to School Committee Policy JICE](#)

STUDENT PARTICIPATION IN ASSESSMENT PROGRAM

Wilmington Public Schools hereby provides notice to all students and parents that students are responsible for participating in all assessment programs that are a part of measuring their achievement of the curriculum objectives. These assessment programs include all teacher-developed tests and exams, the State-mandated Massachusetts Comprehensive Assessment System (MCAS) and any other standardized testing program adopted by the school district. Failure and/or refusal to participate in the administration of required assessments will result in disciplinary action including suspension. Failure and/or refusal to participate include, but are not limited to, filling in booklets with doodling, art work, scribble and /or epithets.

ACADEMIC INTEGRITY

In order to achieve the academic expectations of the Wilmington High School Mission Statement, students must take responsibility for their own education. Honesty and integrity are essential to that achievement. Cheating and plagiarism undermine the educational process and deny students the opportunity to maximize their learning potential.

Cheating is defined as obtaining an unfair advantage in completing academic work.

Examples of cheating include but are not limited to:

1. Copying another student's homework, papers, projects, or ideas.
2. Using unauthorized books, calculators, notebooks, "cheat sheets," or other resources during an exam or to complete an assignment.
3. Using unauthorized electronic resources (cell phones, text messages, iPods, etc.) to access information during exams.
4. Copying or allowing another student to copy answers during a test, quiz, or exam.
5. Any form of communication during an assessment.

Plagiarism occurs when a student copies information and/or ideas from another source, fails to give credit to that source, and passes the information and/or ideas off as his/her own.

Examples of plagiarism include but are not limited to:

1. Direct copying, cutting, or pasting of text, pictures, or ideas from books, articles, internet resources, instant messages, or emails.
2. Failure to cite quoted material or paraphrased material.
3. Use of false data or citations.
4. Buying research papers or paying someone to write research papers and submitting them as original work.
5. Allowing someone else to submit your work as their own.
6. Using any type of translator for assignments meant to assess students' knowledge of a foreign language

Consequences of Cheating and Plagiarism

First offense:

- The student will receive a zero for the assignment and will not be given an opportunity to redo the assignment for credit.
- The teacher will notify the student's parents and the school administration.
- The student will receive two office detentions, and the incident will be documented in the student's disciplinary record.
- The incident will be reported to faculty advisors of any extra-curricular activities in which the student is involved, including National Honor Society and athletics.

Second offense:

- a. The student will receive a zero for the assignment and will not be given an opportunity to redo the assignment for credit.
- b. The teacher will notify the student's parents and the school administration.
- c. The student will be subject to in-school suspension, and the incident will be documented in the student's disciplinary record.
- d. The incident will be reported to faculty advisors of any extra-curricular activities in which the student

is involved, including National Honor Society and athletics.

Third offense:

- The student will receive a zero for the assignment and will not be given an opportunity to redo the assignment for credit.
- The teacher will notify the student's parents and the school administration.
- The student will be subject to out-of-school suspension, and the incident will be documented in the student's disciplinary record.
- The student will be ineligible for participation in any extracurricular activities, including National Honor Society and athletics.

Subsequent offenses:

Consequences for subsequent offenses will be at the discretion of high school administration but may include long-term suspension from school. In addition, the Wilmington Public Schools reserves the right and authority of school administrators to impose more significant sanctions to first and second offenses that are determined to be egregious or severe.

FOOD AND BEVERAGES

Food and beverages are allowed in the cafeteria and other designated areas in the building. No food or drink other than water is allowed in the classroom.

INTERDISCIPLINARY BLOCK (W2) EXPECTATIONS

We are all responsible for making this time meaningful and an opportunity to be valued. W2 time is not offered in every school and, we have been requested by staff, students, and families to continue to offer this time. However we cannot include this time as learning time unless it is structured and used by students for LEARNING.

Therefore, we have made a concerted effort to help us all manage this time productively.

- W2 will be separated into two segments (42/42). The purpose of segmenting this time is for both students and staff to plan meaningful activities during this block as well as allowing for academic time.
- We will provide staff and students with a monthly calendar for the planned activities that are required, or those being offered during the segments of each W2 block.
- School-organized W2 plans will include:
 - Class Meetings & Assemblies
 - Advisory and MARC curriculum
 - School Counseling Seminars
 - Guest Speakers
 - Project Based Learning Activities
 - Other Enrichment Opportunities
- Expectations for W2:
 - Students are responsible for attending their assigned W2 locations. If a teacher has booked a student in advance, the student is required to attend.
 - Students may use My Flex Learning to select their W2 location, if they have not been previously assigned by a teacher.
 - All students will remain in their assigned W2 location during each of the 42-minute segments.

Student Discipline

Our intent for this section of the Student/Parent Handbook is to inform all stakeholders of the statutory responsibility necessary to maintain a positive learning environment where all feel safe, secure, and respected. This section of the Handbook includes a code of discipline which is written in the best interest of our students and school community. We hope to ensure each student's protection and personal growth and balance individual student rights with the school's responsibility to maintain safety and order within the school and the school district. The administration and staff at Wilmington High School is committed to working with students and their families with planning interventions when necessary and providing consistent procedures which promote problem solving and behavioral planning.

DISCIPLINARY POLICIES

Every student who attends Wilmington High School is responsible for knowing and for complying with the disciplinary regulations during school and during all events/activities sponsored by the school. **Any student who violates these regulations is subject to immediate corrective action including but not limited to making restitution, withdrawal of privileges, detention, suspension, or expulsion.**

In order to promote positive school citizenship, students should follow all teacher requests in a cooperative manner. It is impossible for teaching and learning to take place without proper order in the classroom or in the school. Many minor first offenses will often result in only a warning. However, students are cautioned not to interpret such warnings as signs of unwillingness on the part of the teachers to enforce school rules.

These warnings are, instead, an attempt to allow the students to reevaluate their actions and to develop self-discipline. They let the students know that they have acted inappropriately.

The Principal, Assistant Principal, or the Principal's designee(s) are responsible for the enforcement of the student expectations and regulations of the school. When a disciplinary action is warranted, the Principal, Assistant Principal or designee may consider the seriousness of the incident, past disciplinary record, amount of disruption caused to the school. The Principal, Assistant Principal or designee reserve the right to ultimately decide the disciplinary action when an infraction occurs. All students will be provided with the due process afforded under applicable laws and regulations prior to a suspension in or out of school or expulsion.

General Guidelines for Compliance with School Regulations:

1. Be where you are supposed to be and do so on time.
2. Cooperate with your teachers and all school personnel.
3. Follow the rules.
4. Get involved.
5. Put your best foot forward at all times.

DISCIPLINE

There may be instances when a student is not meeting expectations related to our code of conduct. The following is a list of possible consequences that may be imposed in such circumstances. This list is meant as a general guideline for possible responses to infractions to our code of conduct. The school administrator will determine the consequence. The severity of the incident, the student's overall disciplinary record, attendance, teacher input, and other factors may be considered when making these decisions. Parents/Guardians will be notified of any imposed consequence and will be provided with an opportunity to participate in any hearing that may result in a student's out-of-school suspension or expulsion.

- **Warning:** verbal or written reprimand, noting that further infractions may result in additional consequence
- **Parent Meeting:** in-person meeting involving student, parent, and administrator to review incident, potential consequences, and necessary additional actions
- **Detention:** student is retained after school for a period of time determined by administrator, not allowed to participate in activities until detention is served
- **Disciplinary Service:** community service hours to be completed in a time period set by administrator
- **In-School-Suspension (ISS):** removal from classes and activities for a period of time determined by administrator, separated, in a supervised room. **ISS** begins at the beginning of the school day and runs until thirty minutes after the end of the day
- **Out-of-School Suspension (OSS):** removal from school building, classes, and activities for a set period of time determined by the administrator.

- ***Expulsion:** The removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½. Expulsion is imposed in very limited situations and only as permitted under M.G.L. c. 71, §§ 37H or 37H½.

It should also be noted that a student may be suspended from participating in activities which occur outside of the school day. Any student who has an excessive number of violations of the student code of conduct for any reason may be excluded, or barred by the school administration from participating in any or all school-related or school-sponsored activities including but not limited to, athletic contests, dances, proms, graduation, or field trips. Such exclusions from extracurricular activities are not subject to the due process procedures set forth below or Massachusetts regulations. 603 CMR 53.11.

DISCIPLINARY DUE PROCESS

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

- *Interim Short Term Disciplinary Removal:* In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H or is subject to suspension in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the Principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the Principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student's long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student's interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student's possible long-term suspension or expulsion, the student and the student's parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
- *Disciplinary Sanctions and Appeals:* Except where in immediate, interim, short-term removal is warranted, prior to the imposition of any disciplinary sanction that might result in the student's suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff and/or due to a felony charge that has been issued against a student, the student and the parents/guardians will be given written notice in English and in the primary language of the student's home of a Principal's hearing at which the student and parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student's defense. Following this hearing, a written decision will be issued. The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is suspended on a long-term basis or expelled in accordance with M.G.L. c. 71, § 37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed pursuant to M.G.L. c. 71, § 37H ½, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed by the Principal shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½.

2. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (Non-Statutory Offenses - M.G.L. c. 71, § 37H ¾ and 603 CMR 53.00)

- **Applicable Definitions:**
 - **Expulsion:** The removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:
 - (a) possession of a dangerous weapon;
 - (b) possession of a controlled substance;
 - (c) assault on a member of the educational staff; or
 - (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½.
 - **In-school Suspension:** The removal of a student from regular classroom activities, but not from the school

premises, for no more than ten consecutive school days, or no more than ten school days cumulatively for multiple school rules violations during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

- Long-term Suspension: The removal of a student from the school premises and regular classroom activities for violations of school rules other than offenses subject to M.G.L. c. 71 §§ 37H and 37H3/4) more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal may, in their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.
- Parent: A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.
- Principal: The instructional administrative leader of a public school or their designee for purposes of school disciplinary matters.
- Education Services Plan: The document developed by a principal, in accordance with M.G.L. c. 76, §21, that includes a list of education services available to students who are expelled or suspended from school for more than ten (10) consecutive days.
- Short-term Suspension: The removal of a student from the school premises and regular classroom activities for ten (10) consecutive or cumulative school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
- Superintendent: The chief executive officer of the District employed by the School Committee or the Superintendent's designee appointed for purposes of conducting a student disciplinary appeal hearing.

Notice and Principal's Hearing (603 CMR 53.08):

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the Principal shall provide oral and written notice of the charges and potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the Principal, to contest the charges against the student and to provide evidence, including mitigating facts, and witnesses in the student's defense.

The hearing may take place without the student's parent(s)/guardian(s) only if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.

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

In every case of student misconduct for which suspension may be imposed under this section, the Principal will exercise discretion in deciding the consequence for the offense and, where appropriate, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense and in accordance with the requirements of 603 CMR 53.00.

a. In-School Suspension

A Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension in accordance with 603 CMR 53.10, 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) school days, cumulatively or consecutively, in the school year.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally as soon as possible 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 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 other method of delivery agreed to by the Principal and the parent.

b. Out-of-School Suspension

i. Consideration of Alternatives Remedies Prior to Imposition of an Out-of-School Suspension for School Rules Violations

In accordance with the requirements of M.G.L. c. 71, § 37H3/4, as amended through Chapter 177 of the Acts of 2022, the Principal or Principal's designee, when acting as a decision-maker at a disciplinary hearing to consider a student's possible out-of-school suspension for violations of school rules other than offenses involving drugs, weapons, assaults on school staff, and felony offenses, shall, when deciding the consequences for the student, first consider ways to re-engage the student in the learning process. The Principal or designee shall not suspend the student out-of-school on a short-term or long-term basis under such circumstances until alternative remedies have been employed and their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm (physical and/or psychological) upon another person while in school. M.G.L. c. 71, § 37H3/4(b). Alternative remedies for purposes of these requirements may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

ii. Short-term Suspension

The Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and the parents/guardians shall have an opportunity to present information, including mitigating facts, that the Principal or the Principal's designee should consider in determining whether other remedies and consequences may be appropriate. The Principal designee 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. Students and parents do not have the right under applicable policies and regulations to be represented by legal counsel at a short-term suspension hearing. Under Massachusetts regulations, parents and students do not have a right to be represented by an attorney at a short-term suspension hearing.

Based on the available information, including mitigating circumstances, the Principal shall determine whether there is a preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed.

The Principal shall provide written notice to the student and parent/guardian of the Principal's findings and

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 schoolwork as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice of hearing.

iii. Long-term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student and parent/guardian shall also have the opportunity to review the student's record and the documents upon which the school 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/guardian's expense); the right to produce witnesses on the student's 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; the right to request that the hearing be recorded 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.

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

Based on the preponderance of evidence presented at the hearing, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, the remedy or consequence to be imposed. The Principal shall send the written determination in English and the primary language spoken in the student's home to the student and parent/guardian by, certified first-class mail and by email to an address provided by the parent for school communications, or by any other method of delivery agreed to by the Principal/designee and the parent/guardian.

If the student is suspended for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing. Except as provided for under M.G.L. c. 71, §§ 37H and/or 37H1/2, no student may be suspended for more than ninety (90) school days for one or more violations of school rules ("non-statutory offenses") within a school year.

c. Emergency Removal in Accordance with 603 CMR 53.07

The Principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4 and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's or designee's judgment, there is no alternative available to alleviate the danger or disruption presented. The Principal shall immediately notify the Superintendent in writing of the emergency removal and the reason for it, and describe the danger or disruption presented by the student. The emergency removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal and the reason(s) therefor. The Principal or designee shall provide written notice to the student and parent/guardian and provide the student an opportunity for a disciplinary hearing with the Principal, and the parent/guardian an opportunity to attend the hearing, to be conducted before the expiration of the two (2) school days following the Student's emergency removal, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian.

The Principal shall render a decision orally on the same day as the disciplinary hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08.

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

d. Appeals (M.G.L. c. 71, §37H3/4)

Students do not have the right to appeal an in-school or short-term out-of-school suspension imposed pursuant to M.G.L. c.

71, § 37H3/4. Students and parents/guardians do have the right to appeal a long-term suspension imposed by the Principal to the Superintendent. The student and/or the parent/guardian shall have five (5) calendar days following the effective date of the suspension to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to seven (7) calendar days upon written request. If the appeal is not timely filed, the Superintendent may deny the appeal.

The Superintendent, or the Superintendent's designee for said purpose, will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of the student's request for an appeal. The time may be extended by up to seven (7) calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/ guardian(s). The Superintendent shall be presumed to have made a good faith effort if the Superintendent 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/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

At the appeal hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, the appropriate consequence therefor. The student shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The Superintendent will issue a written decision within five (5) calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal (or Principal's designee) but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's appeal decision shall constitute the final decision of the Wilmington Public Schools.

e. **OPPORTUNITY FOR ACADEMIC PROGRESS DURING SUSPENSION/EXPULSION**

Students suspended from school for ten (10) or fewer consecutive school days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers, and projects missed. Students who are expelled or suspended from school for more than ten (10) consecutive school days, whether in or out of school, will be provided with the opportunity to access alternative educational services through the school's Education Services Plan to ensure the student's continued academic progress and earning of credits toward graduation while suspended or expelled in excess of ten (10) consecutive school days. Upon the selection of an alternative educational service by the student and the student's parent or guardian, the school shall facilitate and verify the student's enrollment in the selected alternative education service. M.G.L. c. 76, § 21. Student's under the age of 16 who are suspended or expelled in excess of ten (10) consecutive school days who do not access or participate in alternative education services through the school's education services plan will be considered truant from school in violation of M.G.L. c. 76, § 1.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this Handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 and the regulations issued pursuant to said statutes require that additional provisions be made for:

- Students who have been found eligible for special education services under the IDEA.
- Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act.
- Students who the school district knows or has reason to know might be eligible for special education services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student.
- The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal from their educational program for more than ten (10) consecutive school days or where there is a pattern of short-term removals that exceed ten (10) school days in a given year.

If a request is made for an evaluation of a student's eligibility for special education services during the time period in which

the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

The following additional requirements apply to the discipline of students with disabilities:

- Students with disabilities may be excluded from their programs for ten (10) school days or less in the school year to the extent that such sanctions would be applied to all students. Within ten (10) school days of a determination that a student with a disability will be excluded for disciplinary reasons from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a “disciplinary change of placement,” building administrators, the parents/guardians and relevant members of the student’s IEP or 504 Team will meet to determine the relationship between the student’s disability and behavior (“Manifestation Determination”).
- If building administrators, the parents/guardians, and relevant members of the student’s IEP or 504 Team determine that the student’s conduct was not a manifestation of the student’s disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student’s IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment of the student. Eligible Section 504 students shall be entitled to receive alternative education services in accordance with the school’s Education Services Plan during any suspension or expulsion in excess of ten (10) consecutive days.
- If building administrators, the parents/guardians, and relevant members of the student’s IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student’s disability, the student will not be subjected to further removal or exclusion from the student’s current education program for the incident of misconduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parents/guardians consent to, a new placement, or unless the school obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) or a court authorizing a change in the student’s placement. The student’s Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- If a student with a disability possesses or uses illegal drugs, sells, or solicits a controlled substance, possesses a weapon on school grounds, or causes serious bodily injury to another on school grounds or at a school function, the school may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days regardless of whether the conduct was a manifestation of the student’s disability. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

For additional information regarding Massachusetts laws relative to student conduct and discipline, please see Appendix E of this Handbook.

DISCIPLINE CHART

The following chart provides general guidelines for potential disciplinary sanctions for student misconduct. The school administration reserves its authority to impose sanctions in excess of those set forth below for egregious, severe and/or repeat offenses.

Violation	Detention	Suspension	Other or Further Action
<p>Acceptable Use Policy Violation The purpose of the Acceptable Use Policy (AUP) is to establish the acceptable use of information technologies in the Wilmington Public Schools (WPS) in order to benefit the students, parents and staff of Wilmington and better our learning community. WPS encourages the use of information technology in our schools and the public at large. The District believes that the understanding and proper use of these technologies enhance learning and help our student population develop into productive and responsible</p>			<p>Please refer to the Safety and Wellness Section of the Handbook - ACCEPTABLE USE POLICY p. 23-27</p>

Violation	Detention	Suspension	Other or Further Action
<p>citizens. Understanding information technologies can help to create lifelong learners who conduct themselves responsibly and ethically. These technologies will be used to increase efficiency, collaboration, communication, critical thinking and creativity. Please refer to the Safety and Wellness Section of the Handbook - ACCEPTABLE USE POLICY p. 23-27</p>			
<p>Assault of a Staff Member Any student who assaults principal, assistant principal, teacher, educational assistant, substitute teacher or other school personnel on school premises, on a school bus, or at school-sponsored or school related events, including athletic games and field trips, will be suspended for a minimum of ten (10) days and may be subject to expulsion. Please note that the definition of "assault" may include not only <i>harmful or offensive contact</i>, but also <i>threatening such contact</i>, either verbally or via any social media platform. Parents will be notified. The Wilmington Police department will be notified and will be provided with a complete report of the assault.</p>		<p>Interim short-term OSS Long-Term OSS Possible Expulsion Please refer to M.G.L. c. 71, §37H</p>	<p>Referral to proper authorities</p>
<p>Assault of a Student Any student who assaults another student on school premises, on a school bus, or at school-sponsored or school related events, including athletic games and field trips, may be suspended on a short-term or long-term basis and may be subject to additional discipline, including, but not limited to, being restricted from further participation in activities/events. Please note that the definition of "assault" may include not only <i>harmful or offensive contact</i>, but also <i>threatening such contact</i>, either verbally or via any social media platform. Parents will be notified. The Wilmington Police department will be notified and will be provided with a complete report of the assault. Also, a student assault is considered to be different from fighting. The difference is that the assault is when one student engages in physical aggression without an aggressive response from the other student, and fighting is when both students engage in physical aggression.</p>		<p>ISS, OSS</p>	<p>Referral to proper authorities Bullying/Harassment Investigation Possible additional consequences including loss of privileges</p>
<p>Building Safety Violation Wilmington High School is committed to providing a safe environment for all staff and students. Any student(s) who engage in any activity that would potentially interfere with the safety of the school community will be held responsible. These activities include, but are not limited to, communicating a violent threat toward Wilmington High School, admitting unauthorized person(s) into the building, using an unauthorized entrance /exit during school hours.</p>		<p>ISS or OSS</p>	<p>Referral to proper authorities Possible additional consequences including loss of privileges</p>
<p>Bullying/Cyberbullying/Retaliation The Wilmington Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subject to harassment, intimidation, bullying, or cyber-bullying. In accordance with the requirements of M.G.L. c. 71, § 370, the Wilmington Public Schools has developed a Bullying Prevention and Intervention Plan (BPIP). The complete BPIP can be found on the Wilmington Public Schools website.</p>	<p>Consequences range from a reprimand to long-term OSS depending upon the severity of the violation.</p>		<p>Possible referral to proper authorities Please refer to the Safety and Wellness Section of the Handbook - BULLYING PREVENTION p. 13-17</p>

Violation	Detention	Suspension	Other or Further Action
Please refer to the Safety and Wellness Section of the Handbook - BULLYING PREVENTION p. 13-17			
Bus Code of Conduct Please refer to the Student Services Section of the Handbook : TRANSPORTATION p.83			First Offense: Warning Second Offense: Suspension of transportation privileges Third Offense: Denial of transportation privileges
Cafeteria The cafeteria is open to students for breakfast and lunch. All food and drink must be consumed in the cafeteria or courtyard. No food or drink, except for water, is allowed in any other part of the building. All students are responsible for cleaning up their spaces after they have finished eating in order to provide a clean place for other students coming in to have lunch. Students refusing to clean by leaving their trays and papers/bottles will serve 2 days detention. Students are also expected to conduct themselves in a proper manner. Students who refuse to cooperate with any professional staff member on assigned duty in the cafeteria may be assigned consequences of up to 3 days of ISS. Students throwing food in the cafeteria may be assigned up to 3 days of OSS. The length of time for any suspension shall be determined by the assistant principal based on the specifics of the incident.	Refusal to clean area: 2 days detention	Refusing to cooperate: ISS Throwing food: Short-term OSS	
Cheating/Plagiarism Please refer to the Student Rights and Responsibility Section of the Handbook: ACADEMIC INTEGRITY p. 40-41			Consequences of Cheating and Plagiarism are listed on p. 41
Class Cut / Leaving class early without pass/permission Regular class attendance is necessary in order for a student to maintain an active role in the learning process. Students are expected to be present in their assigned classes unless the student has a pass to meet with a counselor or an administrator.	First Offense: One (1) day detention Second Offense: Three (3) days detention Third offense: Five (5) days detention		Student receives a "0" for work missed and no opportunity for make-up
Cut Office Detention A student is expected to serve detention as assigned by the administrator. Detention is assigned as a means for the student to gain an understanding of the violation and serve additional time after school as a result of the violation.	First Offense: Additional days detention as determined by the administrator	Second Offense: ISS Third Offense: OSS	
Disrespect Toward Staff Behavior, gestures, or speech which demonstrate a lack of respect for any staff member will result in consequences. Consequences will be based upon the circumstances and the student's overall discipline record.	First Offense: 2 Days Detention	Second Offense: possible short-term OSS Third Offense: possible long-term OSS	Possible additional consequences Apology, as appropriate
Disruption of School or Classroom Environment All students are expected to attend school and their	First Offense: Up to five (5) detentions	Second Offense: Short-term OSS	Conference with parent and Teacher (if applicable)

Violation	Detention	Suspension	Other or Further Action
<p>classes, and any school-sponsored event including field trips and athletic events and maintain appropriate behavior. Any student who willfully creates a disturbance or disruption within the school building or at any school-sponsored event will be suspended, in or out depending on the circumstances and the student's overall discipline record.</p>		<p>Third offense: Short-term or long-term OSS</p>	<ul style="list-style-type: none"> Possible loss of privileges
<p>Dress Code The administration of WHS respects the students' rights to choose their manner of dress. However, clothing or accessories that distract or detract from the educational mission of WHS are not allowed. Clothing choices may not pose a safety hazard and must comply with state and local health laws, such as wearing footwear. Head coverings must not obscure a student's identity or interfere with their view or ability to learn, except for religious or health reasons that are verifiable. WPS is committed to preparing students to become successful and productive members of their community and beyond. We encourage our students to take pride in their personal appearance and, in doing so, set the following expectations of student dress at WPS:</p> <ul style="list-style-type: none"> Students may not wear clothing or accessories that display language, pictures, or symbols that are profane, sexually suggestive, or endorse products that are illegal or that promote violence. Students may not wear clothing that poses a safety hazard, such as metal chains or spikes. 			<p>The administration reserves the right to determine the appropriateness of clothing within the expectations provided. Students not meeting these expectations will be required to change their clothing and may be sent home.</p>
<p>Drug/Alcohol Possession Under the Influence of Drugs/Alcohol Please refer to Student Discipline Section of Handbook - CHEMICAL HEALTH REGULATIONS p. 61</p>		<p>OSS (short-term or long-term) Expulsion (possession of controlled substance)</p>	<ul style="list-style-type: none"> Possible additional consequences including loss of privileges Please refer to MGL c. 71, § 37H
<p>Electronic Device Policy Violation Please refer to Safety and Wellness Section of Handbook - ELECTRONIC DEVICE USE POLICY p. 19-22 ADDENDUM: Earbuds and headphones connected to any electronic device may not be used in classrooms during instructional time unless they are required by the teacher. Earbud use at any other time (passing time, lunch) is restricted to one ear. Headphones covering both ears is never permitted. These restrictions are for the safety of our students. Any student who uses an electronic device in an unlawful manner or who unlawfully shares inappropriate materials via phones, email, social media, or other electronic means may be subject to severe disciplinary action, including, but not limited to, ten days of out-of-school suspension, daily confiscation of electronic devices for the remainder of the school year, and/or any other disciplinary action as deemed appropriate by school administration.</p>		<p>ISS OSS</p>	<ul style="list-style-type: none"> Confiscation of device Possible additional consequences including suspension and notification of proper authorities
<p>Failure to Identify Every student is expected to provide a staff member with the student's correct name if asked. Failure to do so will result in consequences.</p>	<p>First Offense: 2 Days Detention</p>	<p>Second offense: ISS Third Offense: OSS</p>	

Violation	Detention	Suspension	Other or Further Action
<p>Failure to Sign In when Tardy to School All students are to sign in at the security desk or at the tardy table when arriving at school with not enough time to be in class at the 7:40 bell. Any student not complying will be subject to consequences which includes an unexcused tardy or absence if the student arrives late enough to miss classes.</p>		<p>First Offense: ISS Second Offense: ISS Third offense: OSS</p>	(Refer "Class Cut.")
<p>Fighting/Physical Altercation Fighting will not be tolerated in the school building, on school premises, or at any school-sponsored event. Students participating in a fight will be subject to consequences. A student who considers himself to be in need of protection should seek the help of a teacher, administrator, or any other adult. Many times a fight starts well before physical contact is made. A physical altercation may be averted if a student reports that there is a potential for a physical altercation.</p>		OSS	Possible additional consequences
<p>Forgery A student generating any type of correspondence (electronic or paper) in the name of another person or persons will be subject to consequences. The correspondence may be an absence, tardy or dismissal note, an email in a parent's name, a corridor pass, or any class or school document.</p>	Five (5) days detention		Possible suspension (ISS or OSS)
<p>Harassment The Wilmington Public School system is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Wilmington Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Wilmington Public Schools. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements Please refer to the Safety and Wellness Section of the Handbook - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES p. 8-12</p>	Consequences range from a reprimand to a long-term OSS depending upon the violation committed.		Please refer to the Safety and Wellness Section of the Handbook - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES p. 8-12
<p>Hate Crime Massachusetts General Law defines "hate crime" as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed act motivated, at least in part by racial, religious, ethnic, handicap,</p>		OSS	Referral to proper authorities. Possible expulsion in accordance with M.G.L. c. 71, § 37H1/2.

Violation	Detention	Suspension	Other or Further Action
<p>gender, gender identity or sexual orientation prejudice or which otherwise deprives another person of his constitutional rights by threats, intimidation, or coercion or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.</p> <p>Any activity which meets the Massachusetts General Law definition of a "hate crime" will result in up to 10 days OSS and will be referred to the proper authorities.</p>			
<p>Hazing The Wilmington School Committee's disciplinary policy for violation of Massachusetts General Law Chapter 269 (Hazing Statutes) sections 17, 18 and/or 19, will result in five (5) days out of school suspension plus removal from the activity in question.</p> <p>WPS does not tolerate hazing. Hazing is any conduct or method of initiation into any student organization or sports team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. A list of examples of prohibited conduct may be found on p. 12 of the Handbook (Safety and wellness Section - HAZING). These examples are taken from MGL Ch 269 s 17.</p> <p>The prohibition of hazing applies wherever and whenever the conduct occurs.</p>		OSS	<p>Referral to proper authorities</p> <p>Please refer to the Safety and Wellness Section of the Handbook - HAZING p. 12-13</p>
<p>Inappropriate Behavior A student engaged in any behavior, not defined elsewhere, that is disruptive to the classroom or school environment, or makes a staff member or student feel uncomfortable, or does not follow any prescribed protocol or expectations will face consequences. Both the circumstances and the student's overall record will be considered when consequences are imposed. Some examples of such behavior include, but are not limited to, yelling in the halls, throwing food in the cafeteria, leaving class without a pass, leaving the cafeteria during lunch without permission.</p> <p>All consequences for any behavior that is considered insubordinate and has not been defined elsewhere will be determined by school administrators, based on the severity of the action and its outcome.</p>	As deemed appropriate by the administrator	As deemed appropriate by the administrator	As deemed appropriate by the administrator
<p>Interdisciplinary Block (W2) Protocol Violation Please refer to Student Rights and Responsibilities Section of Handbook - W2 PROTOCOLS AND EXPECTATIONS p. 44</p>	<p>First Offense: 1 day detention</p> <p>Second Offense: 2 days detention</p> <p>Third Offense: 3 days detention</p>		Beyond the third offense the student will lose W2 privileges for a period of time as deemed appropriate by administrator
<p>Possession/Use of Weapon Possession/use of any kind of weapon or object, included, but not limited to a gun or knife, which has the potential of causing bodily harm is strictly forbidden in the school building, on school grounds, on school buses, or at any school sponsored event. If a student is observed to be in possession of any type of weapon, simulated weapon, or dangerous object, these items will be confiscated and proper authorities will be notified. The student in possession will be suspended for a minimum of 10 days and may be subject to expulsion.</p> <p>Please refer to MGL ch.71 sec.37H</p>		OSS/ Expulsion	<ul style="list-style-type: none"> Referral to proper authorities

Violation	Detention	Suspension	Other or Further Action
<p>Profanity Toward Staff Any use of profanity directed toward any adult in the school building, on school premises, or at any school-sponsored event is forbidden. Students directing profanity toward an adult will be suspended for a minimum of 2 days.</p>		ISS or OSS	
<p>Skipping Lunch Block All students are assigned a specific lunch block and are expected to report to the cafeteria for that time. There may be other spaces provided to students who may not feel comfortable eating lunch in the cafeteria, but these arrangements must be made with an administrator in advance of the lunch block. It is important that the administrators are aware of where you are during the lunch block. If a student does not report to the cafeteria and check in with an administrator to request a different location, then the student will be considered skipping lunch. This will result in consequences which may include losing the privilege of arranging a different location for lunch.</p>	<p>First Offense: 1 day detention</p> <p>Second Offense: 2 days detention</p> <p>Third Offense: 3 days detention</p>		Beyond the third offense, the student will not be allowed to arrange a different location for lunch.
<p>Smoking/Tobacco/Vaping The Massachusetts Educational Reform Act of 1993 prohibits the use of tobacco products in school, on school grounds, on school buses, or school facilities.</p> <p>WPS is committed to having a smoke free/tobacco free/vape free environment for its students, adults, and guests.</p> <p>Smoking, the use and/or possession of tobacco products, including smokeless tobacco, or the use and/or possession of a vape or other electronic smoking device as well as the use and/or possession of smoking and vaping related paraphernalia on school property and at school sponsored activities, regardless of location, is strictly prohibited.</p>		<p>First Offense: Up to 5 days OSS OR 1 day ISS and participation in a smoking cessation program/completion of a 1-day online diversion program.</p> <p>Second Offense: Up to 5 days OSS OR 1 day ISS and participation in a smoking cessation program/completion of a 5-week diversion program.</p> <p>Third Offense: OSS</p>	<ul style="list-style-type: none"> • Parent notification • \$50 Fine issued by BOH
<p>Tardy Violations Students who are tardy to school are to sign in with the security monitor as you enter the front doors of the building. Students arriving after 8:00 AM without a note will receive a phone call home by security monitor. Students who do not sign in will be subject to one detention. Additional consequences may result if additional offenses of this nature occur.</p>	<p>On the 4th unexcused tardy: 1 detention</p> <p>On the fifth unexcused tardy: 2 days detention</p> <p>On the 6th unexcused tardy: 3 days detention</p>		On the 5th unexcused tardy, the parent and student will meet with an administrator to formulate a plan which will address the consequences of any future tardiness M.G.L. c. 76, §1B
<p>Theft Taking personal property or school property that is not owned by the offender will result in consequences.</p>		OSS	<p>Student will make full restitution</p> <p>Referral to proper authorities</p>
<p>Truancy A student is truant if the student is absent from school without permission from a parent/guardian. Make-up privileges are not allowed if an absence from school is due to truancy. The consequences assigned will depend on circumstances and the number of times a student has been truant.</p>		<p>First offense: ISS</p> <p>Second and Subsequent Offenses: OSS</p>	Student receives a "0" for work missed and no opportunity for make-up
<p>Vandalism/Destruction of Property</p>		Short-term OSS	Student will make full restitution

Violation	Detention	Suspension	Other or Further Action
Malicious destruction and/or defacing of any property or equipment belonging to the school a staff member or another student is not tolerated. Students who willfully damage or destroy personal or school property will be held financially responsible for repairs or replacement.			Referral to proper authorities

SPECIAL STATEMENT REGARDING EXCESSIVE CONDUCT VIOLATIONS

Any student who has an excessive number of violations of the student code of conduct for any reason may be suspended in or out of school and be excluded from participating in any or all school- related or school-sponsored activities including but not limited to, athletic contests, dances, proms, graduation, or field trips.

CHEMICAL HEALTH REGULATIONS FOR HIGH SCHOOL STUDENTS

[Refer to School Committee Policy JICH-R](#)

The regulations below are in furtherance of the Wilmington School Committee’s Policies on Drug and Alcohol Possession or Use in School Facilities and at School Functions (File: JICH), Drug Free Workplace (File: GBEC) and Teaching About Drugs, Alcohol, and Tobacco (File: IHAMA). If there is a conflict with these regulations and these policies or the WHS Student Handbook, these regulations shall govern.

ALCOHOL AND OTHER DRUGS

Use or possession of alcohol/drugs is strictly prohibited both during school and at ANY school- sponsored event. Prohibited substances shall include, but are not limited to:

- Alcohol (ethyl alcohol found in liquor, beer, wine)
- Cannabinoids (marijuana, hashish) Opioids (heroin, opium),
- Stimulants (cocaine, amphetamine, methamphetamine) Club Drugs (Ecstasy, GHB, Rohypnol®,
- Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping)
- Hallucinogens (LSD, mescaline, psilocybin (mushrooms) Other compounds (anabolic steroids, bath salts)
- Inhalants
- Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers) Other performance enhancing stimulants
- Other performance enhancing supplements
- Any controlled substance as defined in M.G.L. 94C. Non-alcohol/near beer
- Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor and in accordance with Wilmington Public Schools’ and Wilmington High School Medication Administration policies. In those instances, students shall follow proper procedures to notify the health and athletic departments.

Students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will be subject to suspension and/or other disciplinary action (including expulsion) deemed appropriate by the school administration and provided for under applicable laws and regulations.

CHEMICAL HEALTH REGULATIONS FOR HIGH SCHOOL ATHLETICS AND EXTRACURRICULAR ACTIVITIES

In addition to the regulations above, the regulations below represent an expansion upon the current Massachusetts Interscholastic Athletic Association (MIAA) guidelines on Chemical Health. These revised regulations are meant to support and educate our students who participate in athletics and/or school- sponsored extracurricular activities while providing for a safe environment for our students. The consequences and penalties below are cumulative to the regulations above.

From the point that an enrolled student concludes their 8th grade year until they graduate at Wilmington High School or the final athletic event of their senior year (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or distribute any beverage containing Alcohol (ethyl alcohol found in liquor, beer, wine); Cannabinoids (marijuana, hashish); Opioids (heroin, opium); Stimulants (cocaine, amphetamine, methamphetamine); Club Drugs ([Ecstasy](#), [GHB](#), [Rohypnol®](#)); Dissociative Drugs ([Ketamine](#), PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan or use of DXM for robotripping); Hallucinogens (LSD, mescaline, psilocybin (mushrooms)); Other compounds (anabolic steroids, bath salts); Inhalants; Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers); Other performance enhancing stimulants; Other performance enhancing supplements; Any controlled substance as defined in M.G.L. c. 94c.; and/or non-alcohol/near beer. In addition, any such substance that is disguised in food products such as candy, baked goods or dissolved in drinks is prohibited under these regulations. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. In those instances, students shall follow proper procedures to notify the health and athletic departments.

If a student is in violation of these regulations during the summer following his or her eighth grade year and prior to his or her entrance into high school, the consequences may be reduced by the high school principal after consultation with the middle school administration.

It is the duty and obligation of any coach or advisor employed by the Wilmington Public Schools to report any known violations of these regulations or other applicable policies pertaining to the possession and/or use of alcohol or drugs to the athletic director and the building Principal. Failure to report a known incident will result in disciplinary action and possible termination.

If a student in violation of this rule is unable to participate in interscholastic sports or school- sponsored extracurricular activities due to injury/illness or academics, the penalty will not take effect until that student is able to participate again.

Notwithstanding the violations listed below, there may be other factors relating to the offense including without limitation, quantity of the chemical substance, the behavior of the student or egregious nature of the violation which the Principal may consider at his/her discretion and elevate the violation below (e.g., from a first violation to a third violation) as well as impose additional penalties or sanctions.

Coaches and advisors may not impose additional penalties or sanctions without the approval of the Principal. The following are the additional consequences for students who violate the above Chemical Health regulations.

First violation:

- When the Principal finds, following an opportunity for the student to be heard, that a violation of this policy occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 25% of all interscholastic contests and meetings/events in that *sport* or of school sponsored extracurricular activities in which the student participates. In addition, at the discretion of the Principal, the student may be required to participate in and complete a program that focuses on one of the following areas: health education, chemical dependency, or substance abuse counseling or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. The high school principal, in collaboration with a chemical dependency treatment or counseling program, will verify that the student has completed such a program.
- In regard to interscholastic sports and other competitive extra- curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site will be

determined by the high school principal. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

- 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 student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty/penalties during the fall season of the next academic year).

Second violation:

- When the Principal finds, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 50% of all interscholastic contests in that sport and/or of school-sponsored extra-curricular activities in which the student participates.
- In addition, the student will be required to participate in an approved chemical dependency, treatment, or counseling program. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. In order to be reinstated, the student must submit a certificate of completion from the chemical dependence, treatment, or counseling program. The high school principal will verify that the student has completed such a program. If a student does not complete the program, the student shall lose eligibility without delay for one calendar year in all athletic and extracurricular activities.
- In regard to interscholastic sports and other competitive extracurricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.
- 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 student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year)
- A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity.

Third violation:

- When the Principal finds, following an opportunity for the student to be heard, that a third or subsequent violation has occurred, the student shall lose eligibility without delay for one calendar year in all athletic and extracurricular activities.
- In addition, the student will be required to participate in an approved chemical dependency, treatment, or counseling program. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. In order to be reinstated in the subsequent calendar year, the student must submit a certificate of completion from the chemical dependence, treatment, or counseling program. The high school principal will verify that the student has completed such a program. If a student does not complete the program, the student shall lose all eligibility to participate in all athletic and extracurricular activities.
- After a finding of a third violation, a student will not be allowed to attend any practices or extra-curricular activities in any capacity during the period of his/her loss of eligibility.
- A student may not return to interscholastic competition or participate in school sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence or treatment program and have served the suspension from the sport or activity.

Other

1. A student entering their junior or senior year that has violated the chemical health policy may participate in an interscholastic sport or extra-curricular activity in which they have not previously participated in during high school in order to serve the loss of eligibility. The student's loss of eligibility, however, will apply to both the new interscholastic sport or school-sponsored extra-curricular activity and the interscholastic sport or school-sponsored extra-curricular activities in which the student had participated in during previous years in the manner outlined below. Students found in violation of this policy may participate in interscholastic sports and extra-curricular activities in which they have not previously participated, but will serve the suspension in both the new sport/activity and 10% of the events from next sport/activity that he or she has participated in during previous years. For example, a student who has only played ice hockey during his/her freshman and sophomore years, and then violates the policy for the first time during the spring of his/her junior year, but then decides to run Cross Country in their senior year for

the first time, will serve the normal 25% penalty during the Cross Country season and then a 10% penalty during the Ice Hockey season. The high school principal will have the final decision on each situation.

2. If a student is serving a penalty during a season where he/she participates in both athletics and extra-curricular activities, the student will serve the penalty for both or all of the activities and contests. For example, if a student participates in football and the fall drama production, he/she will serve the penalty for both football and the fall drama production.
3. When a student leader has been elected for a leadership position and subsequently is found in violation of these regulations, that student will lose all rights to continue to be an officer of that organization and forfeits the right to be selected for any other leadership position for one calendar year from the date of the violation.
4. When an athlete has been designated as a team captain—and then subsequently is found in violation of these regulations, that athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport for one calendar year from the date of the violation.
5. If a family cannot afford to pay for a program as outlined above, the Wilmington Public Schools will work with the family to identify ways to fund the program (i.e. health insurance, financial assistance, etc.)
6. These regulations will be reviewed by the athletic department, health-wellness department, administration, police, and the Wilmington Substance Abuse Coalition on an annual basis to address changes that may be occurring in the use of illegal substances by students.

First Offense	
# of Events / Season	# of Events / Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5
2nd Offense - 50%	
# of Events / Season	# of Events / Penalty
1-2	1
3-4	2
5-6	3
7-8	4
9-10	5
11-12	6
13-14	7
15-16	8
17-18	9
19-20	10
20 or over	11

CROSS REF:
 IHAMA, Teaching About Drugs, Alcohol, and Tobacco
 GBEC, Drug Free Workplace Policy
 MIAA Chemical Health Guidelines

SMOKING/TOBACCO USE AND VAPING POLICY

The Massachusetts Educational Reform Act of 1993 prohibits the use of tobacco products in school, on school grounds, on school buses, or school facilities.

Wilmington High School is committed to having a smoke free/tobacco free/vape free environment for its students, adults, and guests.

Smoking, the use and/or possession of tobacco products, including smokeless tobacco, or the use and/or

possession of a vape or other electronic smoking device as well as the use and/or possession of smoking and vaping related paraphernalia on school property and at school sponsored activities, regardless of location, is strictly prohibited.

Violation of the Smoking, Tobacco Use, and Vaping Policy will result in the following consequences:

First Offense: <ul style="list-style-type: none">● Parent notification● \$50 Fine issued by BOH● Up to 5 days OSS OR 1 day ISS and participation in a smoking cessation program/completion of a 1-day online diversion program
Second Offense: <ul style="list-style-type: none">● Parent notification● \$50 Fine issued by BOH● Up to 5 days OSS OR 1 day OSS and participation in a smoking cessation program/completion of a 5-week diversion program
Third Offense: <ul style="list-style-type: none">● Parent notification● \$50 Fine issued by BOH● Up to 7 days OSS

Violation of the policy through the use of smokeless tobacco or possession of tobacco products will result in the above mentioned consequences absent the monetary fine.

Violation of the policy through the use and/or possession of smoking related paraphernalia will result in one day of in-school-suspension. Smoking related paraphernalia include, but are not limited to cigarette lighters, matches, cigarette holders, tobacco pipes, packages, cigarette paper.

Any vape or e-cigarette device may be used to ingest for nicotine or other drugs. Therefore, any student in possession of an electronic smoking device will be in violation of this policy and disciplined accordingly.

Finally, if it is determined that the device or paraphernalia, which is found in a student's possession does contain controlled substances or controlled substance extracts, the student will be subject to possible long- term suspension or expulsion in accordance with the WPS Chemical Health Policy (see WHS Handbook, page 65) and M.G.L. c. 71, § 37H.

*The disciplinary sanctions below are provided as general guidelines. WPS reserves the right of school administrators to exercise discretion regarding the imposition of in-school or out-of-school suspensions and to impose lesser or greater consequences than those set forth above.

DRUG PARAPHERNALIA POLICY

A Student found using or in possession of any drug paraphernalia including, but not limited to, rolling papers, cigarette lighters, pipes, vaporizers used to ingest controlled substances, etc.) will be subject to the following potential disciplinary consequences.*

First Violation:

Three (3) days out-of-school suspension.

Second Violation:

Five (5) days out-of-school suspension

Third Violation:

Ten (10) days out of school suspension.

*The disciplinary sanctions referenced above are provided as general guidelines. WPS reserves the right of school administrators to exercise discretion regarding the imposition of in-school or out-of-school suspensions and to impose lesser or greater consequences than those set forth above. A student found in possession of paraphernalia containing controlled substances or drug residue shall be subject to long-term suspension or expulsion in accordance with M.G.L. c. 71, § 37H.

SUSPICION OF VAPE USE

In most cases of vape use in school, students congregate in bathrooms and share a vape. This policy is designed to combat that behavior. The use of vapes, vaporizers and/or electronic cigarettes is strictly prohibited with Wilmington Public Schools and on school grounds. Students engaged in vaping or found in possession of vaporizers, electronic cigarettes and/or related paraphernalia such as vaporizer batteries, vaporizer pods, vape liquid shall be subject to disciplinary sanctions including, but not limited to, suspension from school. Vapes containing THC found in a student's possession may result in the student's long-term suspension or expulsion from school.

Students found congregating in the bathroom may be subject to a warning for "suspicion of vaping." Students determined to be under suspicion of vaping will have their names recorded and will be issued a warning. Parents will be contacted and notified of the warning and the possibility of vape use by their child.

Repeated violation of this policy may result in disciplinary consequences. In any instance of a violation of this policy, the administration may use their discretion in searching a student whom they believe may be in possession of a vape or other contraband.

VAPING DIVERSIONARY PROGRAM

The WPS Vaping Diversion Program is available to assist students in grades 6-12 in making healthy decisions, to learn more about the harmful effects of vaping and/or to help stop vaping. This program is for offenders as an alternative to a lengthy out-of-school suspension. In most cases, student participation reduces the length of a suspension or eliminates the suspension altogether and provides additional resources about vaping. Diversion allows the student the opportunity to participate in an education program, weekly check-ins, meetings with a wide range of professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.) as well as access to related videos, articles, and other resources. The program seeks to help students by providing encouragement and counseling, one-on-one connections with adults in the school, and a targeted educational program about the harmful effects and impacts of vaping, so they may make better choices. These activities may be modified or revamped and are always evolving as new resources emerge.

One Day Diversion Program

Students will participate in VapeEducate. VapeEducate is an online course geared towards middle and high school students. It provides vital information on e-cigarettes and vaping and their use. The topics include:

- What is vaping?
- Vaping Health Risks
- How Marketing Targets the Young
- Vape Addiction
- Society, Vape and You

The course contains short quizzes constructed for each lesson to provide students an opportunity to actively learn and remember the materials presented. Concluding each of the five units, students must take an assessment for which they must score at least 80% in order to pass and move onto the next unit. The results are emailed to the person in charge of the program.

Five-Week Diversion Program

The diversion program will be developed and available to assist students who repeatedly violate the vaping policy in making healthy decisions. Each week, students will be given materials in the forms of videos, articles, and online sources that will assist delve deeper into the topics discussed in the one-day program. Each student will need to fill out a question sheet. However, during the course of each week, the student will also meet with an assigned staff member to discuss their answers. The staff member will be someone that is relevant to the topic for that week such as a Health Teacher, Nurse, School Counselor, School Resource Officer, or Assistant Principal. The Principal will also check in with the student each week.

USE OF BREATHALYZERS AT SCHOOL/SCHOOL SPONSORED EVENTS

Breathalyzers to detect the use of alcohol by individual students may be used at school or at school sponsored

events on or off school property. Breathalyzers may be administered at random or to all students attending the event. A student will be subject to a breathalyzer test in the event that a member of school personnel believes that a student is under the influence of alcohol at school or at school sponsored events whether on or off school property. Breathalyzers will be administered by school administrators.

The results of a breathalyzer test which is administered by a school administrator are for school use only.

Student Activities and Athletics

All school rules and regulations are in full effect at all school-sponsored and school-related events, including school-related events and activities conducted off of school grounds.

Student activities introduce you to new friends, new ideas and new directions. College admissions officers and prospective employers study activity profiles of candidates for admission and employment. It is recommended that you increase your depth of involvement in a few activities rather than spreading yourself too thin across too many activities. An involved person has usually acquired experience in leading, competing, sharing, caring, listening, and team play. Participate! Learning how to involve yourself and share responsibility for achieving goals with peers is an important part of your education.

ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES

Extra-curricular activities include athletic teams at the varsity, junior varsity and freshman levels as well as all activities planned by various clubs, organizations, and classes sponsored by Wilmington Public Schools. Any student who is participating in an extra-curricular activity must adhere to the following criteria:

1. All 9th, 10th, and 11th grade students **MUST** be enrolled in four full-year academic core courses (Math, Social Studies, English, Science), a one semester Health Dynamics course, and any combination of full-year and half-year courses which result in a total of 35 credits over the school year. All 12th grade students must have an approved program which includes a total of at least 32.5 credits over the school year.
2. The student may not have more than two grades below 60.
3. The student **MUST** maintain a D (63) or better term average.

Students will be notified mid quarter if they are in jeopardy of becoming ineligible. At this time, the School Counselor, assistant principal, coach/advisor, and student will meet to develop a success plan in order to address academic issues and provide additional opportunities for academic support to the student.

Academic eligibility will be determined by the Principal based on a student's **quarter grades**. Fall eligibility will be determined by the **final grades** of the previous academic year.

Students may appeal their eligibility status if they have met all of the provisions made in their success plan. The appeal process will involve another meeting which will involve the parent and the principal as well as the school counselor, assistant principal, coach/advisor, and the student.

NOTE: MIAA Eligibility Requirements are not subject to an appeal.

Additional Requirements for Participation in Athletics and Extra Curricular Activities:

- A student who becomes nineteen (19) years of age before September 1st is not eligible to participate in organized interscholastic athletics.
- Incomplete grades may not be counted toward eligibility until they are made up following school policy.
- A student cannot count for eligibility any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.
- A student who is absent or tardy to school is not permitted to practice or to participate in after school activities on the day of the absence or tardy. In order to be eligible to participate in any athletic event, a student, who has an excused tardy, must sign into school before 10:30 AM
- Any dismissals must be approved by the Principal or his/her designee to be eligible to participate and must not come prior to 10:30 AM. If you have any questions regarding athletics, please contact the Athletic Director or the High School Principal.

ATHLETICS

Wilmington High School offers interscholastic sports in the following areas:

BOYS: Basketball, Football, Baseball, Ice Hockey, Lacrosse, Cross Country, Winter Track, Spring Track, Soccer, Tennis, Golf, Wrestling, Swimming

GIRLS: Basketball, Softball, Field Hockey, Tennis, Ice Hockey, Lacrosse, Volleyball,

Winter Track, Spring Track, Golf, Soccer, Cross Country, Football Cheerleading, Basketball Cheerleading, Swimming

Code of Ethics for Wilmington High School Athletes

Student athletes involved in our programs are expected to demonstrate their seriousness and commitment to the programs in the following manner:

1. Demonstrate good sportsmanship and mature conduct
2. Strive to exemplify and show an appreciation for the following values:
 - a. Dedication
 - b. Self-discipline
 - c. Commitment
 - d. Sacrifice
 - e. Responsibility
3. Practice care and consideration for all others involved in sports.
4. Practice respect and consideration for opponents.
5. Show respect for yourself, the authority of school personnel, coaches, and game officials.
6. See profanity and obscene language for what they are: poor vocabularies and/or unhealthy minds.
7. Develop self-control, self-direction and sound judgment to deal with adversity. Promote the game for the players. It is only a game, not the end of the world. Practice humility in victory and encouragement in defeat.

Violation of rules and regulations or code of ethics for student athletes could result in demotion, suspension, or expulsion from a team. Students or parents may appeal a coach's decision to the Athletic Director, within two days of the infraction.

Insurance Coverage

All Varsity, Junior Varsity, Intramural, and Freshman Wilmington High School athletes are insured (secondary) for injury incurred while participating in any practice or game.

Concussion Policy

Wilmington High School follows the prescribed State of Massachusetts Athletics Concussion Policy. The policy is designed to be a comprehensive program that has a focus of prevention, management and return to activity procedures for any student who incurs a brain injury. Please refer to the Student Handbook Appendix for the full Wilmington High School Concussion outline and policy.

Varsity Letter Award Criteria for Athletes:

Section A:

1. School Citizenship must be satisfactory.
2. Athletes must adhere to standards set by the Administration, Athletic Director, and Coaches.
3. Athletes must maintain a positive attitude throughout the season.
4. Athletes must satisfy stated school, practice, and tardiness policies and be punctual.
5. Athletes must participate in 50% of the games played in a season.

Section B:

1. A senior athlete who has been a member of a team for three years but has not received a varsity letter in accordance with the requirements listed in Section A.
2. Any athlete who in the opinion of the coach has made a unique or major contribution to the team but does not qualify to receive a varsity letter in accordance with other stated requirements.

Letter Award Criteria for Managers

1. A manager may receive a letter for serving one season in that capacity. (All duties must be performed to the satisfaction of the coach).
2. A letter may be awarded for faithful participation and worthwhile contribution as determined by the coach.

Varsity Club

All members of varsity teams who have participated in at least one previous season of the sport and their coaches are automatically members of the Varsity Club.

Boosters

The community of Wilmington is proud to have concerned parents and citizens who honor their athletes. The Wilmington Boosters Club recognizes the achievement of high school athletes by presenting a number of awards. The Club honors those athletes who have achieved academic excellence with scholarship awards at graduation. Any students with parents interested in helping this non-school club should see the Athletic Director.

CLUBS AND EXTRACURRICULAR ACTIVITIES

The following are among the many clubs and extracurricular activities that Wilmington High School has to offer. Further information about each club may be found at <http://wpsk12.com/whs/studentlife/clubs-and-organizations>.

Band	Medical Careers Club	Model United
"Wildcat News"	Gay Straight Alliance	Nations World
Club W.H.S. (Wilmington's Helping Services)	(LGBT)	Cultures Club
Drama Club Academic	National Honor Society Student	Soundscape
Decathlon	Council Environmental Club	Engineering Club
Expressions Literary	Local Heroes Club Peer	DECA
Magazine	Mentoring	Student Representative to the School Committee
P.E.A.C.E.	Math League Mock	Art Club
S.A.D.D.	Trial Buddies Club	Photography
Science Club		Club Rotary
Yearbook		Interact Bread and Roses

CONTRACT FOR STUDENTS ATTENDING SCHOOL SPONSORED EVENTS

The following states the rules and expectations that must be followed at all school sponsored events. These events may include but are not limited to the following: any sporting event, field trip, performance, extracurricular activity, dances/semi-formals/proms/banquets. By signing your name indicating that you have read and have understood the guidelines provided in the Student Handbook, it is expected that you will abide by the following rules, and it is understood that if you break a rule, you may be subject to the consequences listed below. Students who fail to sign off on the Student Handbook are still subject to the same expectations.

Upon admission to school dances, proms, and other school sponsored events on or off school grounds every student shall be subject to the following:

- The rules and guidelines related to attendance and eligibility
- Search of student pocketbooks, book bags, athletic bags, or backpacks
- Confiscation of water bottles or other beverage containers
- Removal of coats or jackets to be stored in a locked room
- In addition:
 - Students are expected to wear the appropriate attire for all occasions. The student dress code highlighted in the Student Handbook should be your guide. Dress codes specific to certain events will be announced.
 - Students will be asked to present a current school picture identification card or Aspen account ID.
 - Inappropriate language, gestures, and/or behaviors are unacceptable
 - For ticketed events, students must remain within the physical boundaries of the activity, once a student leaves the activity, he/she may not return.

If a student does not comply with any of the above guidelines, a parent will be notified and the student will be asked to leave the event. If a student is found to be under the influence or who is in possession of a controlled substance, the student will be subject to consequences as outlined in the policy for Chemical Health Regulations.

*** Dances are for Wilmington High School students. In some circumstances, special requests may be granted through the assistant principal for non-students to attend dances. Permission must be obtained in writing prior to the dance by following the Dance-Guest Contract found in the main office and on the high school website.

FUNDRAISING

In general, the School Committee disapproves of fundraising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

- No money collections of any kind may be held in the schools without the specific consent of the Superintendent.
- No students will be involved in door to door sales for fundraisers.
- Student participation in fundraising activities will be voluntary and there will be no minimum required.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the Superintendent.
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building Principal and Superintendent.

Appendix A:

Truancy and Attendance

Information FOR PARENTS AND GUARDIANS

There is no doubt that one of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Student tardiness and truancy are challenges that confront many communities in Middlesex and across the state. Often, these behaviors are the first indicators that a student may be experiencing stress or other difficulties in his or her life.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance: School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven (7) day sessions or fourteen (14) half day sessions in any period of six (6) months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Who is a Supervisor of Attendance?

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

What is a CRA?

A CRA (Children Requiring Assistance) petition may be filed in court by a supervisor of attendance if a child between the ages of six and sixteen persistently and willfully fails to attend school or persistently violates lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Social Services.

What is a 51A?

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

Appendix B:

Online Resources

A wealth of information related to Wilmington High School is also posted on our website at <http://wpsk12.com/whs/>. Information regarding how to contact school staff and how to access the various online information systems that are used may be found below.

Staff Directory

The Main Office may be reached at 978-694-6060 and the direct line to the School Counseling Office is (978)694-6068. Other staff extensions may be found using the directory on the WHS home page.

Aspen Student Information System

Aspen is the online student information system that is used for scheduling, student course information, grades, and student health. Students and parents each have their own login and password, the details of which are provided in a letter at the beginning of the school year. Aspen may be accessed through the WHS home page. Please contact aspenhelp@wpsk12.com.

Naviance

Wilmington High School has adopted Naviance, an online platform to manage college and career planning. This web-based program is accessible by password to students via the School Counseling Office Website which can be accessed from the WHS home page as noted below. School Counselors will assist students with Naviance registration during seminars/group meetings. Please contact the School Counseling Office with questions related to Naviance.

To access the School Counseling Office website from the WHS homepage, navigate to the “Support Services” tab, then “School Counseling Office”. The direct link is <https://sites.google.com/view/whs-guidance>. To access Naviance, go to <https://student.naviance.com/wilmington>

My School Bucks

Student cafeteria purchases and prepayment for school lunches is available on-line at www.myschoolbucks.com. Directions for using this system are available on the WPS Food Services website <http://wpsk12.com/about/district/food-services/> which may be accessed through the WHS homepage.

Appendix C:

Chain of Communication

WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Wilmington Public Schools has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. Appropriate communication channels for a variety of topics are listed below. Please refer to individual school and department websites for contact information.

Classroom Issues Involving an Individual Child (classroom procedures, behavior, grades, schedule, etc.)

OR
Curriculum and Instruction Administration (subject matter being taught, teaching strategies, textbooks and materials used, etc.)

For Preschool-Kindergarten:

STEP 1 – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...
 STEP 2 – Early Childhood Director; if not resolved...
 STEP 3 – Director of Student Support Services; if not resolved...
 STEP 4 – Superintendent of Schools

For Grades 1-3:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...
 STEP 1b – If appropriate – School Counselor or Psychologist; if not resolved...
 STEP 2 – Building Administrator; if not resolved...
 STEP 3 – Superintendent of Schools

For Grades 4-5:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...
 STEP 1b – If appropriate – School Counselor or Psychologist; if not resolved...
 STEP 2 – Building Administrator; if not resolved...
 STEP 3 – Superintendent of Schools

(Preschool-5) Issues & Questions:

Coordinator of ELA – Woburn Street School
 Coordinator of Mathematics – West Intermediate

Grades 6-12:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...
 STEP 1b – If appropriate, School Counselor or Psychologist
 STEP 2 – Curriculum Team Leader/Liaison
 STEP 3 – Building Administrator
 STEP 4 – Director of Student Support Services; if not resolved...
 STEP 5 – Superintendent of Schools

504 Plans/IEPs:

STEP 1 – Classroom Teacher
 STEP 2 – Designated Building 504 Coordinator or Special Education Coordinator
 STEP 3 – Building Administrator
 STEP 4 – District 504 or Student Services Coordinator
 STEP 5 – Superintendent of Schools

Special Education

Preschool-Kindergarten:

STEP 1 – Teacher, Special Education Teacher, Related Services Provider; if not resolved...
 STEP 2 – Early Childhood Director; if not resolved...
 STEP 3 – Building Administrator; if not resolved...
 STEP 4 – Team Chairperson; if not resolved...
 STEP 5 – Director of Student Support Services; if not resolved... STEP 6 – Superintendent of Schools

For Grades 1-3:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...
 STEP 2 – Building Administrator; if not resolved...
 STEP 3 – Team Chairperson; if not resolved...
 STEP 4 – Director of Student Support Services; if not resolved...
 STEP 5 – Superintendent of Schools

For Grades 4-5:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...
 STEP 2 – Building Administrator; if not resolved...
 STEP 3 – Team Chairperson; if not resolved...
 STEP 4 – Director of Student Support Services; if not resolved...
 STEP 5 – Superintendent of Schools

For Grades 6-12:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...
 STEP 2 – Liaison; if not resolved...
 STEP 3 – Special Education Curriculum Team Leader; if not resolved...
 STEP 4 – Building Administrator; if not resolved...
 STEP 5 – Director of Student Support Services; if not resolved...
 STEP 6 – Superintendent of Schools

Medical Concerns

STEP 1 – School Nurse; if not resolved...
 STEP 2 – Director of Nursing Services; if not resolved...
 STEP 3 – Building Administrator; if not resolved...
 STEP 4 – Superintendent of Schools
School Counseling Department
For Grades 6-12:
 STEP 1 – School Counselor; if not resolved...
 STEP 2 – School Counseling Team Leader; if not resolved...
 STEP 3 – Building Administrator; if not resolved...
 STEP 4 – Director of Student Support Services; if not resolved...
 STEP 5 – Superintendent of Schools
Transportation
 STEP 1 – Bus Incidents: Building Administrator
 STEP 2 – Bus Safety, Pick Up, and Drop Off Questions:
 Transportation Coordinator; if not resolved...
 STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved...
 STEP 4 – Superintendent of Schools
Athletics
For Grades 9-12:
 STEP 1 – Coach; if not resolved...
 STEP 2 – Athletic Director; if not resolved...
 STEP 3 – Building Administrator; if not resolved...
 STEP 4 – Assistant Superintendent; if not resolved...
 STEP 5 – Superintendent of Schools

C.A.R.E.S.

For Grades K-5:

STEP 1 – Site Coordinator; if not resolved...
 STEP 2 – Director of C.A.R.E.S.; if not resolved...
 STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved...
 STEP 4 – Superintendent of Schools
Food Service
 STEP 1 – Food Service Manager at School; if not resolved...
 STEP 2 – Administrator of Food Services; if not resolved...
 STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved...
 STEP 4 – Superintendent of Schools

Appendix D:

School Committee Policies Referenced

All School Committee Policies for Wilmington Public Schools can be accessed on the Wilmington Public Schools Website through the link below:

<https://wpsk12.com/cms/one.aspx?pageId=26933083>

SEARCHES OF STUDENTS AND SCHOOL PROPERTY

[Refer to School Committee Policy JIH](#)

USE OF DOGS TO SEARCH SCHOOL PROPERTY

[Refer to School Committee Policy JIK](#)

HAZING

[Refer to School Committee Policies JICEA](#) and [JICEA-E](#)

BULLYING PREVENTION

[Refer to School Committee Policy JICFB](#)

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

[Refer to School Committee Policy JFABD](#)

PREGNANT STUDENTS

[Refer to School Committee Policy JIE](#)

ELECTRONIC DEVICE USE POLICY

[Refer to School Committee Policy JICJA](#)

DRESS CODE

[Refer to School Committee Policy JICA](#)

STUDENT PUBLICATIONS

[Refer to School Committee Policy JICE](#)

CHEMICAL HEALTH REGULATIONS FOR HIGH SCHOOL STUDENTS

[Refer to School Committee Policy](#)

APPENDIX E

Selected Massachusetts Laws Relative to Student Conduct and Discipline

1. M.G.L. c.71, § 37H – Policies Relative to Conduct of Teachers or Students: Student Handbooks

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(A) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(B) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(C) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(D) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(E) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. M.G.L. c.71, § 37H ½ - Felony Complaint or Conviction of Student Suspension: Expulsion; Right to Appeal

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel

said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. M.G.L. c.71, § 37H ³/₄ - Suspension or Expulsion – School Rules Violations

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student;

provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

4. M.G.L. c. 76, § 21 - Educational Services for Suspended/Expelled Students

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers, and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers, and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

Instructional costs associated with providing alternative educational services under this section shall be eligible for reimbursement under section 5A of chapter 71B, subject to appropriation. The reimbursements shall be in addition to amounts distributed under chapter 70 and shall not be included in the calculation of base aid, as defined in section 2 of said chapter 70, for any subsequent fiscal year. Instructional costs eligible for reimbursement shall include only those costs directly attributable to providing alternative educational services under this section, such as salary of educational personnel, salary of related services personnel, costs for specialized books, materials or equipment, tuition costs, if the student is receiving services from other than the local public school, consultant costs if directly attributable to the student's instructional program and instructional costs of extended day or year services if such services are a part of the education service plan. Such costs shall be prorated as appropriate to reflect group activities or costs for part-time services. Instructional costs shall not include transportation costs, administrative or overhead costs, the costs of adapting classrooms or materials that are used by more than 1 student, the costs of fringe benefits of personnel employed by the school district, nor the costs associated with the development of the education service plan or service coordination for the student. Instructional costs associated with an education service plan shall be reported to and

approved by the department and shall be reimbursed according to the formula and procedures in said section 5A of said chapter 71B.

5. M.G.L. c.71, § 37L – Notification to School Personnel of Reporting Requirements for Child Abuse and Neglect and Fires; Reports of Students Possessing or Using Dangerous Weapons on School Premises, Transferred Students’ School Records

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148. In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student’s possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.