Central Administration

Superintendent – Dr. Glenn Brand
Assistant Superintendent – Dr. Brian Reagan
Assistant Superintendent of Administration & Finance – Paul Ruggiero
Assistant Director of Administration & Finance – Jacquie Raffi
Director of Student Support Services – Alice Brown-LeGrand
Title IX Coordinator – Alice Brown-LeGrand
504 Coordinator – Alice Brown-LeGrand

School Committee Members

Julie Broussard, Chairperson
Jennifer Bryson, Vice Chairperson
Stephen Bjork
Mary Jane Byrnes
David Ragsdale
Thomas Talbot
Jo Newhouse

Middle School Administration

Mr. Kevin Welch, Interim Principal
Mr. Daniel Faircloth, Assistant Principal
Dr. Jeanette Quirk, 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 LeGrand-Brown, (978) 694-6032.
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Dear Students,

Welcome to the 2018-2019 school year. I am looking forward to the upcoming school year as we grow together and strengthen our Wilmington Middle School community. I challenge you to reach beyond your expectations academically, so that you can excel in ways you did not believe were possible.

At Wilmington Middle School we have four core values, Respect, Responsibility, Resilience and Results. Each core value is dependent on the other three. This is the same for our community as a whole. Teachers and administration depend on you to challenge us. In order to have a successful year I encourage you to ask the hard questions that challenge both you and your teachers. Listen for the answers to the questions before they are asked. Help your classmates when needed and allow others to help you. Be an active member of our community by participating in class, clubs and at home. Most of all enjoy the challenges of the 2018-2019 school year.

In this handbook, you will find the policies and procedures that guide us as members of the Wilmington Middle School community. The handbook is not just rules and regulations, it also speaks to your rights as a student. I encourage you and your parents to take the time to read the handbook carefully. If you or your parents have any questions, please feel free to contact me at the Middle School.

Have a wonderful school year,

Sincerely,

Kevin Welch
Interim Principal
WMS MISSION STATEMENT

The Wilmington Middle School Mission Statement

Wilmington Middle School will provide a safe learning environment for all students and will inspire academic and social confidence, promote citizenship, and encourage responsibility resulting in well-rounded individuals.

This Mission is based on our Core Values of

Responsibility, Respect, Resilience and Results.

WMS STUDENT EXPECTATIONS

Students at Wilmington Middle School are expected to follow our core values of Responsibility, Respect, Resilience and Results. These values drive our daily routines at the Middle School. Keeping these values in mind Wilmington Middle School students at expected to;

- Follow classroom rules
- Be on time to school and class
- Be prepared for class
- Be considerate and respectful
- Show respect for school property and fellow students
- Complete assignments on time
- Listen to instructions
- Use an appropriate voice for the setting
- Actively participate in classroom lessons
- Help fellow students when needed
- Follow directions of the teachers
- Ask for assistance when needed
- Follow the rules of the bus
- Put in a full effort
GENERAL INFORMATION

CONTACT INFORMATION

MIDDLE SCHOOL ADMINISTRATION

Mr. Kevin Welch, Interim Principal
kevin.welch@wpsk12.com

Mr. Daniel Faircloth, Assistant Principal
daniel.Faircloth@wpsk12.com

Dr. Jeanette Quirk, Assistant Principal
jeanette.quirk@wpsk12.com

OFFICE STAFF
978-694-6080

Mrs. Susan Mann
Mrs. Patti Murray
Mrs. Siobhan O’Flaherty

SCHOOL NURSES
978-694-6080

Ms. Lori Trites
lori.trites@wpsk12.com

Ms. Janice Bacon
janice.bacon@wpsk12.com

GUIDANCE DEPARTMENT

978-694-6080

Mollie Dickerson, Interim Team Leader
mollie.dickerson@wpsk12.com

Mrs. Debra Hornung
debra.hornung@wpsk12.com

Ms. Kelly Laroche
kelly.laroche@wpsk12.com

Ms. Julie Norton
julie.norton@wpsk12.com

PSYCHOLOGICAL SERVICES

978-694-6080

Ms. Marissa Bellio
marissa.bellio@wpsk12.com

Ms. Sara Rollins
sara.rollins@wpsk12.com
CHAIN OF COMMUNICATION

WHO DO I CALL WITH A QUESTION OR SUGGESTION?

See Appendix A for District Wide Chain of Communication

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

504 Plans

STEP 1 – Classroom Teacher
STEP 2 – Designated Building 504 Coordinator
STEP 3 – Building Administrator
STEP 4 – District 504 Coordinator
STEP 5 – Superintendent of Schools

Special Education

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 – Nurse Leader; if not resolved…
STEP 3 – Building Administrator; if not resolved…
STEP 4 – Assistant Superintendent of Administration & Finance; if not resolved…
STEP 5 – Superintendent of Schools

Guidance Department

STEP 1 – Guidance Counselor; if not resolved…
STEP 2 – Guidance Curriculum Team Leader; if not resolved…
STEP 3 – Building Administrator; if not resolved…
STEP 4 – Assistant Superintendent of Schools; if not resolved…
STEP 5 – Superintendent of Schools
OPEN HOUSE

The Middle School Open House is scheduled near the beginning of the school year. Please check the Middle School calendar located on our webpage. The Open House is an opportunity for parents to meet their child’s teachers and receive information regarding the Middle School curriculum.

HOME/SCHOOL COMMUNICATION

There are ample ways to communicate between home and school. Teachers and staff may be contacted through phone, or e-mail. Teachers frequently post school assignments, projects and notice of upcoming tests and quizzes on their Google Classroom. Parents and students can view updated grade posting in the Aspen Family and Student Portal:

https://ma-wilmington.myfollett.com/aspen/.

The Wilmington Public School Office of Information Technology assigns each family and student user information for the initial log-in. For additional information and FAQs, please visit the help web site, http://www.wpsk12.com/Aspen_info.htm. The school website may be accessed through the Wilmington Public School website at www.wpsk12.com. The website includes teacher e-mail addresses and school phone numbers in the Staff Directory.

STUDENT TEAMS

All students and teachers in Wilmington Middle School are assigned to teams within the school. The students are teamed by three houses per grade level. Students attend the four core academic classes of English Language Arts (ELA), Math, Social Studies, and Science based on team placement. Teaming creates a smaller cohort of students within the grade level population that allows interdisciplinary instruction, teacher collaboration, and strong home/school communication.
SCHOOL VOLUNTEERS
It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. Per School Committee policy all volunteers must have a current CORI check on file. See Appendix A for Form.

PARENT ADVISORY COUNCIL (PAC)
Parents, teachers, and administrators meet monthly to discuss parent support of curricular and co-curricular activities. Parents will receive information about the location and time of these meetings and are encouraged to attend and participate.

SCHOOL ADVISORY COUNCIL (SAC)
The Education Reform Act of 1993, specifically SECTION 53, provides for the formation of a school council at each public school in the state. The councils are made up of an equal number of teachers and parents to be elected by their representative group. Other members can be drawn from municipal government, business, or other interested groups.

This Council works in an advisory capacity with the school principal to review and revise school goals. Some responsibilities are:

1. Developing educational goals for the school that are consistent with local school district and statewide students’ performance standards.
2. Reviewing the annual school budget
3. Formulating the School Improvement Plan

If you are interested in volunteering to serve on the Council, please call the main office (978-694-6080) and ask to speak with one of our secretaries.

SCHOOL CALENDAR
Throughout the school year all dates are subject to change due to unforeseen circumstances such as frequent snow days or delays due to inclement weather. The most up-to-date versions of the school calendar can be found in Aspen or on the Wilmington Middle School website: https://www.wpsk12.com/site/Default.aspx?PageID=467

SCHOOL HOURS
The school day at the Wilmington Middle School begins at 7:20 a.m. and ends at 1:40 p.m. The staff is on duty at 7:00 a.m. to supervise early bus students. Students may report to their assigned homeroom at 7:10 a.m. Students will not be admitted into the building prior to 7:00 a.m., as there is no supervision available before then.
### Grade 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Blue Day 1</th>
<th>White Day 2</th>
<th>Blue Day 3</th>
<th>White Day 4</th>
<th>Blue Day 5</th>
<th>White Day 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:27</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
</tr>
<tr>
<td>7:27-8:16</td>
<td>A</td>
<td>B</td>
<td>C - UA</td>
<td>A</td>
<td>B</td>
<td>C - UA</td>
</tr>
<tr>
<td>8:16-9:05</td>
<td>B</td>
<td>C - UA</td>
<td>A</td>
<td>B</td>
<td>C - UA</td>
<td>A</td>
</tr>
<tr>
<td>9:05-9:54</td>
<td>C - UA</td>
<td>A</td>
<td>B</td>
<td>C - UA</td>
<td>A</td>
<td>B</td>
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<td>9:54-10:24</td>
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<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>10:24-11:13</td>
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<td>D</td>
</tr>
<tr>
<td>11:13-12:02</td>
<td>E</td>
<td>F</td>
<td>G - UA</td>
<td>E</td>
<td>F</td>
<td>G - UA</td>
</tr>
<tr>
<td>12:02-12:51</td>
<td>F</td>
<td>G - UA</td>
<td>E</td>
<td>F</td>
<td>G - UA</td>
<td>E</td>
</tr>
<tr>
<td>12:51-1:40</td>
<td>G - UA</td>
<td>E</td>
<td>F</td>
<td>G - UA</td>
<td>E</td>
<td>F</td>
</tr>
</tbody>
</table>

### Grade 7

<table>
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<tr>
<th>Time</th>
<th>Blue Day 1</th>
<th>White Day 2</th>
<th>Blue Day 3</th>
<th>White Day 4</th>
<th>Blue Day 5</th>
<th>White Day 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:27</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
</tr>
<tr>
<td>7:27-8:16</td>
<td>A</td>
<td>B - UA</td>
<td>C</td>
<td>A</td>
<td>B - UA</td>
<td>C</td>
</tr>
<tr>
<td>8:16-9:05</td>
<td>B - UA</td>
<td>C</td>
<td>A</td>
<td>B - UA</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>9:05-9:54</td>
<td>C</td>
<td>A</td>
<td>B - UA</td>
<td>C</td>
<td>A</td>
<td>B - UA</td>
</tr>
<tr>
<td>9:54-10:43</td>
<td>D</td>
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<td>D</td>
<td>D</td>
</tr>
<tr>
<td>10:43-11:13</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:13-12:02</td>
<td>E</td>
<td>F - UA</td>
<td>G</td>
<td>E</td>
<td>F - UA</td>
<td>G</td>
</tr>
<tr>
<td>12:02-12:51</td>
<td>F - UA</td>
<td>G</td>
<td>E</td>
<td>F - UA</td>
<td>G</td>
<td>E</td>
</tr>
<tr>
<td>12:51-1:40</td>
<td>G</td>
<td>E</td>
<td>F - UA</td>
<td>G</td>
<td>E</td>
<td>F - UA</td>
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</tbody>
</table>

### Grade 8

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<th>White Day 2</th>
<th>Blue Day 3</th>
<th>White Day 4</th>
<th>Blue Day 5</th>
<th>White Day 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:27</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
<td>Home Room</td>
</tr>
<tr>
<td>7:27-8:16</td>
<td>A - UA</td>
<td>B</td>
<td>C</td>
<td>A - UA</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>8:16-9:05</td>
<td>B</td>
<td>C</td>
<td>A - UA</td>
<td>B</td>
<td>C</td>
<td>A - UA</td>
</tr>
<tr>
<td>9:05-9:54</td>
<td>C</td>
<td>A - UA</td>
<td>B</td>
<td>C</td>
<td>A - UA</td>
<td>B</td>
</tr>
<tr>
<td>9:54-10:43</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>10:43-11:32</td>
<td>E - UA</td>
<td>F</td>
<td>G</td>
<td>E - UA</td>
<td>F</td>
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<tr>
<td>11:32-12:02</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:02-12:51</td>
<td>F</td>
<td>G</td>
<td>E - UA</td>
<td>F</td>
<td>G</td>
<td>E - UA</td>
</tr>
<tr>
<td>12:51-1:40</td>
<td>G</td>
<td>E - UA</td>
<td>F</td>
<td>G</td>
<td>E - UA</td>
<td>F</td>
</tr>
</tbody>
</table>
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, section 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."

DISMISSAL PROCEDURE

On regular school days, WMS students are dismissed from school at 1:40PM. On Early Release Days, students are dismissed at 10:40AM. At dismissal, students proceed directly from their last class to their after-school activities or exit the building. Bus riders exit through the front door. Walkers and car-riders exit through the Challenger Hall door at the left side of the building.

WMS students are responsible for ensuring that they gather their belongings and board their assigned school buses in a timely fashion. Any student who misses their bus, may use the telephone in the office to inform their parents/guardians about the missed bus so they can arrange for a ride or get permission to walk home. Any students who are staying after school hours for any reason are responsible for their own transportation.

EARLY RELEASE SCHEDULE

On the Middle School’s scheduled early release days students will be dismissed at 10:40 a.m. Students typically attend all scheduled class with an abbreviated meeting time. There are no lunches served on early release days. There will be no afterschool activities scheduled on early release days unless an individual club or organization notifies the group.
SCHOOL DELAYS AND CANCELLATIONS

It is the policy of the school department to close school only in case of extreme weather or travel conditions. In certain situations, the need for a two-hour delay may be necessary rather than canceling school for the entire day. Dismissal on such days would be at the regular time.

In stormy weather the decision of No School, a Two-hour Delayed Opening, or Regular Session will be made by the Superintendent of Schools. This decision is made after consultation with public safety staff, public works staff, and school officials from neighboring towns.

Announcements relative to the closing or delayed opening of schools will be made as follows:

Automated Phone Call - An automated message will be sent out by the Superintendent. Please verify contact information in Aspen.

Television—Channels 4, 5, and 7

Radio—WRKO–AM 680 and WBZ–AM 1030

NOTE: Parents and pupils are requested to refrain from telephoning the Fire, Police or School Department about information on school cancellation. Instead, please listen to the announcement on one of the above listed outlets.

Parents should verify their contact information is correct and up to date in ASPEN to ensure they will receive automated calls and information.

EARLY DISMISSAL

On days where weather conditions are expected to cause significant delays in transporting students’ home at the end of the school day, the Superintendent may call for an early dismissal. If this occurs, parents will be notified via a telephone message through the notification system. The purpose of calling this dismissal is to provide additional time for buses to complete their routes before dusk.
TRANSPORTATION

BIKES/SCOOTERS/WALKERS

If a student’s parents allow them to walk, or ride their bike or scooter to school, they must assume the responsibility that they will travel safely to and from school. If a student rides a bicycle or scooter to school, it should be parked and locked securely by the side door. Wilmington Middle School does not take responsibility for bicycles that are lost or damaged while on school property.

CAR RIDERS

Students arriving prior to 7:05 (before the buses have cleared the building), should be dropped off at the side door of the building.

When the buses have cleared the front of the building (approximately 7:05):

Cars coming from the Boutwell Street should pull up in front of the school as far as possible and drop children off in front along the entire length of sidewalk on the main entrance side of the school. Cars should then loop around taking a left and exit out the Boutwell side back the way you came. This eliminates cars driving through the area where the crossing guard stands.

Cars coming from the Shawsheen Avenue side of Carter lane should pull into the drop off circle at the side of the school as has been past practice. Pull as far forward as possible (we hope to fit 5 – 6 cars at a time). Cars should then exit back out Carter lane taking a right and head toward Shawsheen Avenue. Taking a right will allow traffic to keep flowing and eliminate cars driving through the area where the crossing guard stands.
The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Students who leave the Wilmington Middle School campus for any reason other than a school sponsored event or excused dismissal may forfeit their ability to use the school bus on that day.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read. The regulations are as follows:

**Loading and Unloading at Bus Stop**

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

**Required Conduct aboard the Bus**

Riders must remain in seats or in place and respectful of others when the bus is in motion. The following behaviors are prohibited:

1. Whistling and shouting
2. Profanity and obscene language
3. Smoking
4. Pushing or wrestling
5. Annoying other passengers or disturbing their possessions
6. Talking to the driver
7. Throwing objects within the bus or out of windows
8. Climbing over seats
9. Opening or closing windows
10. Leaning out of windows
11. Littering the bus

Parents will be held responsible for any defacing or damaging of the bus.

**Procedures for Misconduct aboard Bus**

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Assistant Principal. The Assistant Principal will report the incident in writing to the parent concerned, with a copy to the Principal and Superintendent.
2. In case of a repetition by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the Superintendent's office.

3. After a second offense and a conference with the Superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Use of Videos from School Buses

Cameras may be used to monitor students’ behavior on buses in order to promote the safe transportation of students. Videotapes of students riding on buses may be used to foster security, promote students’ safety, and monitor student misconduct.

The superintendent or her designee shall review any videotape if any misconduct is alleged.

Parents and students are not permitted to review the videotapes.

Students who are being dropped off or picked up by car must use the side entrance near the Challenger wing. We ask that parents please remember safety during morning drop off and afternoon pick up. Parents should not drop off in the larger parking lots, or street. We cannot have areas where students are walking where cars are pulling in and out. We must use the car rider door for safety, delivering students on to the sidewalk. Please do not drop off students before 7:00 AM.

File: EEAA
STUDENT RIGHTS AND RESPONSIBILITIES

ATTENDANCE

ARRIVAL ON SCHOOL GROUNDS
Upon arrival on school grounds in the morning, whether by bus, by car, by foot or by bicycle, students may not leave school grounds.

ATTENDING SCHOOL
If students are absent from school without legitimate reason, they are truant. The following steps will be taken (please refer to Student Discipline Rubric):

1. Parents must accompany their children to school for a re-admittance conference with an administrator.
2. Students will be required to attend daily detention until all time missed is made up.
3. Students will be responsible for making up all work missed.
4. Repeated instances of truancy will result in a meeting with the Juvenile Police Officer and the Probation Officer for possible court referral.

Students have the responsibility to be in school and in class on time. Students are to attend all classes and assigned activities. Students are to be present and accounted for at all times during the school day. More specifically (please refer to Student Discipline Rubric):

1. Students may not be absent from school except for reasons of health or family emergency.
2. Students may not leave school during the regularly scheduled school day without being dismissed by a school authority.
3. Students may not be consistently late to school.
4. Students may not be late to class or a scheduled activity.
5. Students may not skip class
6. Students may not refuse to remain after school for discipline or extra help.

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.

Please refer to Policy JH - STUDENT ABSENCES AND EXCUSES
TARDINESS
No student should be in the hallways before 7:10 am. Students in the seventh and eighth grade arriving between 7:00 and 7:10 am must report to the cafeteria, sixth graders will report to the auditorium. All students must be in their homerooms by the 7:20 bell to be considered on time. If a student is not in his or her homeroom by 7:20 a.m. then the student is considered tardy and must report to the office for a late pass. The student will then accrue an unexcused tardy. Once a student accrues 3 unexcused tardies per marking period, they will receive an Office Detention and their parent/guardian will be notified. For each additional tardy violation, the student will receive an Office Detention and must be accompanied to school by a parent. If a student accrues a fifth unexcused tardy, the student will meet with school administration to sign a contract to address the situation.

START Program
Wilmington Middle School participates in the START (School Truancy and Attendance Review Teams) Program. START is a collaborative initiative, involving representatives of the Wilmington Public Schools, the Wilmington Police Department, the Middlesex District Attorney’s Office, Project Alliance, Middlesex Partnerships for Youth, Inc., the Department of Children and Family Services, Middlesex Juvenile Court, and Middlesex Juvenile Probation.

START, a voluntary program, is designed to identify and assist students who are exhibiting a poor pattern of attendance. The START team is a free service and consists of a group of individuals from the above mentioned agencies who are available to meet with parents and their children to develop a plan of action that will lead to improved attendance. It is also anticipated that this intervention will help to divert families from formal involvement with the court system and/or social services, which in many cases is where chronic absenteeism leads.

If a student has five unexcused absences, the parent or guardian will be notified with a warning letter. If the student absences continue to exceed ten unexcused absences, a meeting will be requested to discuss the absences.

If a student has five unexcused tardies in a quarter, the parent or guardian will be notified with a warning letter. If the student tardies continue to exceed ten unexcused tardies, a meeting will be requested to discuss the tardies.

TARDINESS POLICY
The following is a School Committee policy:

1. A student who incurs an unexcused tardy may not participate in any co-curricular activities or events (practices, games, rehearsals, meetings, dances, concerts, etc.) that day. [Only a doctor’s note will be accepted as an excused tardy.]
2. On the fourth school tardy, a parent must accompany the student to school and sign the student in with the Assistant Principal.
3. On the fifth school tardy, the parent and student will meet with an administrator to set up and sign a contract, which will address the consequences of any future tardiness.
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 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, the School Nurse must approve dismissals. 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.

VACATION TRIPS
Absences due to vacation trips are considered unexcused.
Parents should consult the school calendar prior to making vacation plans. Parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction time can never be replaced by make-up assignments.

When parents decide to take their children out of school for vacations, they must notify the school of their intentions. Because such extended absences are not excused, teachers are not expected to provide make up work or special assignments prior to these vacations. Teachers are not expected to provide special tutoring for those students whose parents take them on vacation during school time.

When students return from such vacations, they should contact their homework buddies to find out which assignments they missed. Within five days of return to class, students should complete all assignments, projects and papers and remain after school to make up all quizzes and tests.

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.
CLASSROOM EXPECTATIONS

LATE TO CLASS
Students should pass quickly from one class to the next. Students entering the room after the teacher has started class are late. Any student who is tardy to class should have a note explaining the reason. If the student arrives without a note, then he or she is not to return to the previous teacher for a pass but must go to the office. This will be considered an unexcused tardy. Unexcused tardiness will be assigned one teacher session for each incident.

CELL PHONES
Cell phones are not allowed in classes unless students are specifically requested to have their cell phone for that class. Students are required to store their cell phone in their locked locker during the school day. Violation will result in the student cell phone being confiscated for the day. Multiple violations may require a parent conference and additional discipline.

See Safety and Wellness Section for complete district policy on Electronic Device Use.

DRESS CODE
School Committee Policy:
The responsibility for the dress and appearance of the students will rest with the individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with the requirements for health and safety, and does not cause disorder or disruption.

This does not mean that student, faculty or parent groups may not recommend appropriate dress for school or special occasions. It means that the students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Wilmington Middle School Guidelines:
The administration of WMS respects the students’ rights to choose their manner of dress. However, clothing or accessories that distract or detract from the educational mission of WMS 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 of any kind, including hoods, are not allowed, except for religious or health reasons that are verifiable. All head coverings should be placed in the student’s locker and should not be visible during the school day.

Wilmington Middle 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 WMS:

- Students may not wear clothing or accessories that display language, pictures or symbols that are profane, sexually suggestive, 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.

**FOOD AND BEVERAGES**

Students may only consume food and beverages in the school cafeteria unless otherwise given permission by the classroom teacher or administration. Students are only allowed to have water in the classrooms and hallways.

**LOCKERS**

Each student will be assigned a locker and a lock to use during the school year. If a lock is lost or stolen, the cost is $5.00 for a replacement. Locks purchased outside of the school building are not allowed on lockers.

Students are responsible for the condition of their lockers. Any damage to one’s locker will be paid for by the student.

Students are to ensure their lockers are locked at all times. Students are responsible the contents of their lockers. The administration is not 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 may only use their assigned locker. Lockers may not be shared.

**BOOKS**

Students will receive many different textbooks and paperback books during the year. It will be their responsibility to take care of the books issued to them. All books, including library books, are their responsibility and must be paid for if lost, damaged, or stolen. If lost books are recovered over the summer, a refund will be issued.

**FORGOTTEN ITEMS**

If a student forgets an item such as a lunch or a school project, the main office will notify the student that they may pick it up at the office between classes. Classes will not be interrupted to notify a student that they have an item in the office.

**LOST AND FOUND**

Most teachers maintain a lost and found location in their classroom. If the missing item is not there, additional lost and found boxes are located in the Gym, Cafeteria, and Main Office. Do not bring valuables or large sums of money to school. Teachers do everything possible to protect property, but the school cannot be responsible for lost or stolen items. Students are expected to use their lockers for their belongings and to secure their lockers with the school assigned lock.

**BACKPACKS**

Students are encouraged to leave large backpacks and other similar bags in their lockers once they have removed needed items for upcoming classes. Small bags for Chromebooks are allowed but if a bag is causing a distraction or disruption, the student will be asked to place
their bag in their locker. Locking bags up will help prevent many problems, such as overcrowded classroom aisles and lost or stolen bags.

**FIELD TRIPS**

Field trips are designed to fulfill the Wilmington Public School's curriculum standards and objectives through activities that enhance student learning. Field Trips should be experiences that are not easily reproduced within the school context. The decision to use instructional time for a classroom field trip should be in proportion to the significance and/or number of curricular objectives.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate field trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration.

The Administration will establish regulations to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. All students are provided with the necessary accommodations to experience field trip activities.

Only parents or guardians of students who are participating in the field trip or current employees of Wilmington Public Schools shall be permitted to serve as chaperones for any school-sponsored field trip. Exceptions to this may be made by the Superintendent with prior written approval. Exceptions shall only be made if a sufficient number of chaperones who meet the above criteria are not available to allow for proper levels of supervision. All chaperones must be CORI-cleared.

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. The School Committee requires that final approval be sought no later than sixty (60) days prior to the scheduled trip dates. The sixty (60) day period is effective upon the date of the Principal's sign-off and subsequent submittal to the Superintendent.

CROSS REF.: JJH, Student Travel

Revision Adopted: May 11, 2016

Field trips will be planned that relate to the classroom studies. Students may be requested to participate in fund raising or to provide fees to supplement costs for these trips.

To ensure the safety of all involved, students who have not met the requirements listed in the Student Discipline Code during the school year may be removed from field trips. The final determination of eligibility for attendance on a field trip rests with the school administration.
ACADEMIC INFORMATION

REPORT CARDS
The report card is a way for teachers to report to students and parents the progress of the student. Students will receive a report card at the end of each quarter. Students need to return the signed report card envelope to their homeroom teacher within three days. End of year report cards will be mailed home.

Grades are as follows:

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 – 59 (Failure)

MID-TERM PROGRESS REPORTS
Mid-term grades are posted online to the Aspen Student and Family Portal, https://ma-wilmington.myfollett.com/aspen/ within five days after each mid-term. At any time during the marking period (quarter), a parent may contact teachers by phone or by e-mail to obtain an update on their child’s progress/grades.

HONOR ROLL
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.

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.

PARENT/TEACHER CONFERENCES
Parents/guardians will have an opportunity once each semester to meet with teachers to discuss their child’s progress in their classes. Parents will receive a notice from their child’s team which will allow for them to schedule an appointment during those times.

HOMEWORK
Please refer to Policy IKB-E – HOMEWORK POLICY
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 6-8 have approximately 75-120 minutes of homework per day. 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 or daughter’s guidance counselor at (978) 694-6080. In the conversation, the possibility of tutoring should be investigated. The assembled work assignments should be picked up in the Guidance Office at the earliest possible time. If there is difficulty-procuring work, parents are encouraged to call the Principal directly at (978) 694-6080.

**EXTRA HELP**
If students are having difficulty in any class, they should speak with their teacher to make plans to obtain extra help. Teachers are generally available for extra help at least one day a week after school. Extra help will be provided upon request by a student, parent, or may be mandated by the administration if the student is failing any subject area. The classroom teachers will let the students know when they are available for extra help sessions. Students may also speak with their guidance counselor about academic concerns.

**SUMMER READING PROGRAM**
Summer reading programs at all levels are designed to help students maintain and extend literacy skills over the extended school break. Required summer reading complements the curriculum and will contribute to the first quarter language arts grade. Summer Reading lists are distributed by classroom teachers and posted on the WMS website. The books included in the summer reading program are available at the Wilmington Memorial Library.

**PROMOTION/ RETENTION**
If a student failed one core subject (language arts, social studies, science, mathematics) for the year, it is recommended that the student attend summer school. Students who fail two or more core subjects are required to attend summer school and to pass those subjects in order to be promoted to the next grade. In the event that the student does not meet the minimum requirements for promotion, the parents and the principal will meet to discuss the most appropriate placement.

**SUMMER SCHOOL**
Summer school is a six-week program which takes place at Wilmington High School. Costs and schedule can be obtained through the Summer School Coordinator at 978-694-6060.

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. 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.
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. Test dates typically fall between March and May.

Please refer to Policy ILBA – STUDENT PARTICIPATION IN ASSESSMENT PROGRAM
STUDENT ACTIVITIES

AFTER SCHOOL ACTIVITIES
Students must leave the building at 1:40 p.m. unless they are staying for after-school activities, extra help, and a teacher session or office detention. Students who stay after school must have permission from their parent and/or guardian allowing them to stay for the activity. Upon completion of the afterschool activity students are expected to leave the building. Students leaving after 2:00 p.m. may be picked up at the main entrance of the building.

STUDENT PROGRAMS

After-School Activities Program
Wilmington Middle School offers a variety of after-school programs for students.

In the past offerings have included Student Council, Peer Mediation, homework club, art, computers, intramural sports, drama, yearbook, dancing, math club, WCTV video production club, ski club, music, and many others. Announcements will be made during the school day. Please check the Middle School web page for updates.
STUDENT SERVICES

MAIN OFFICE
A student’s first resource should be their teacher. When a teacher is unable to help they may direct the student to the Main Office for additional assistance.

TELEPHONES
Students may use the classroom telephones with teacher permission/supervision for school purposes. Outside of school hours, the telephone in the main office is available for emergencies.

CAFETERIA PROCEDURES/LUNCH
Lunch prices are subject to change, at present, lunch prices are as follows:

Student Lunch (including milk)…………….. $2.65 – 2.85
Milk……………………………………….. $ .60
Dessert……………………………………. $ .50 - .75


The Food Service Department also accepts payment in the form of cash or checks. Checks should be written out to WPS Food Services and either mailed to the Middle School or sent in with the student. Balances are always carried forward from school year to school year. Students are notified daily if their account has a low balance. When you establish their online account, student purchases can be viewed and you will receive emails when account balances are low; there is NO FEE for viewing the account on line. If you do not have access to on line services, please contact the Food Services office at 978-694-6064 and they will make arrangements to get an invoice to you. Student account’s “follows” them when they are ‘moving up’ to another school. WPS Food Services can refund money, and when necessary will transfer lunch money from one student’s account to another student’s account.

Parents may choose not to allow their children to purchase dessert, with their cards, however, please send a letter to the school requesting this process. If parents do decide to partake in this option, they may send their children with cash to purchase dessert from time to time. WPS Food Services will never deny a child a lunch, however, if the account has a negative balance of $10.00 or more, the student may be offered an alternative lunch, (sandwich, milk, fruit, and vegetable) until his/her account is paid. Students may, of course, bring their own lunch. If they forget their lunch money or lunch, they may check in the cafeteria at the administration table. The office will not interrupt classes to bring students their lunch or money or to inform them that it is in the cafeteria.

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
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 parent/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

Failure to maintain up-to-date accounts may result in a delay of a student’s fee based extra-curricular school services. All seniors must take care of any outstanding bills through the “Senior sign-out” process 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
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).

GUIDANCE SERVICES
The primary purpose of the Guidance Department is to provide counseling for students who may have problems arise during the school year. Counselors can help students with personal difficulties, situations between students, and career and course plans. Counselors are trained to help students evaluate their strengths and weaknesses and thus estimate their potential for success in school subjects and in preparing for goals they may have in mind beyond their high school years.

All subjects discussed are to be kept confidential unless the student requests or consents to the inclusion of another interested person. If a student needs to see a counselor immediately, they should speak with their classroom teacher. Non-urgent appointments can also be made by emailing their counselor.

Students who are applying to private schools and need recommendations and/or transcripts should anticipate a 4-6 week processing period. Please leave time to meet your deadline. For specific questions about the application process, please make an appointment with your counselor.

STUDENT RECORDS
In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records, in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2003 will be destroyed no later than seven years after the student transfers, graduates, or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student’s transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

NON-CUSTODIAL PARENTS’ RIGHTS (General Laws Chapter 71, Section 34H)
As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The School District will follow the law and the attachments recommended by the Massachusetts Department of Education to
standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.

**LIBRARY/MEDIA CENTER**
Reading is a crucial skill and one of life’s great pleasures.

Education at the Wilmington Middle School is not limited to the textbook and the classroom. The school library/media program provides enhancement and support to the school’s curriculum. The center’s collection and program are planned to ensure that students become efficient users of information and acquire literary appreciation in their development as lifelong learners.

Research skills taught in the library are location, evaluation, synthesis, organization, and presentation of information. These skills are integrated through the curriculum.

The collection reflects the needs and interests of the diverse school population. It is accessible to all students and staff. The materials available in the library are of varied formats such as books and the Internet. Students are encouraged to read, so a wide collection of fiction and non-fiction is available to them.

The Library/Media Center shall maintain a quiet yet stimulating atmosphere to accommodate the needs of the school population. Students access the library with their teacher’s permission during homeroom, lunch or at the end of the day. All materials are checked in and out at the library’s circulation desk.

**Library/Media Center hours are 7:10-1:40.**
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.

Accidents/Illness

In case of accident, illness or other emergency, the school will try to immediately locate the parent or person responsible for the child. There may be times when a parent or guardian must dismiss the child at school or provide taxi fare for his/her return home. 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.

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, is limited to a thirty-day supply and must be 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.

Per the MA Department of Public Health, self-administered 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.

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.

LEGAL REF.: M.G.L. 71:54B
Dept. of Public Health Regulations: 105 CMR 210.00
Population-based Health Screenings

Population-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 5, 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.

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 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.

### Communicable Disease Control

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.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Minimum Isolation period of patient</th>
<th>Minimum period of quarantine of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until lesions have dried and crusted, or until no new lesions appear, usually by the fifth day</td>
<td>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 21st days after their last exposure.</td>
</tr>
<tr>
<td>German Measles</td>
<td>No restrictions</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Measles</td>
<td>Four days from appearance of rash</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>

35
<table>
<thead>
<tr>
<th>Condition</th>
<th>Duration and Treatment</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>One week from onset of disease or until all swelling has subsided, whichever is sooner.</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Three weeks from the beginning of spasmodic cough</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Scarlet Fever or Streptococcal Sore Throat</td>
<td>Twenty four hours with Antibiotic therapy as long as therapy is continued for 10 days. One week of no Antibiotic therapy.</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>

**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. School exclusion and attendance is at the discretion of the school nurse.

- **Pin Worm**
  - Contagious. Transmitted by hand and airborne dispersal. Treatment required by 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:

1. Every school age child has the right to a public education.
2. A student with AIDS or HIV infection has the right to keep their medical condition private.
3. 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.
4. 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, prohibit 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, standardized test results, class rank, extracurricular activities and evaluations by teachers, counselors and other school staff. Upon transferring, the temporary record must be transferred to the student’s new school in accordance with paragraph 23.07 of the above regulation. The school district is authorized to send student health records directly to public schools without the consent of the student or parent. The school district must obtain consent to send information to private schools. School Health Records should be placed in a sealed envelope, marked “confidential medical information – attention school nurse” and placed with the entire student record for mailing to the new school.

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 or visit the Health Services page on the district website.

Parent/Student Guidelines

1. **Life-threatening Allergy Notification:** It is important for parents/guardians to communicate their child’s medical condition(s) including Life Threatening Allergies to the School Nurse, the Classroom Teacher and C.A.R.E.S. (before and after-school extended day) Program. This will assist the school in being prepared for any potential emergency situations that may arise throughout the year.

2. **Allergy Action Plan:** Allergy Action Plan forms are required to be completed annually before the beginning of the new school year by the parent/guardian and physician or as needed with updated changes as necessary. This form acts as an individualized health care plan, doctor’s orders & emergency care plan. It provides critical information necessary to care for the student in the event that an allergen is ingested requiring emergency care. Be sure to include a current picture of your
child on the form. Forms may be accessed on the district website under Health Services or the Nurse’s page on your child’s school website or you may obtain them from any School Nurse.

3. **Emergency Medication:** Per Wilmington Public School Policy, any student requiring medication during the school day should have it delivered by a responsible adult in a prescription &/or manufacturer’s labeled container to the school nurse. This is for the safety of your child as well as other students. The student’s Epipen(s) and Benadryl (if indicated) should be provided at the beginning of the school year; and must be accompanied by an Allergy Action Plan, as previously noted. Please refrain from sending any medication in a student’s back pack. Medication expiration dates should be noted upon delivery at school. It is the parent/guardian’s responsibility to replace expired medication in a timely manner. If your child requires an additional Epipen in the classroom, kindly provide the extra medication in a red bag or waist pack. Please note that Wilmington C.A.R.E.S. requires separate medication to be provided for the before and after-school program. The same WPS medication policy applies.

4. **Food Allergy Questionnaire:** The Food Allergy Questionnaire allows parents to provide a brief history of the child’s food allergy diagnosis, management, and potential treatment. It is a very helpful reference for the school nurse in planning for your child’s care during the school year. Please obtain this form from your child’s School Nurse.

5. **Documentation of life-threatening allergies:** Please submit documentation &/or test results of your child’s life-threatening allergy from your child’s Primary Care Physician or Board Certified Allergist. (This will be done initially at the Kindergarten level and then again when applicable through a student’s education in Wilmington Public Schools.) It is important to have clear documentation concerning any medical diagnosis or condition so that the school nurse can be prepared to care for your child while at school. Federal law permits information in your child’s health record to be shared with WPS personnel on a ‘need to know basis.’ This information will also be shared with EMS if there is an emergency. The school nurse will review signs/symptoms of anaphylaxis with teaching staff.

6. **Classroom Education:** A parent/guardian of a student with LTA’s is welcome to come into the class to either listen to or participate in a lesson about food allergies. This is on a voluntary basis. In the past, some parents have been very comfortable addressing the classroom regarding food allergies in an age appropriate manner. You may contact the School Nurse if you’re available.

7. **Classroom Celebrations:** Only non-food related celebrations will be allowed. Parents/Guardians may consult with teaching staff regarding possible options. Consideration should be made to ensure that non-food related items are safe and age-appropriate.

8. **Lunch & Snacks:**
   a. **Early Childhood Center:**
      - *Classrooms* are considered peanut-safe. All snacks sent in from home will be peanut-free and will contain an ingredient label or a list of ingredients.
      - *Cafeteria:* All school lunches served will be peanut-free. Children may bring in peanut butter sandwiches from home and a peanut butter table will be provided.
   b. **Elementary Schools:**
      - *Classrooms* that have children with peanut allergies will be considered peanut-safe. If applicable, a letter will be sent home to parents requesting that they provide peanut-free snacks.
      - *Cafeteria:* A peanut-free table will be provided in the lunchroom.
   c. **Middle School:**
      - *Classrooms:* Grade 8 only – snacks sent in from home will be parental choice, with consideration for nutritional content and allergen awareness.
• **Cafeteria:** Upon written parental request, a peanut-free table will be provided in the lunchroom.

d. **High School:**
  - **Classrooms:** no snacks, not applicable
  - **Cafeteria:** Students are responsible for self-management of their LTAs. Wilmington School Food Services will be available to assist students during the process. Note: Wilmington Public School employees cannot be held responsible for companies that change ingredients or manufacturing without notification or proper labeling.

9. **Curriculum Related Activities:** see district protocol

10. **Special Dietary Needs:**
  a. **Disabilities Requiring Special Dietary Needs:**
     Physician’s Prescription Required
     Examples include, but are not limited to: Speech/Swallowing problem, Food Anaphylaxis (severe food allergy) **, PKU, Celiac disease.
     ** Signed Allergy Action Plan &/or Epipen Medication orders are acceptable for Physician’s Prescription.

     A. **Health Services protocol:**
        - Student health information is obtained from the student’s Health Record and student’s Emergency Card annually by the School Nurse
        - All health conditions concerning food are confidentially shared with Food Services

     B. **Parent/Student Guidelines:**
        - If child is participating in Food Service program, parents/guardians are encouraged to review lunch menus in advance. Product information containing ingredient information is available on CD from the Food Services Manager & Administrator of Food Services
        - Student education for self-management is important. As children grow and develop, they should be encouraged to read labels or ask about ingredients at lunch. Medical alert identification is highly recommended.
        - It is the parent/guardian responsibility to notify Health Services of all student health conditions and to provide proper documentation from the child’s physician. When health conditions change, Health Services should be notified as soon as possible.

     C. **Food Services protocol:**
        - Student dietary restrictions are entered into Point of Sale (POS) system as an Alert
        - During lunch, all attempts will be made to assist students with safe choices.
        - Wilmington Public School employees cannot be held responsible for companies that change ingredients or manufacturing without notification or proper labeling.

  b. **Non-Disability:**
     USDA does not require schools to serve special meals
     - Food intolerances, Non-anaphylaxis food allergy, Diabetes, Obesity, High Cholesterol, Food Restrictions by Parental Choice
10. **Field Trips:** Field trips will be chosen carefully and no child will be excluded from a field trip due to the potential of unavoidable allergen exposure. A clear plan to activate Emergency Medical Services (911) will be followed in accordance with the student’s AAP. Emergency medication(s) and an allergy action plan will accompany the allergic student on all field trips. A parent may be asked to attend the field trip. If the parent/guardian of the LTA student is not available to attend, the student will automatically be placed with an Epipen-trained teacher/designee. No sharing of food or utensils will be allowed; and no eating will be allowed on the bus per transportation guidelines (see part 11).

11. **Transportation:** The parent/guardian of a student with LTA’s are encouraged to complete a Transportation Emergency Card at the beginning of each school year. This card may be obtained from the school nurse. It is the parent’s responsibility to complete the card and deliver it to the Transportation Coordinator. The Transportation Coordinator will review the card before handing it over to the appropriate bus driver. In the event that the student indicates he/she is having an allergic reaction while riding the bus to or from school, the bus driver will stop the bus to call for emergency help in accordance with the bus company policy. Having a Transportation card on file will assist the bus driver to readily identify that your child has a history of an LTA. Eating is not allowed on the bus, per the school district policy. Parents/guardians are also encouraged to verbally notify the bus driver of your child’s life-threatening allergy on the first day of school.

12. **Educate Child in Self-Management of His/Her Food Allergy:** All students with LTA’s should be encouraged to learn about his/her food allergy, how to recognize symptoms and how to ask for help if an allergen has been ingested. Parents/Guardians play an important role in preparing students to be ready for school. It’s important to teach your child to not share food in school or on the school bus and to only eat what a parent/guardian allows. When in doubt, the student should be taught to speak to an adult. Children with life-threatening allergies are encouraged to wear a medical alert bracelet/pendant.

13. **Review 504 Accommodation Plan:**

   a. A 504 Plan is an accommodation plan for any student who has a “physical or mental impairment that substantially limits one or more major life activities, has a record of such or is regarded as having such an impairment” so that s/he may access FAPE (Free Appropriate Public Education). The school may prepare and maintain such a plan in conjunction with the student’s parent/guardian and primary care provider/allergist, if applicable.

   b. The school nurse and school principal/designee in conjunction with the student’s parent(s)/guardian(s) and the primary care provider/allergist, will help prepare a 504 Plan, if applicable, and an AAP for any student identified with an allergy that substantially limits a major life function. The 504 Plan and AAP will be updated and reviewed annually by the school nurse, the principal, the student’s parent(s) and primary care provider and/or allergist.

   c. The 504 Plan (if applicable) and AAP will be available in the nurse’s office and student’s classroom.

   d. Photographs of students with life threatening allergies (LTA) should be provided by parent/guardian and attached to the 504 Plan and/or AAP.

14. **Grade 1 Transition Program:** Toward the end of the kindergarten school year, children with LTAs and their parent/guardian will be invited to attend a Food Allergy Transition Visit at the elementary school where the child will attend first grade, either the Shawsheen Elementary School or Woburn Street School. This visit is held during the school day and will provide both the student and the parent with an opportunity to meet and speak with the school nurse and food services staff. Classroom and lunch room procedures will be reviewed and a tour of the cafeteria will be provided. All children and their parent/guardian are encouraged to attend.

15. **Grade 6 Transition:** As students transition to the Middle School, they will accept more responsibility for self-management of their LTAs. In an effort to assist students in making safe choices, most common
food allergens will be posted. Wilmington School Food Services will be available to assist students during the process. Note: Wilmington Public School employees cannot be held responsible for companies that change ingredients or manufacturing without notification or proper labeling.

16. **Latex Allergies:** Latex allergies may also cause an anaphylactic reaction. In order to prevent a severe reaction, it is important to avoid exposure in the school environment. The following items are not allowed: Rubber Balloons and Tennis Balls sliced open and applied to chair legs, and other items as determined by the school nurse. If your child has an allergy to Latex, please contact the school nurse to develop a plan of care.

References:
Accommodating Children with Special Dietary Needs in the School Nutrition Program, USDA, 2001
Food Allergy and Anaphylaxis Network, http://www.foodallergy.org
Managing Life Threatening Food Allergies in School, MA DESE, 2002
CONCUSSION POLICY
Wilmington Middle 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 Middle School Concussion outline and policy.

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, standardized test results, class rank, extracurricular activities and evaluations by teachers, counselors and other school staff. Upon transferring, the temporary record must be transferred to the student’s new school in accordance with paragraph 23.07 of the above regulation. The school district is authorized to send student health records directly to public schools without the consent of the student or parent. The school district must obtain consent to send information to private schools. School Health Records should be placed in a sealed envelope, marked “confidential medical information – attention school nurse” and placed with the entire student record for mailing to the new school.

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 or visit the Health Services page on the district website.

SBIRT: Screening, Brief Intervention, and Referral to Treatment
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.

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 schools setting (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 comprised 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 through passive consent. 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.

The Director of Nursing Services will be designated as the SBIRT Coordinator for the district.

REF: Bill H.4056 An Act Relative to Substance Use, Treatment, Education and Prevention
http://www.masbirt.org/
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 right of inspection of a student or students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Students should not have any expectation of privacy in school property, including but not limited to, school lockers.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

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

USE OF DOGS TO SEARCH SCHOOL PROPERTY

The Wilmington School Committee shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs when necessary to protect the health and safety of students, employees, or property. Searches may be conducted for the purpose of detecting the presence of illegal substances or contraband, including but not limited to alcohol and/or drugs. The use of trained detection dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in the student / parent handbook.
3. Once notification has been given to parents and students, through the inclusion of the
policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.

4. All school property such as lockers, classrooms, parking areas and storage areas may be searched.

5. Individual(s) shall not be subjected to a search by dogs.

6. Only the dog’s official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, that item or place will be searched by the School Administration. If anything is found the student shall be called to the area or office by the administration. If a dog alerts on a locked or unlocked vehicle, the student who brought onto district property shall be asked to unlock it for inspection.

7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

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.

NONDISCRIMINATION

Public schools have the responsibility to overcome, as far 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. 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 Title IX compliance officer.

LEGAL REFS:
- Title VI, Civil Rights Act of 1964
- Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
- Executive Order 11246, as amended by E.O. 11375
- Equal Pay Act, as amended by the Education Amendments of 1972
- Title IX, Education Amendments of 1972
- Rehabilitation Act of 1973
- Education for All Handicapped Children Act of 1975
- M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
- M.G.L. 76:5; Amended 1993
- M.G.L.76:16 (Chapter 622 of the Acts of 1971)
- Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78
- Board of Education 603 CMR 26:00
- Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS:
- ACA- ACE, Subcategories for Nondiscrimination
- GBA, Equal Opportunity Employment
- JB, Equal Educational Opportunities

Revision adopted: May 11, 2016
DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

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.

Definitions

For the purposes of this procedure:

A. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.

B. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the school.

C. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.

D. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

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.

How to make a complaint

A. Any student who believes that he/she has been discriminated against or harassed should report their concern promptly to any teacher, guidance counselor, nurse, building administrator, or central office administrator. The school staff member should then report the concern to the school principal or Civil Rights Coordinator. If the school principal receives the report, either verbally or written, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

B. Any employee or other person who believes that he/she has been discriminated against or harassed should report the incident to the building principal, assistant principal, his/her department chair or his/her supervisor. Additionally, the employee may, if applicable, request union/association representation to assist him/her through the complaint process. Employees may also file complaints directly to the Human Resources Administrator.

C. District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

Complaint Handling and Investigation

A. The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.

B. When a complaint of discrimination or harassment is alleged, the person making the allegations will be encouraged to write out a description of the allegations and the impact the alleged conduct has had on him or her (See Complaint and Reporting Forms at Appendix A and B). If the complainant or reporter is a student and the student chooses not to fill out a written report, the person accepting the complaint shall listen to the student and complete the complaint or reporter form for the student.

C. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
D. Under the formal resolution procedure, the complaint will be investigated by the school principal or other individual designated by the school principal or the Civil Rights Coordinator. The investigator will gather evidence to determine whether, by a preponderance of the evidence, discrimination against or harassment has occurred. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.

1. The Complainant shall have the opportunity to identify witnesses and provide other relevant evidence to the investigator.

2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator’s consideration.

3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.

4. The investigator will keep a written record of the investigation process.

5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

6. The investigation and the notification of the outcome to the complainant and the subject of the complaint shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.

7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.

8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.

9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
E. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and determining what corrective and/or remedial steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate.

F. The investigator will inform the alleged target of the discrimination and/or harassment and the person(s) who was the subject of the complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fifteen (15) school days of receipt of the Complaint, unless the investigation is extended under the provisions described above. This notice of the outcome of the investigation must inform the complainant as to whether or not the investigation determined that the conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the perpetrator that directly relate to the complainant (e.g., stay away order or no contact order), and other steps the school has taken to eliminate the hostile environment, if one has been found to exist, and prevent recurrence. The perpetrator should not be notified of the individual remedies offered or provided to the complainant (e.g., counseling; alternative classes, etc.).

G. If the Complainant or the student’s parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within five (5) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee’s determination, or reverse the principal or designees determination. The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator’s decision shall be final, subject to further written appeal to the Superintendent within five (5) days of receipt of the decision of the Civil Rights Coordinator.

H. WPS Civil Rights Coordinators are:

**Employees:** Andrea Stern Armstrong, Human Resources Director
Wilmington Public Schools
161 Church Street
Wilmington, Massachusetts 01887
978-694-6000

**Students:** Alice Brown-LeGrand,
Director of Student Support Services
Wilmington Public Schools
182 Wildwood Street
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

Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
FAX: 781-338-3710

Adopted by the Wilmington School Committee on May 11, 2016
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. The statutes are described in detail below.

Massachusetts General Law Ch.269, s. 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 Ch. 269, s. 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 one thousand dollars ($1,000.00). Added by St. 1985, c536; amended by St. 1985, c665.

Massachusetts General Law Ch. 269 s. 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 secti on 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. L985, c 536;
amended by St. L 987, c 665.

SPECIAL STATEMENT ON FIGHTING

A person who considers himself in need of protection should see a teacher, administrator, or other
adult. Many times a fight starts well before the first physical contact is made. Defending one’s
self is not considered an acceptable excuse for initiating physical contact. If you are attacked or
reasonably believe that you are about to be attacked, placing your physical safety in immediate
danger, you have a right to protect yourself. However, you are obligated to take reasonable steps,
if available, to avoid physical contact before resorting to force. Moreover, you are not allowed to
use more force than is reasonably necessary to protect yourself.

If a student is aware of a situation which could escalate to an altercation, it is the expectation of
the administration that the student notifies an appropriate staff member. If a student or students
are witness to an altercation it is the expectation of the administration that the student(s)
immediately seek an appropriate staff member to intervene
BULLYING PREVENTION

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.

“Bullying” is the repeated use by one or more students or by school staff members (including but not limited to administrators, educators, school nurses, educational assistants, cafeteria workers, custodians, bus drivers, athletic coaches, or advisors of extracurricular activities) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

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

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

“Perpetrator” means the student or staff member who engages in bullying or retaliation.

“Victim” means the student/staff member who has been bullied or retaliated against.

“School grounds” means property on which a school building or facility is located; or property that is owned, leased or used by a school district, for any school-sponsored activities, functions, programs, instruction or training.
Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or
- Through the use of technology or an electronic device owned, leased, or used by the Wilmington Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the Wilmington school district if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or,
- Materially and substantially disrupt the education process or the orderly operations of a school.

**Prevention and Intervention Plan**

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying plan shall recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. The plan shall include specific steps that each school shall take to support vulnerable students and to provide all students with the skills, knowledge, and strategies needed to prevent or respond to bullying or harassment. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.
**Reporting**

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

**Investigation Procedures**

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

The Principal or their designee, upon confirmation of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

Support staff shall assess an alleged target’s needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school’s resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.
Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

**Retaliation**

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

**Target Assistance**

The Wilmington Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

**Training and Assessment**

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

**Publication and Notice**

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Wilmington Public Schools website.

**LEGAL REFS.:**

Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26:00
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A
REFERENCES: Massachusetts Department of Elementary and Secondary Education’s Model Bullying Prevention and Intervention Plan

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

Revision Adopted: October 22, 2014
HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES
To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district’s liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district’s decision and their appeal rights in writing. The district’s liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student’s previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of
enrollment consistent with district policies, including compliance with the state’s address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. The district’s liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district’s liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

STATEMENT ON SOCIAL NETWORKING & ELECTRONIC COMMUNICATIONS

The administrators, faculty and School Council recommend that middle school students not use user generated data sites such as Facebook, Buzz, gaming sites, etc. Students are not yet mature enough to handle the difficulties that may be presented through interactions on these sites. Most social networking sites strongly discourage use of their sites by children under the age of fourteen. We further recommend that parents monitor their child's use of electronic communications, such as texting, email, and instant messaging. If a student is communicating through the use of technology and views anything that makes him/her feel uncomfortable she/he should immediately leave that site. Parents should notify the site provider immediately. Please also report this to the local police department, especially if your child is being threatened or harassed. If there is a specific threat mentioned regarding your child at the middle school, please report the incident to the Principal or the Assistant Principal.
ELECTRONIC DEVICE USE POLICY

1. Purpose

The purpose of this policy is to outline the proper use of electronic devices by students in school or any educational setting. The Wilmington Public Schools (WPS) believe that a rounded education is one that incorporates the use of technology to support and enhance the curriculum. We want to encourage life-long learners who use critical thinking skills to efficiently and appropriately discern information and media on a global and local scale with respect for ethics and safety. To that end, we want our students to learn with a variety of tools that are available to them, including electronic devices.

2. General Statement of Policy

This policy provides an explanation, purpose and definition of acceptable technology use in the classroom and other learning environments by students in the elementary, intermediate and secondary levels. This policy is to be followed/used in conjunction with the District Acceptable Use Policy (AUP) and the District Social Media Policy (SMP) which outline acceptable use by all parties, including students.

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. The implementation of this policy will be conducted at the classroom/school level by teachers and administrators.

4. Definitions

Student: Any individual currently enrolled in the WPS

The District: The Wilmington Public Schools and its staff

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

Devices: Any District-owned or leased electronic device, student or staff-owned electronic device, or any electronic device being used on school grounds or on the school’s network. Examples include but are not limited to: mobile phones, smart phones, tablets, laptops, computers, Chromebooks, MP3 players, any electronic device with a screen or any device that connects to the network via wireless or wired or has a Bluetooth or other radio connection to another device.

5. Proper Use

A. Students may use devices at any time and in any building, classroom or setting unless a staff member has specifically prohibited the student(s) from using the device(s). Classroom teachers have the right to allow or disallow the use of devices during instructional or examination/assessment time, not otherwise specified on an educational plan. (Instructional time includes classroom time, assemblies, or any other time which is monitored by a teacher.)
B. Teaching staff should be aware that many students will choose to use their device(s) for normal classroom functions and that their learning experience is enhanced by using these tools. Universal prohibition of device use in a classroom at all times or for an entire course should be considered unreasonable and detrimental to the learning methods of some students. In the environment of 1:1 computing and learning, it will also be impractical for students to not use device(s) for the many educational enhancements that they offer.

Examples of acceptable use include but are not limited to:

- A Web search for classroom or related subject matter information.
- The use of any application (app) pertaining to, or related to, the current classroom subject such as but not limited to the use of any Google Apps for Education (GAfE) application.
- The reading of digital text or textbook on a device.
- Connecting through social media or a “back-channel” discussion or chat initiated by the classroom teacher.
- Asking appropriate questions of the teacher or others digitally through a learning management system or other platform.
- Taking an assessment as instructed by the teacher.
- Taking notes on the subject being discussed.
- Any accommodation made for a student on an Individual Education Plan (IEP) or a 504 Plan.

C. When inappropriate or disruptive use of a student-operated electronic device is suspected, teachers should ask that a student put the device in the student’s desk, school bag or locker for the remainder of the period. If the student refuses, a teacher reserves the right to confiscate said device for the length of a class period. Students who fail to abide by that teacher’s direction may be subject to discipline as outlined in the Student Handbook. Electronic devices should be considered a tool that the student may need to accomplish his/her schoolwork during the day just like a textbook or a notebook. Confiscation of a device may adversely affect that student’s ability to participate in other classes or simply put him/her at a disadvantage and prohibit the student from accessing the curriculum in other classes.

Examples of inappropriate or disruptive uses include but are not limited to:

1. Cheating or academic dishonesty. Students found in violation of academic honesty are subject to the consequences of cheating and plagiarism in his/her school’s student handbook. Devices are not to be used during testing unless students are instructed to do so by the teacher or by an education plan.

2. Taking photos, recording video or audio of another person(s) (all persons including but not limited to students, teachers, substitute teachers, administrators) without gaining consent from that person(s) and unless it has been established beforehand as part of an assigned project and which will be monitored by a WPS staff member. Furthermore, students should not post anything online of another person without prior consent.

3. Taking pictures, recording audio or video in locker rooms or bathrooms.
4. Checking or responding to personal phone calls, emails, texts, social media applications, chats, messages etc. during class time.

5. Listening to music or watching a video without headphones (unless directed by the teacher). Headphones must be utilized in a manner in which is does not prevent a student from missing key instruction, curriculum or emergency announcements.

D. All devices should be set to ‘vibrate’ or ‘silent’ during class, unless otherwise directed.

E. Students should always practice good digital citizenship and be mindful of how they use their devices with respect to ethics and consideration for their fellow students and staff/visitors of WPS. Teachers will provide a lesson on digital citizenship and provide expectations for device-use to students in some form (e.g. syllabus, written on the board, rules poster) at the start of a course. Along with expectations, a clear understanding of consequences for misuse should be provided to students in the syllabus and posted in the classroom.

Revision Adopted by the School Committee: February 24, 2016
ACCEPTABLE USE POLICY

1. Purpose
   a. 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
   a. 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
   a. 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
   a. or any other device or equipment used to access, store, manipulate or transmit data.
   b. Users: Any person using the District’s information technologies
   c. 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.

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 logon 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 and 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)
   b. 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
   a. 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. When staff communicate through school-based resources, such as staff e-mail or school-sponsored web pages, such records are retained and archived through the school’s information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden to comply with public records laws falls on the educator when using personal e-mail or social network accounts to communicate with students and/or parents and guardians on work-related issues.

8. Content Filtering
   a. 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
   a. 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.

b. The WPS monitors the use of the school department’s network to protect the 
integrity and optimal operation of all computer and system networks.

c. The WPS will cooperate with copyright protection agencies investigating 
copyright infringement by users of the computer systems and network of the 
WPS.

d. 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.

e. 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.

f. 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.

g. 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

a. 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

a. Violations of this policy may have disciplinary repercussions, including:
   i. Suspension of network, technology, or computer privileges
   ii. Notification to parents
   iii. Detention or suspension from school and school-related activities
   iv. Legal action and/or prosecution
   v. Termination of employment for cause

b. Works Cited
   i. Massachusetts Department of Elementary and Secondary Education. 
from Massachusetts Department of Elementary and Secondary Education: 
http://www.doe.mass.edu/odl/standards/itstand.pdf

   ii. Massachusetts General Laws. (Current). Public Records Law G.L. Chapter 
66. Massachusetts General Laws. MA, United States.

c. Legal References
i. 17 U.S.C. § 101 et. seq. (Copyrights)
iv. 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
v. Title III of the Elementary and Secondary Education Act of 1965, 20

d. Acknowledgements:
i. Burlington Public Schools Acceptable Use Policy. (2013, July)

e. Minnetonka, MN Public Schools Electronic Technologies Acceptable Use Policy (2012, May 3)
   https://www.minnetonka.k12.mn.us/policies/524.pdf

f. Longmeadow Public Schools Acceptable Use Policy Draft (2013, April 8)
   http://www.longmeadow.k12.ma.us/news/draftacceptableusepolicy

g. Triton Regional School District Acceptable Use Policy. (2014, April 30)
   http://www.trsd.net/wpfb-file/jre1048-acceptable-use-policy-agreement-pdf-4/

Revision adopted: September 23, 2015
SOCIAL MEDIA POLICY

1. Purpose:
The Wilmington School Committee (the “Committee”) recognizes the increasing importance of electronic communication and social media for social interaction and education. As the Wilmington Public Schools (the “WPS”) continues working to provide a 21st century education which prepares students for life in a global economy, it has become apparent that we need to move ahead with both enthusiasm and caution. With the expansion of means and ease of communication comes a heightened concern for student safety and well-being.

While the Committee sees the value of social media and electronic communication, the Committee also recognizes that the opportunity for impropriety is increased through this ease of access. This accessibility can provide a forum for cyber bullying, inappropriate behavior, and other potential dangers. The Committee finds that the rapid progress of technology leaves it and the District frequently facing new challenges regarding social media and electronic communication.

The Committee is charged with ensuring our schools’ educational environments are safe and conducive to learning. Recognizing this, the Committee has adopted this policy.

2. Definitions:

Social Media: Any medium hosted on the Internet, on which interactions between students, or between the staff of the WPS and students can be conducted. This includes, but is not limited to, web- and mobile-based technologies that support interactive communication between organizations, communities, and individuals that allow the creation and exchange of user-generated content. Social media technologies take on many different forms including, but not limited to, on-line magazines, Internet forums, weblogs, social blogs, microblogs, wikis, social networks, podcasts, photographs or pictures, video, rating and social bookmarking, and message boards. Examples of social media websites include, but are not limited to, Facebook, Twitter, Flickr, Instagram, Snapchat, YouTube, MySpace, Wiki and Wikipedia.

Electronic Communication: Any communication or interaction which occurs through electronic means. Such electronic means include, but are not limited to, computers, tablets, cellular devices, so-called “smart phones”, and Internet capable MP3 players, etc. Such communications and interactions include, but are not limited to, email, texts, posts on social media websites (including text, video and audio), private messages on social media websites, instant messages, video chat, and blogs, etc. Electronic communications include communications that have no specific intended recipient (i.e., posting a “status” on Facebook that, depending on privacy settings, may be viewed by a group of users).

Student: Any individual currently enrolled in the WPS.

Prohibited Conduct: Staff shall not engage in the following types of conduct, which are strictly prohibited. The following are examples of conduct only and are not intended to be all inclusive. Any conduct which is similar to that listed below is likewise prohibited.

a. Fraternization with students using any social media or electronic communication. Staff may not invite/accept current WPS student as “friends” on social media websites. Classroom participation on educational websites or professional pages (described herein) for instructional purposes is permitted with prior approval of the principal or his/her designee.
b. Electronic communication to students of content of a sexual or other inappropriate nature. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.

c. Electronic communication to a student(s) of content advocating the use of alcohol, drugs, and/or other illicit or illegal activities between students and staff. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.

d. Electronic communication to students of content encouraging or constituting hazing or bullying. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.

e. Electronic communication of private information regarding students or other staff, including, but not limited to, student record information, private cell phone numbers, private photos and pictures, and private email addresses. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.

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.

Section 1. Statement to WPS Staff

The Committee recognizes that social media and electronic communication have valuable functionality both in and outside of the classroom. This policy is not intended to limit any staff member’s right to speak publicly as a citizen on matters of public concern, or to communicate with fellow union members on workplace issues, so long as such communication adheres to appropriate time, place, and manner restrictions and does not interfere with the performance of job duties.

Notwithstanding this, when staff members speak through social media on matters concerning their work, they are speaking as employees and, as such, restrictions may be placed upon their freedom to express themselves. Staff members are role models, not students’ friends, and should always conduct themselves in accordance with this understanding.

Section 2. Responsibilities of the Committee, the Superintendent, and the Administration

a. Responsibilities of the Committee

1. The Committee is responsible for maintaining, implementing, and updating this policy.

2. The Committee will support the efforts of the Superintendent and the Administration to act upon this policy in a timely manner.

3. The Committee will require the Superintendent to periodically report upon the results, consequences, and concerns related to this policy.

4. When necessary, the Committee will update this policy, pursuant to the recommendations of the Superintendent or other relevant parties.
b. Responsibilities of the Superintendent and the Administration

1. The Superintendent of Schools will develop and maintain an Acceptable Use Policy (AUP). It will be the responsibility of the Superintendent to work with representatives from the staff to review this policy annually and propose updates when appropriate.

2. The Superintendent and the Administration retain the right to monitor all activity on district related social media, all activity on WPS owned equipment (i.e., computers, tablets, etc.), and all activity on WPS’s network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all staff members.

3. The Superintendent and the Administration will have all staff read and review this policy at the beginning of each school year.

Section 3. Communication Media

a. Cellular Telephones and Text Messaging

Background:
Staff employed by Wilmington Public Schools are charged with, among many things, maintaining a safe educational environment for students. Although staff members should not generally provide their personal contact information such as cellular and home telephone numbers, there are limited instances described herein where it may be appropriate to give out this information. Staff who lead school sponsored trips or organize events that require travel are expected to maintain a line of communication with students and parents and may do so by providing their personal cell phone number to student participants and/or their parents. The purpose of this limited exchange of personal information is to protect student safety during travel. Upon request, a staff member leading school sponsored trips or organized events may also obtain a district cell phone for temporary use.

Procedures:
1. Prior to providing any student with his/her home and/or personal cell phone number, a staff member shall inform the school’s principal or his/her designee and obtain prior authorization.
2. Staff members shall communicate to students and their parents that the staff member’s personal cell phone number is being provided for educational, informational, or safety purposes only.
3. Staff members who provide students with personal contact information shall explain the limited reason it is being provided and shall report any unauthorized use of this information by students, or parents/guardians (i.e., a student contacts the staff member via personal cell phone for an unauthorized purpose) to the principal or his/her designee immediately.

b. Email Communication

Background:
Email communication has become a standard way of conveying information between parties. Email communication refers to any electronic mail or messaging done over the Internet.

Procedures:
1. Staff may communicate with students, staff, parents, PTO’s, and members of the community through district owned email addresses regarding issues pertaining to their role as employees of the WPS. Other professional communication may include blogs, wikis, webpages, virtual
classrooms and similar forums. All communication is to remain professional in nature at all times.

2. Staff shall not provide their personal email addresses to students.

3. Staff teaching in grade levels 4 through 12 shall not request students’ personal email addresses, nor shall they intentionally direct any communications to personal email addresses provided by students. District owned email addresses have been provided to students in grade levels 4-12 and all email communication between staff and these students shall be directed through district owned email addresses.

4. Staff of all schools whose students have received e-mail addresses shall notify parents that the WPS has provided students with school email addresses as part of the curriculum. Parents must be informed that their child is to use the email address assigned. District email accounts for students in any grade are only to be used to communicate with WPS students and staff, not with the public at large.

5. All email communication sent from a public entity (i.e., using a WPS owned computer, network, email address, etc.) are part of the public record, may be disclosed, and may be monitored by the District for any reason without notice. Users of district-owned email addresses and networks should have no expectation of privacy in the content of communications on district-owned email addresses.

c. Social Media, Webpages, and Applications

The increased proliferation of social media has provided the WPS with the opportunity to utilize these websites and applications as educational tools. It is a goal of the District’s strategic plan to engage students through both traditional media as well as through the use of technological immersion, creating 21st century global citizens. Our goal is to integrate technology with the curriculum through modeling best practices, mentoring, using study groups, developing online formats and creating and updating technology related policies.

The Wilmington Public Schools utilizes tablet based technology in many schools. Recognizing that some applications or “apps” may have social networking properties, the use of any application where students must register personal information must be documented with the principal or his/her designee and the Director of Technology. COPPA law prohibits the use of services which require personal information of children under 13. The use of social media, webpages and applications by staff and students together shall be strictly for educational purposes only. Personal communication between students and staff via social media, webpages and applications shall be limited to educational purposes.

d. Use of Photographs

1. Staff shall not use, copy, disseminate or share in any manner, including via social media, photos or videos of students where the parent(s) or legal guardian(s) has selected to opt out by completing and submitting the form for the Privacy Law in the online Student Contact Update application in the Aspen Parent Portal. This information is available to staff from your school’s main office.

2. Staff must keep in mind that videos and images of students may constitute “student records” within the meaning of federal and state law.

3. Staff shall not identity students by their full name in any photograph at any time.
e. Social Networking Websites.

1. An employee’s use of any social networking site and an employee’s postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies as well as adhere to the Children’s Internet Protection Act (CIPA).

2. Staff wishing to use a social media profile for both personal and educational purposes must maintain separate personal and professional work profiles.

3. Staff shall not “friend”, follow, message, or engage students in any way on social media websites via their personal accounts.

4. Staff shall use privacy settings on individual social media websites to prohibit access by students and parents to their personal social networking pages. There is now case law that confirms that a failure to understand the way a communication system operates is no excuse for professional misuse (Sumien v. CareFlite, 2012). Staff will be responsible should any information that is intended to be private becomes public due to a lack of understanding of the privacy features of the social network used or a failure to use such features competently.

5. Staff may only create professional social media accounts (i.e., accounts used exclusively for educational purposes) on district approved websites and platforms. The direct link to these pages must be provided to the principal or his/her designee and to the WPS Director of IT once it is created. The Director of IT will provide staff with a list of approved websites and platforms at the beginning of each school year and an updated list as needed.

6. Staff shall not communicate with students via the direct messaging feature of any social media site, but rather only communicate through district provided email accounts or social media posts that are publicly accessible via the staff member’s professional account on a district approved website or platform.

7. Staff shall report any inappropriate use of these sites by students to their district administrator immediately.

8. Staff must cite links to all sources of information from third parties posted on professional social media webpages.

9. Staff must notify parents of the use of professional accounts on social media sites, and provide students who are unable to access content hosted on these sites with the relevant information necessary for participation in the class through other means (i.e., hand-outs, email, etc.).

10. Staff members’ who have children currently enrolled in the WPS may use their personal social media accounts to connect with their child or children.

f. Blogs, Wikis, Class Pages, etc.

1. Staff may use blogs, wikis, or any other website for instructional purposes, including but not limited to homework pages and blog pages.

2. Staff shall provide the web address of his/her page to the principal or his/her designee before disseminating the address to students.

3. Staff shall identify students only by their first names on these pages.

4. Staff shall notify parents of the use of these pages and provide students who do not have access with alternative means of obtaining the information provided over these pages (i.e., hand-outs, email, etc.).
5. Staff shall cite all sources of content they provide on these pages and comply with applicable copyright laws and other applicable intellectual property laws.

Section 4. Public Records Law and Copyright Protection

The Attorney General of the Commonwealth of Massachusetts has determined that any document created or received by a public employee in his or her capacity as such is subject to retention and perhaps disclosure under the public records law.

a. Staff shall not delete any message posted on a social media site, webpage, blog, homework page, etc.

b. Staff shall comply with applicable copyright laws when posting information produced by another person or entity and shall cite all third-party sources of information posted or shared.

c. Use by a staff member of his/her personal e-mail rather than school e-mail does not shield such e-mail from the provisions of the public records law or from discovery in litigation. The staff member should forward copies of any such emails or online communications to his or her school-based email account so that it can be properly retained and archived in compliance with the requirements of public records law. In order to respect privacy, a student’s name should be avoided in any communications that includes sensitive information about students.

Section 5. Student and Staff Conduct

The district has multiple policies regarding student and staff conduct which overlap with this policy. The Committee and Administration recognize that the use of electronic communication technology in an educational setting presents new challenges to appropriate student and staff conduct. However, behavioral expectations will not be diminished in these settings and appropriate professional boundaries shall be maintained at all times and through all means of communications. As such, the District retains the right to moderate and restrict student and staff use on District related pages. The Committee and the Administration expect staff and students to maintain the same level of decorum in electronic communications, including the use of social media, as in face-to-face interactions. This policy is intended to supplement existing policies, not to supersede them.

a. Bullying and Cyber Bullying

The Committee and WPS are committed to maintaining a safe learning environment for all students. With regard to bullying, please see Policy Section JICFB - Bullying Prevention, and, in particular, references to cyber bullying. Cyber bullying of any kind will not be tolerated.

b. Acceptable Use of School Equipment and Networks

The Committee and WPS are committed to maintaining the security of WPS networks, the quality of WPS equipment, and the privacy of WPS students. This policy is supplementary to, and not a substitute for, the WPS Acceptable Use Policy, which governs use of the school district’s technology resources.

c. Student Manuals

At the beginning of each school year the building administrator shall post the student handbooks which detail the expectations of behavior for WPS students and set rules for student conduct on the school’s website. Nothing contained in this Policy shall diminish those expectations and rules. The on-line behavior of both students and staff shall reflect the same standards as those used for face-to-face communications at the WPS.
Section 6. Discipline

The Superintendent or assigned designees may conduct internet searches to determine whether staff members have used social media in ways that violate this Policy. If a violation of the Policy is determined to have occurred, the Superintendent or assigned designee shall bring the violation to the attention of the staff member and shall consider and apply disciplinary measures up to and including termination. The disciplinary process for staff shall proceed in accordance with any applicable collective bargaining agreement under which the staff member is covered, as applicable.

The WPS and the Committee disclaim all liability for the content of materials that users access on Social Media, for damages suffered in the course of or as a result of social media use, and for any related consequences. The WPS shall not be responsible for any unauthorized use of the District’s network, including any and all unauthorized costs, financial obligations, fees, charges, or purchases.

References:


17 U.S.C. § 101 et. seq. (Copyrights)
Children’s Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Title III of the Elementary and Secondary Education Act of 1965, 20

Acknowledgements:

Longmeadow Public Schools Acceptable Use Policy Draft (2013, April 8)
http://www.longmeadow.k12.ma.us/news/draftacceptableusepolicy


Revision Adopted: 2/10/2016
STUDENT DISCIPLINE

All rules and regulations are in full effect at all school-sponsored and school related events. 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. We hope to ensure each student’s protection and personal growth and balance students’ rights with the school’s right to maintain safety and order. The administration and staff at Wilmington Middle School is committed to working with students and their families with planning interventions when necessary and provide consistent procedures which promote problem solving and behavioral planning.

DISCIPLINARY POLICIES

MIDDLE SCHOOL DISCIPLINE POLICY

Wilmington Middle School shall, as part of the overall mission:

a. Ensure the safety of students, staff and citizens
b. Establish conditions conducive to all children learning
c. Develop an understanding within students that they are responsible for their own behavior and its consequences
d. Assign consequences that are a meaningful deterrent to the student and will result in the student making better behavioral choices in the future.

Judgment as to whether an offense is minor or major rests with the school Principal.

BEHAVIOR TO AND FROM SCHOOL AND AT SCHOOL RELATED ACTIVITIES

Wilmington Middle School students are accountable for their behavior on the way to and from school, including bus stops. This applies both to students who are transported by bus or who provide their own transportation. Students are also accountable for their behavior at school-related activities, whether they are held on school grounds or not. If a problem should occur, school officials will make a determination as to whether it is (1) a school related problem, (2) requires referral to civil authorities, or (3) both. If it is a school related problem, then the Wilmington Middle School Parent/ Student Handbook will apply.

DISCIPLINE FOR STUDENTS WITH DISABILITIES (IEPs and 504 Plans)

All students are expected to meet the requirements for behavior as set forth in this handbook and to abide by the Wilmington Public Schools code of conduct. The disciplining of students with disabilities is governed by Federal and State laws and regulations. Specifically, these laws include the Individuals with Disabilities Act, 20 U.S.C. 1401 et seq., its implementing regulations 34C.F. R. et seq., Massachusetts General Laws, Chapter 71B and its implementing regulations, and Section 504 of the Rehabilitation Act of 1973. State regulations require that additional provisions be made for students who have been found by and evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP) or 504 Plan. A student not yet determined eligible for special education also has these protections if the district had knowledge that the student was a “child with a disability” before the behavior
that led to the discipline occurred. Students for whom the district had knowledge that the student was a “child with a disability” before the behavior that led to the discipline occurred, are entitled to an expedited evaluation to determine eligibility for Special Education Services prior to discipline being imposed. The following additional requirements apply to the discipline of students with disabilities.

1. The IEP or 504 Plan for every student with a disability will indicate whether the student can be expected to meet the regular discipline code or if the student’s disability requires a modification or accommodation. Modifications will be described in the student’s IEP and accommodations will be described in the student’s 504 Plan.

2. The principal (or designee) will notify the Director of Student Support Services of the suspendable offense of a student with disabilities and a record will be kept of such notices.

3. At any point that school personnel remove a student from his/her current educational placement for more than ten (10) days in any school year, it constitutes a change in placement. A change in placement carries certain procedural protections under the Individuals with Disabilities Act.

   a. Prior to a suspension that constitutes a change in placement of a student with a disability, the school will convene a manifestation determination meeting to review all relevant information in the student’s file, including the IEP or 504 Plan, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district’s failure to implement the IEP or 504 Plan.

   b. If the Team determines that the behavior if NOT a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student with a disability, except that the district must still offer:

      i. services to enable the student to continue to participate in the general education curriculum and to progress towards IEP goals; and

      ii. as appropriate, a functional behavioral assessment and behavioral interventions services and modifications or accommodations, to address the behavior so that it does not recur.

   c. If the Team determines that the behavior IS a manifestation of the disability, then the district completes a functional behavioral assessment and develops a behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies the plan, as necessary, to address the specific behavior. Except when he or she has been places in an interim alternative educational setting in accordance with section (d), the student returns to the original placement unless the parents and district agree otherwise.
d. Regardless of the manifestation determination, the district may place the student in an alternative educational setting (as determined by the Team) for up to 45 school days:
   i. on its own authority if the behavior involves weapons, illegal drugs or another controlled substance, the infliction of serious bodily injury on another person while at school or a school function, or under unique circumstances considered on a case-by-case basis; or
   ii. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others. In either case, the interim alternative educational setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP or 504 Plan, and provides services to address the behavior.

DUE PROCESS
Prior to a student's suspension from school, an administrator will conduct a Hearing, which shall consist of the following elements:

1. Tell the student the specific rule he/she has broken.
2. If the student denies breaking the rule, explain why the administrator believes the student did break the rule.
3. Give the student his/her chance to tell their interpretation of what happened.

The formality of the Hearing will depend upon the circumstances and the length of the suspension. Where additional process is required, it will be provided. However, the Hearing will take place as soon as possible and generally no later than one (1) day after the event causing the suspension or when the administration becomes aware of the event that causes the suspension. A Hearing may be postponed if the student is not acting in a calm or reasonable manner, or if the safety and health of staff and students at the High School is compromised in any way.

DISCIPLINE LEVELS
Level I — Teacher Session/Classroom Consequence
Students who violate the School’s rules and regulations concerning classroom or school-wide behavior and are asked by a teacher to remain after school are required to do so. Teachers are responsible for detained students when detained. After school sessions are assigned by a staff member. If a student does not show up, the teacher will inform an administrator. The student will receive an office referral, in addition to the session, both of which must be served. Staff may also assign appropriate classroom consequences that will happen during the school day.

Examples of reasons for teacher sessions/classroom consequence are:

- no homework, unprepared for class
- repeated failure to lock locker or use of a locker not assigned to the student
- insubordination to staff member
- fooling around in class
- chewing gum or eating candy
unexcused tardiness to class

**Level II — Office Referral**

Office Detention, if assigned, is held after school from 1:40 pm to 2:40.

Students are expected to work quietly on homework assignments. Students are assigned office detention for tardiness to school, inappropriate conduct, and violation of school rules or failure to report for a teacher session.  
Examples of reasons for office detentions are:

- repeated disruptive classroom behavior
- failure to attend teacher sessions/c
- inappropriate cafeteria behavior

Failure to attend assigned office detentions will result in additional administrative action.

Students who owe office detentions may not participate in any co-curricular (after-school or evening) activity. A student who will be attending an office detention must return the signed white slip to the administration table during lunch period on the day of the detention. If a student does not turn in his or her white slip then a phone call will be made to the parent.

**Level III — In-School Suspension**

The student will study and perform all the requirements of his or her classes while on in-school suspension. In-school suspension will be served during the school day under the supervision of a school administrator. The student will return his work to his respective teachers the following day.

**Level IV Out of School Suspension**

Students suspended from school are restricted from school grounds and may not participate in any school event or activity. Anyone who is on out-of-school suspension and returns to any part of the campus is guilty of trespassing, and can be prosecuted. When a student is suspended from school, the rules governing absence apply. To be readmitted to school, a conference with an administrator, parents/guardian and the student will be held.

**Level V — Exclusion/Expulsion**

In certain circumstances, the Principal may refer students to the Superintendent for exclusion from school.

Students may be allowed to make academic progress, consistent with statutory requirement.

**SUSPENSION**

In order to ensure the safety, rights and security of the total school population, an administrator has the right given by state statutes, local ordinances, and school policies, to suspend a student at any time for serious offenses. Suspended students are ineligible to participate in any school sponsored activity until re-admitted from the suspension. An administrator will determine if a student who has been suspended is eligible to participate in field trips.

Students who are suspended may not come on to school property during their suspension (except for purposes of hearings or counseling) under trespass legislation Section 120 MGL 266. When a student presents an immediate threat to staff, students, himself/herself or clearly endangers the school environment, the suspension will be effective immediately, subject to all statutory requirements. The
hearing to discuss the incident will be held within a reasonable period of time, usually the next school day.

Oral and written notice will be provided to both the student and the parent of the allegation of infraction that may result in a suspension, and the student and parent have the right to a hearing. A parent conference will be necessary to re-admit the student to the school after the suspension. The parent must call to set up an appointment for the re-entry. The student will not be admitted to class without this re-entry meeting. In addition, the student will not be admitted to class if the administrator determines at this re-entry meeting that the student is not ready to attend school and follow school rules.

**DISCIPLINE INFRACTIONS/RESPONSES**

The following chart is designed as a quick reference guide for most disciplinary infractions. Please see the “Disciplinary Policies” section for any infractions not included in the chart.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Example/Definition</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault-Student</td>
<td>Physical attack on another student or threat of imminent harm</td>
<td>1st offense-1 days OSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd offense-3 days OSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd offense-8 days OSS</td>
</tr>
<tr>
<td>Assault-Staff Member</td>
<td>Physical attack on a staff member or threat of imminent harm</td>
<td>OSS 10 days, expulsion hearing</td>
</tr>
<tr>
<td>School Threat</td>
<td>By phone, email, written, verbal or any other means</td>
<td>10 days OSS, police notified, expulsion hearing</td>
</tr>
<tr>
<td>Bullying/Cyberbullying</td>
<td>See Bullying/Cyberbullying Policy, Pg. 57</td>
<td>See Bullying/Cyberbullying Policy, Pg. 57</td>
</tr>
<tr>
<td>Bus Violation</td>
<td>May include swearing, yelling, or any other activity that creates an unsafe environment for the driver or any students on the bus</td>
<td>1st offense-1-2 detentions, 2nd offense-1 day ISS, 1 week bus suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd offense-1 day OSS, permanent bus suspension</td>
</tr>
</tbody>
</table>
| Class Disruption                           | Any act that impedes the learning or teaching in a class | 1st offense-1 detentions  
2nd offense-3-5 detentions, parent conference? with teacher  
3rd offense-1 day ISS, parent conference with teacher |
|-------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------|
| Drug/Alcohol Possession or Use            | Possession or Use of Drug/Alcohol                        | 1st offense-5 days OSS  
2nd offense-10 days OSS  
3rd offense-10 days OSS |
| Drug/Alcohol Paraphernalia Possession     | Possession of Drug/Alcohol Paraphernalia                 | 1st offense-3 days OSS  
2nd offense-5 days OSS  
3rd offense-10 days OSS |
| Smoking/Tobacco/ E-Smoker violation       | See No Smoking and Tobacco Use Policy, Pg. 91            | 1st offense-1 day ISS  
2nd offense-3 days ISS  
3rd offense-3 days OSS |
| Electronic Device Policy Violation        | See Electronic Device Policy, Pg. 65                      | 1st offense-loss of device for remainder of the day  
2nd offense- loss of device for remainder of the day-1 Detention  
3rd offense- loss of device for remainder of the day-3 Detentions, parent conference |
| Academic dishonesty including Electronic. Device misuse | Cheating Plagiarism                                      | 1st offense-Teacher notifies parent/guardian, student retakes assignment.- 2 detentions  
2nd offense-Teacher notifies |
<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skipping Class</td>
<td>Present in school, but absent from class without a documented excuse from an administrator or counselor member</td>
<td>1 day ISS</td>
<td>2 day ISS</td>
<td>2 days OSS</td>
</tr>
<tr>
<td>Skipping detentions</td>
<td>Not attending office detention as assigned by an administrator</td>
<td>1 day ISS</td>
<td>1 day OSS</td>
<td>2 days OSS</td>
</tr>
<tr>
<td>Disrespect toward staff</td>
<td>Behavior or speech which shows a lack of respect for any staff member (Ex.: inappropriate language in class, failing to follow instructions from staff)</td>
<td>1 detentions</td>
<td>3-5 detentions, parent conference with staff</td>
<td>1 day OSS, parent conference with staff</td>
</tr>
<tr>
<td>Forgery</td>
<td>Generating any piece of paper or electronic correspondence in the name of another person (Ex.: fake dismissal note, email in parent’s name)</td>
<td>1 detentions</td>
<td>2 detentions, parent conference</td>
<td>1 day ISS, parent conference</td>
</tr>
<tr>
<td>Failure to identify</td>
<td>Not giving name or giving a false name when asked by a staff member</td>
<td>2 detentions, parent conference</td>
<td>1 day ISS</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Fighting</td>
<td>Engaging in a mutual physical altercation with another student.</td>
<td>1 day OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>Definition</td>
<td>Consequences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Any aggressive physical      | Any aggressive physical contact is considered fighting (Ex.: one student pushes another and the pushed student hits back, both are fighting) | 2nd offense-3 days OSS  
3rd offense-5-10 days OSS |
| contact is considered         |                                                                           |                                      |
| Possession/Use of Weapon      | Possession of any dangerous weapon, including, but not limited to, a gun or knife | OSS 10 days, expulsion hearing |
| Profanity                     | Use of profane words toward students                                      | 1st offense-1 day ISS  
2nd offense-3 days ISS  
3rd offense-3 days OSS |
| Profanity toward staff        | Use of profane words toward a staff member                                | 1st offense-1 days OSS  
2nd offense-3 days OSS  
3rd offense-5 days OSS |
| Harassment                    | See Discrimination/Harassment Procedure, Pg. 50                           | 1st offense-3 days OSS  
2nd offense-5 days OSS  
3rd offense-10 days OSS |
| Hazing                        | See Hazing policy, Pg. 55                                                 | 1st offense-3 days OSS  
2nd offense-5 days OSS  
3rd offense-10 days OSS |
<p>| Inappropriate behavior        | Any behavior, not defined elsewhere, that is disruptive to the classroom or school environment, or makes a staff member or student feel uncomfortable (Ex.: yelling in the hallway, throwing food in the cafeteria) | All consequences for these offenses will be determined by school administration, based on the severity of the action and its outcome. |
| Inappropriate contact         | Hitting, poking, punching,                                                 | All consequences for these          |</p>
<table>
<thead>
<tr>
<th>Violation</th>
<th>Description</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acceptable Use Policy Violation</strong></td>
<td>See Acceptable Use Policy, Pg. 68</td>
<td>See Acceptable Use Policy, Pg. 68</td>
<td>See Acceptable Use Policy, Pg. 68</td>
<td>See Acceptable Use Policy, Pg. 68</td>
</tr>
<tr>
<td><strong>Leaving School</strong></td>
<td>Leaving the building without permission is considered truancy</td>
<td>1st offense-1 day ISS</td>
<td>2nd offense-3 days ISS</td>
<td>3rd offense-5 days ISS</td>
</tr>
<tr>
<td><strong>Removal from ISS</strong></td>
<td>Being removed from ISS from disruptive behavior, leaving ISS</td>
<td>1st offense-1 days OSS</td>
<td>2nd offense-2 days OSS</td>
<td>3rd offense-3 days OSS</td>
</tr>
<tr>
<td><strong>Tardy violations</strong></td>
<td>See Attendance policy, Pg. 18</td>
<td>See Attendance policy, Pg. 18</td>
<td>See Attendance policy, Pg. 18</td>
<td>See Attendance policy, Pg. 18</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td>Taking of any items that is not owned by the offender</td>
<td>1st offense-1 days ISS, conference with SRO</td>
<td>2nd offense-2 days OSS, conference with SRO</td>
<td>3rd offense-5 days OSS, conference with SRO</td>
</tr>
<tr>
<td><strong>Truancy</strong></td>
<td>Failing to attend school without the awareness of parent/guardian or school personnel</td>
<td>1st offense-1 day ISS</td>
<td>2nd offense-2 days ISS</td>
<td>3rd offense--1 day OSS</td>
</tr>
<tr>
<td><strong>Vandalism/Destruction of Property</strong></td>
<td>Purposeful destruction of school or town property</td>
<td>1st offense-3-5 detentions, restitution</td>
<td>2nd offense-2 days ISS</td>
<td>3rd offense-2 days ISS</td>
</tr>
</tbody>
</table>
MASSACHUSETTS GENERAL LAWS
CHAPTER 71 SECTION 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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 discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

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.
f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

SECTION 37H ½: notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventh-six:

(1) Upon 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 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 education 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.

- recommendation for outside counseling/therapy
- community service
- referral to school psychologist
- notification to probation department (when appropriate)
- filing of CRA (Child Requiring Assistance) petition with court
- conference: student, administrator, juvenile officer, parent
- out-of-school suspension (1-10 days)
- restitution for theft or vandalism of property
- criminal complaint (when appropriate)
- expulsion

SECTION 37H ½ (1) 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 37H ½.

(3) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(4) 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 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 at that meeting.

(5) 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 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.

(6) 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, may proceed with a hearing without a parent or guardian of the student if the superintendent, or 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.

(7) 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.

File: ADC-E

NO SMOKING AND TOBACCO USE

The Massachusetts Education Reform Act of 1993 prohibits the use of any tobacco product in school, on school grounds, on school buses, or school facilities.

The Wilmington Public Schools are committed to having a smoke free/tobacco free environment for its students, adults, and guests. Smoking or possession/use of smokeless tobacco, e-cigarette cartridges, and/or tobacco products (including rolling papers) and/or paraphernalia, (including e-cigarette devices/vaporizers or lighters) on school property and at all school sponsored activities, regardless of location, is prohibited.

Violation of this smoking policy will result in the following consequences:

**First offense:**
- Payment of a ticket issued pursuant to MGL c. 40 s. 21D in the amount of $50 and payable to the Town of Wilmington within twenty-one (21) days. In lieu of fine, 10 hours of community service
- One (1) day In-School-Suspension and attendance in a tobacco education class.
Notification to the violator’s parent or legal guardian of the infraction and mandatory parental conference

Mandatory one-hour tobacco education class

Second offense:

- Payment of a ticket issued pursuant to MGL c. 40 s. 21D in the amount of $50 and payable to the Town of Wilmington within twenty-one (21) days. Three (3) day suspension and attendance in a tobacco education class Mandatory participation in a smoking cessation program
- Notification to the violator’s parent or legal guardian of the infraction and mandatory parental conference

Third offense:

- Payment of a ticket issued pursuant to MGL c. 40 s. 21D in the amount of $50 and payable to the Town of Wilmington within twenty-one (21) days.
- Three (3) day suspension and attendance in a tobacco education class
- Mandatory participation in a smoking cessation program
- Notification to the violator’s parent or legal guardian of the infraction and mandatory parental conference prior to re-admission to school

In the case of four or more offenses within four years:

- Five-day suspension and attendance in a tobacco education class
- Payment of a ticket pursuant to MGL c. 40 s. 21D in the amount of $50 and payable to the Town of Wilmington within twenty-one (21) days
- Mandatory parental conference prior to re-admission to school

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

Violation of the policy against the use and/or possession of tobacco-related paraphernalia will result in a one to three day In-School-Suspension. Tobacco-related paraphernalia include, but are not limited to: e-cigarette devices, vaporizers, cigarette lighters, matches, cigarette holders, pipes, packages, and cigarette papers.

Revision Adopted: 2/10/2016
Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

Wilmington Public Schools is registered under the (Organization) provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Wilmington Public Schools (Organization) to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Wilmington Public Schools (Organization) with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The Wilmington Public Schools (Organization) may conduct subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that Wilmington Public Schools (Organization), must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject ___________________________ Date ______________

Position/Volunteer: _______________________________________

School (circle one): WHS  WMS  NI  WI  SH  WO  BO  WW

Phone #: ________________________________________________
SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting. The fields marked with an asterisk (*) are required fields.

* First Name: ___________________________ Middle Initial: ________________

* Last Name: ___________________________ Suffix (Jr., Sr., etc.): ________________

Former Last Name 1: ___________________________

Former Last Name 2: ___________________________

Former Last Name 3: ___________________________

Former Last Name 4: ___________________________

* Date of Birth (MM/DD/YYYY): ________________ Place of Birth: ___________________________

* Last SIX digits of Social Security Number: _______ -- ________________ □ No Social Security Number

Sex: ________________ Height: _____ ft. _____ in. Eye Color: ________________ Race: ___________________________

Driver’s License or ID Number: ___________________________ State of Issue: ___________________________

Father’s Full Name: ___________________________

Mother’s Full Name: ___________________________

Current Address

* Street Address: ____________________________________________________

Apt. # or Suite: ________________ *City: ___________________________ *State: _______ *Zip: _______

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

________________________________________

________________________________________

________________________________________

Verified by:

________________________________________

Print Name of Verifying Employee

________________________________________

Signature of Verifying Employee

Date
“Bullying means the severe or repeated use by one or more students or by staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

(i) causing physical or emotional harm to the other student or damage to the other student's property;
(ii) placing the other student in reasonable fear of harm to himself or of damage to his property;
(iii) creating a hostile environment at school for the other student;
(iv) infringing on the rights of the other students at school; or
(v) materially and substantially disrupting the education process or the orderly operation of a school.”

<table>
<thead>
<tr>
<th>Person Completing Form:</th>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time of Incident:</td>
<td></td>
</tr>
<tr>
<td>Where did the incident happen?</td>
<td></td>
</tr>
<tr>
<td>☐ On school property</td>
<td>☐ On a school bus</td>
</tr>
<tr>
<td>☐ On the way to/from school</td>
<td>☐ At bus stop</td>
</tr>
<tr>
<td>Who Reported the Incident:</td>
<td></td>
</tr>
<tr>
<td>Name_________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>☐ Parent/Guardian</td>
<td>☐ Close adult relative</td>
</tr>
<tr>
<td>Student(s) or Staff member (s) Involved:</td>
<td></td>
</tr>
<tr>
<td>Name of student target: ________________________________</td>
<td>Grade:</td>
</tr>
<tr>
<td>Name of alleged perpetrator(s) if known: ____________________</td>
<td>Grade:</td>
</tr>
<tr>
<td>Name of witness(es): _________________________________</td>
<td>Grade:</td>
</tr>
</tbody>
</table>

Details of Incident: Please be as specific as possible. (Please attach a separate sheet and/or other reports/documentation if necessary)

To your knowledge, has this occurred before? ☐ Yes ☐ No
Are there immediate safety concerns? ☐ Yes ☐ No
**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.

<table>
<thead>
<tr>
<th>Classroom Issues Involving an Individual Child</th>
<th>504 Plans:</th>
<th>Medical Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>(classroom procedures, behavior, grades, schedule, etc.)</td>
<td><strong>STEP 1</strong> – Classroom Teacher</td>
<td><strong>STEP 1</strong> – School Nurse; if not resolved…</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td><strong>STEP 2</strong> – Designated Building 504 Coordinator</td>
<td><strong>STEP 2</strong> – Director of Nursing Services; if not resolved…</td>
</tr>
<tr>
<td><strong>Curriculum and Instruction</strong></td>
<td><strong>STEP 3</strong> – Building Administrator</td>
<td><strong>STEP 3</strong> – Building Administrator; if not resolved…</td>
</tr>
<tr>
<td>Administration (subject matter being taught, teaching strategies, textbooks and materials used, etc.)</td>
<td><strong>STEP 4</strong> – District 504 Coordinator</td>
<td><strong>STEP 4</strong> – Superintendent of Schools</td>
</tr>
<tr>
<td><strong>For Preschool-Kindergarten:</strong></td>
<td><strong>STEP 5</strong> – Superintendent of Schools</td>
<td><strong>Guidance Department</strong></td>
</tr>
<tr>
<td><strong>STEP 1</strong> – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…</td>
<td><strong>For Grades 6-12:</strong></td>
<td><strong>For Grades 1-3:</strong></td>
</tr>
<tr>
<td><strong>STEP 2</strong> – Early Childhood Director; if not resolved…</td>
<td><strong>STEP 1</strong> – Guidance Counselor; if not resolved…</td>
<td><strong>STEP 1</strong> – Teacher, Special Education Teacher, Related Services Provider; if not resolved…</td>
</tr>
<tr>
<td><strong>STEP 3</strong> – Director of Student Support Services; if not resolved…</td>
<td><strong>STEP 2</strong> – Guidance Curriculum Team Leader; if not resolved…</td>
<td><strong>STEP 2</strong> – Building Administrator; if not resolved…</td>
</tr>
<tr>
<td><strong>STEP 4</strong> – Superintendent of Schools</td>
<td><strong>STEP 3</strong> – Building Administrator; if not resolved…</td>
<td><strong>STEP 3</strong> – Team Chairperson; if not resolved…</td>
</tr>
<tr>
<td><strong>For Grades 1-3:</strong></td>
<td><strong>STEP 4</strong> – District 504 Coordinator</td>
<td><strong>STEP 4</strong> – Director of Student Support Services; if not resolved…</td>
</tr>
<tr>
<td><strong>STEP 1a</strong> – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…</td>
<td><strong>STEP 5</strong> – Superintendent of Schools</td>
<td><strong>STEP 5</strong> – Superintendent of Schools</td>
</tr>
<tr>
<td><strong>STEP 1b</strong> – If appropriate – School Guidance Counselor or Psychologist; if not resolved…</td>
<td><strong>Transportation</strong></td>
<td><strong>STEP 1</strong> – Bus Incidents: Building Administrator</td>
</tr>
<tr>
<td><strong>STEP 2</strong> – Building Administrator; if not resolved…</td>
<td><strong>STEP 2</strong> – Bus Safety, Pick Up, and Drop Off Questions: Transportation Coordinator; if not resolved…</td>
<td><strong>STEP 2</strong> – Building Administrator; if not resolved…</td>
</tr>
<tr>
<td><strong>STEP 3</strong> – Superintendent of Schools</td>
<td><strong>STEP 3</strong> – Assistant Superintendent of Administration &amp; Finance; if not resolved…</td>
<td><strong>STEP 3</strong> – Team Chairperson; if not resolved…</td>
</tr>
<tr>
<td><strong>For Grades 1-3:</strong></td>
<td><strong>STEP 4</strong> – Director of Student Support Services; if not resolved…</td>
<td><strong>STEP 4</strong> – Superintendent of Schools</td>
</tr>
</tbody>
</table>
For Grades 4-5:
STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…
STEP 1b – If appropriate – School Guidance 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 Guidance 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

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

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