



# WILMINGTON HIGH SCHOOL

**2026-2027**  
**STUDENT HANDBOOK**



[www.WPSK12.com](http://www.WPSK12.com)



978.694.6060



159 Church Street  
Wilmington MA 01887

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**This handbook has been translated into the major languages spoken by parents or guardians of District students. If a parent's or student's primary language is not English, and the District has not already translated a student handbook or student code of conduct into their primary language, the District will translate a handbook and/or code of conduct into that language or . will make oral interpretation available for any parent or guardian with limited English skills, including parents or guardians who speak low-incidence languages.**

## **Central Administration**

Superintendent of Schools - Matthew Poska

Assistant Superintendent for Curriculum and Staff Development – Christine Elliott

Assistant Superintendent of Administration and Finance – TBD

Director of Student Support Services - Christine Murray

Director of Human Resources – Andrea Stern Armstrong

Director of Technology and Digital Learning – Angel Cartagena

## **School Committee Members**

Jesse Fennelly, School Committee Chairperson

Jennifer Bryson, School Committee Vice Chairperson

Stephen Turner, School Committee Secretary

Nicholas Golden

Michael Mercaldi

David Ragsdale

Rebecca Lord

## **High School Administration**

Ryan Gendron, Principal

Jonathan Merenda, Assistant Principal

Mark Staffier, Assistant Principal

## **Right to Equal Education**

Every person shall have a right to attend the public schools of the town where she/he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. 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 immigration or citizenship status, disability or sexual orientation. M.G.L. c. 76, § 5.

## **Notice of Non-Discrimination**

The Wilmington Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race<sup>[1]</sup>, color, national origin, sex, sexual orientation, gender identity, pregnancy or pregnancy status, disability, homelessness, religion, age or immigration status. The Wilmington Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age, genetic information, ethnic background, ancestry, disability, or any category protected by state or federal law. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Wilmington Public Schools' 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 employment, admission to a public school of Wilmington or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy or pregnancy status, age, genetic information, ethnic background, ancestry, disability, or any category protected by state or federal law.

In addition to designating at least one administrator to respond to inquiries regarding the District's non-discrimination policies, the District has adopted grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual is interested in filing a complaint that they have been discriminated against because of race, color, national origin, sex, sexual orientation, gender identity, pregnancy or pregnancy status, disability including meal modifications, homelessness, religion, age or immigration status, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

A complete copy of the District's Civil Rights Grievance Procedures is available [here](#).

A complete copy of the District's Title IX Sexual Harassment Grievance Procedures is available [here](#).

Wilmington Public Schools Civil Rights and Title IX Coordinator:

Christine Murray, MA,CAGS  
Director of Student Support Services  
Civil Rights and Title IX Coordinator  
Wilmington Public Schools  
Student Support Services Office  
146 Middlesex Avenue  
Wilmington, MA 01887  
P:978-694-6032 ext. 1102  
F:978-657-9764  
[christine.murray@wpsk12.com](mailto:christine.murray@wpsk12.com)

[1] Under Massachusetts law, “‘Race’, as applied to a prohibition on discrimination based on race, shall include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.” M. G. L. c. 4, § 7. Protective hairstyles, “shall include, but not be limited to, braids, locks, twists, Bantu knots, hair coverings and other formations.” Id.

## **TITLE IX**

### **Title IX of the Education Amendments of 1972**

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

**How to Report Sexual Harassment:** Individuals are encouraged to report allegations of sexual harassment to the District Title IX Coordinator or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, and the Title IX implementing regulations at 34 CFR Part 106.30, will be responded to promptly in accordance with the District’s Title IX Sexual Harassment Grievance Procedure.

Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972 and 34 CFR 106.31, will be initially addressed through the District’s Title IX Sexual Harassment Grievance Procedure and may, if dismissed under that procedure, be investigated in accordance with the District’s Civil Rights Grievance Procedure:

Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant’s wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

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

## **Principal's Message**

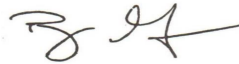
Dear WHS Students and Families,

Welcome to Wilmington High School! Our staff is thrilled to welcome students back for the 2026–2027 school year. We look forward to another year filled with learning, growth, and the meaningful connections that make our school community so special.

This handbook serves as your guide to the policies and procedures that shape life at WHS. Clear and consistent expectations allow us to maintain a positive, safe, and rigorous learning environment — one where every student has the opportunity to learn, grow, and thrive. These policies reflect our district's mission to educate and develop students academically, socially, and emotionally, preparing them to be active, civic-minded contributors to our global society. Together — students, staff, administrators, and families — we will continue to build a community where student success is our shared goal. As always, we remain committed to fostering personal development in alignment with our Vision of the Graduate.

I encourage each student to take full advantage of everything WHS has to offer. Challenge yourself in the classroom, explore interests through our clubs and teams, and embrace new opportunities and social interactions. Our tremendous WHS staff will be here every step of the way to support you — and we can't wait to celebrate your accomplishments as you grow and, ultimately, as you cross that graduation stage.

Roll Cats,



Ryan Gendron  
Principal  
Wilmington High School

# Wilmington High School

## Core Values

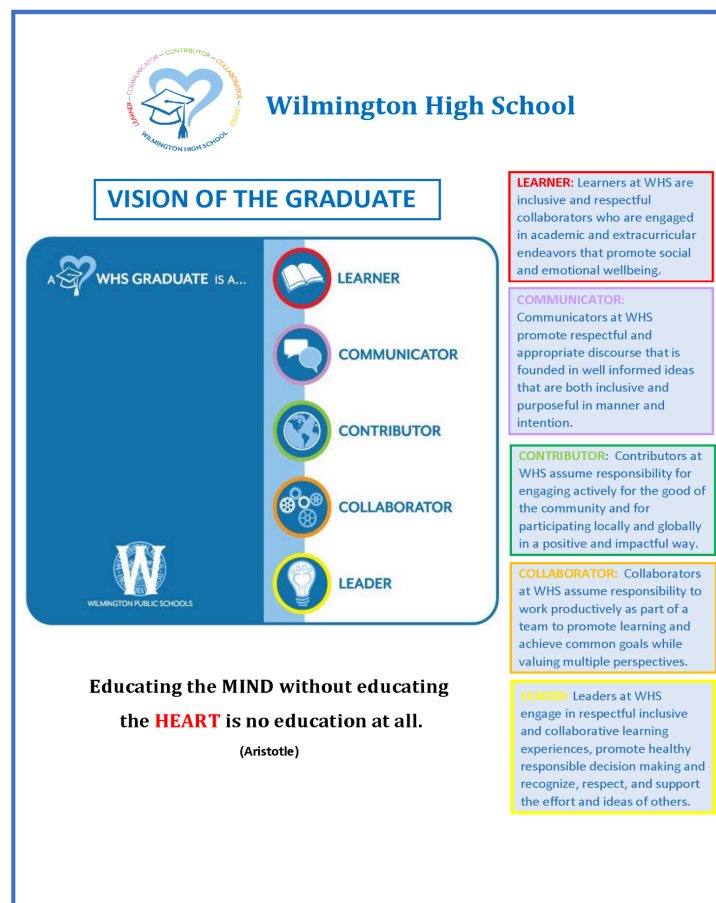
### Vision of the Graduate

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

**Community – Inclusivity – Respect – Collaboration – Learning - Engagement**

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

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



## WHS Expectations

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



# General Information

## Contact Information

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

## School Calendar

The most up-to-date versions of the school calendar can be found in Aspen or the Wilmington High School website:  
[Calendar](#).

## Daily Routine

- **Pledge of Allegiance**  
A flag of the United States shall be displayed in each assembly hall and in each classroom. Each school day will begin with the Pledge of Allegiance to the flag. M. G. L. c. 71, § 69.
  
- **Moment of Silence**  
At the commencement of the first class of each day in all grades 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 personal thoughts, and during any such period, silence shall be maintained and no activities engaged in. M. G. L. c. 71, § 1A.
  
- **Daily Schedule**  
Wilmington High School operates on a four-block schedule of alternating Blue and White days, with the first and last blocks alternating. On Blue 1 Day, Blue 1 block is first - while on Blue 4 Day, Blue 1 block is last. The blocks on both Blue and White days occur at the times listed below:

| Blue 1 Day                                                                                                                                                                                                                               | White 1 Day                                                                                                                                                                                                                               | Blue 4 Day                                                                                                                                                                                                                               | White 4 Day                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blue 1<br>(74 mins)<br>8:05-9:19                                                                                                                                                                                                         | White 1<br>(74 mins)<br>8:05-9:19                                                                                                                                                                                                         | Blue 4<br>(74 mins)<br>8:05-9:19                                                                                                                                                                                                         | White 4<br>(74 mins)<br>8:05-9:19                                                                                                                                                                                                         |
| Flex Block<br>(48 mins)<br>9:23-10:11                                                                                                                                                                                                    | Flex Block<br>(48 mins)<br>9:23-10:11                                                                                                                                                                                                     | Flex Block<br>(48 mins)<br>9:23-10:11                                                                                                                                                                                                    | Flex Block<br>(48 mins)<br>9:23-10:11                                                                                                                                                                                                     |
| Blue 2<br>(74 mins)<br>10:15-11:29                                                                                                                                                                                                       | White 2<br>(74 mins)<br>10:15-11:29                                                                                                                                                                                                       | Blue 2<br>(74 mins)<br>10:15-11:29                                                                                                                                                                                                       | White 2<br>(74 mins)<br>10:15-11:29                                                                                                                                                                                                       |
| Blue 3<br>(74 mins + lunch)<br><br>A Lunch: 11:33-12:03<br>Class: 12:03-1:17 (74 min)<br><br>Class: 11:33-12:10 (37 min)<br>B Lunch: 12:10-12:40<br>Class: 12:40-1:17 (37 min)<br><br>Class: 11:33-12:47 (74 min)<br>C Lunch: 12:47-1:17 | White 3<br>(74 mins + lunch)<br><br>A Lunch: 11:33-12:03<br>Class: 12:03-1:17 (74 min)<br><br>Class: 11:33-12:10 (37 min)<br>B Lunch: 12:10-12:40<br>Class: 12:40-1:17 (37 min)<br><br>Class: 11:33-12:47 (74 min)<br>C Lunch: 12:47-1:17 | Blue 3<br>(74 mins + lunch)<br><br>A Lunch: 11:33-12:03<br>Class: 12:03-1:17 (74 min)<br><br>Class: 11:33-12:10 (37 min)<br>B Lunch: 12:10-12:40<br>Class: 12:40-1:17 (37 min)<br><br>Class: 11:33-12:47 (74 min)<br>C Lunch: 12:47-1:17 | White 3<br>(74 mins + lunch)<br><br>A Lunch: 11:33-12:03<br>Class: 12:03-1:17 (74 min)<br><br>Class: 11:33-12:10 (37 min)<br>B Lunch: 12:10-12:40<br>Class: 12:40-1:17 (37 min)<br><br>Class: 11:33-12:47 (74 min)<br>C Lunch: 12:47-1:17 |
| Blue 4<br>(74 mins)<br>1:21-2:35                                                                                                                                                                                                         | White 4<br>(74 mins)<br>1:21-2:35                                                                                                                                                                                                         | Blue 1<br>(74 mins)<br>1:21-2:35                                                                                                                                                                                                         | White 1<br>(74 mins)<br>1:21-2:35                                                                                                                                                                                                         |

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

## Early Release Schedule

Note: There will be no Flex Block on early release days.

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

## School Delays and Cancellations

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

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

## Delayed Opening Schedule

There will be no Flex Block on delayed opening days.

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

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

## **Academic Information**

### **GRADUATION REQUIREMENTS**

In order to earn a high school diploma, all students must meet both local and state graduation requirements.

To satisfy the District's local graduation requirements, students must earn the designated amount of credits, meet state competency requirements, and fulfill all community service hours.

Students in the Class of 2028 and beyond must earn a total of 140 credits over 4 years. Due to the timing of the WHS schedule change, students in the Class of 2027 must earn 135 credits.

Students must carry 40 credits per year. Wilmington High School seniors must pass 30 credits during their senior year in order to be eligible for graduation. Credits needed in each subject area are listed below.

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

Credits required in each subject area are listed below.

| <b>Wilmington High School Credit Requirements (140 Credits over 4 years)</b>              |                      |
|-------------------------------------------------------------------------------------------|----------------------|
| English                                                                                   | 20 Credits (4 years) |
| Math                                                                                      | 20 Credits (4 years) |
| Science                                                                                   | 15 Credits (3 years) |
| Social Studies                                                                            | 15 Credits (3 years) |
| Health and Physical Education                                                             | 10 Credits           |
| Art/Music/Business/Technology Ed/Family & Consumer Science                                | 5 Credits            |
| Personal Finance                                                                          | 2.5 Credits          |
| Electives*                                                                                | 52.5 Credits         |
| Community Service<br>(Grade 9: 10 hrs, Grade 10:10 hrs, Grade 11:15 hrs, Grade 12:15 hrs) | 50 Hours             |

\*Regarding elective credits, students in the class of 2027  
will need to complete 47.5 elective credits.

A required number of credits must be earned in order for a student to be promoted to the next grade. The credit requirements are listed below. For the Class of 2027, the credits required for promotion will be based on the adjusted total credits listed above.

|                                                           |
|-----------------------------------------------------------|
| 35 credits by the end of grade 9 to move on to grade 10   |
| 70 credits by the end of grade 10 to move on to grade 11  |
| 105 credits by the end of grade 11 to move on to grade 12 |

### **Physical Education**

All students must participate in physical education classes in each year of school. In cases of illness for a day or two, a written note from parents will excuse participation. This note should be brought to the school nurse. A long-term request to excuse participation requires a written medical excuse from a physician and permission of the school administration.

### **Competency Determination**

Students must meet the Wilmington Public Schools competency determination requirements, which are in addition to the graduation requirements. As defined by the Massachusetts Department of Elementary and Secondary Education, the "competency determination" shall be based on the academic standards and curriculum frameworks for tenth graders and shall represent a determination that a particular student has demonstrated mastery of a common core of skills, competencies, and knowledge in these areas, by satisfactorily completing coursework that has been certified by the student's district as showing

mastery of the skills, competencies, and knowledge contained in the state academic standards and curriculum frameworks in the areas measured by the MCAS high school tests described in section one administered in 2023, and in any additional areas determined by the board.

Students who have previously earned a Competency Determination (CD) through a regular or retest administration of the MCAS (including the November 2024 retest) or through a DESE appeal process, have earned their competency determination.

Students in the Wilmington Public Schools who have not yet earned their competency determination through previous MCAS administrations can meet the requirements for a competency determination through the following:

- Receive a passing grade in a grade 10 English course or its equivalent as approved by the high school principal or designee
- Receive passing grades in both Algebra I and Geometry courses or their equivalent, as approved by the high school principal or designee
- Receive a passing grade in one of the following: Biology, Chemistry, or Physics or its equivalent, as approved by the high school principal or designee

Should any additional requirements be identified by the Board of Elementary and Secondary Education, the Competency Determination Assessment Panel will review those requirements and present any recommended changes to this policy to the School Committee.

## **Community Service**

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

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

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

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

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

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

## **GRADES and REPORT CARDS**

Report cards are issued four (4) times during the school year to evaluate each student's academic progress and effort in each subject. The Wilmington High School marking system is literal and hereafter listed showing the numerical value of each grade.

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

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

Progress reports for Students with disabilities will also be issued with the same frequency as report cards.

## HONOR ROLL

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

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

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

## COURSE LEVEL EXPECTATIONS

|                                    | College Preparatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Honors                                                                                                                                                                                                                                                                                                                                                                                                                       | AP                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                 | <p>Courses at this level are designed to engage students in a stimulating and relevant learning experience. The course will cover fundamental concepts and essential topics in each content area, with additional layers of support. Curriculum is guided by applicable Curriculum Frameworks (e.g. issued by DESE).</p> <p>This level is intended to provide a well-rounded education with transferable knowledge and skills, to prepare students for both college and career readiness.</p> | <p>Courses at this level are designed to challenge students with a more rigorous and in-depth learning experience. These courses will cover more material in greater depth and require increased student work production as compared to College Preparatory courses, while demanding strong time management and academic independence.</p> <p>This level is intended for students who seek advanced academic challenges.</p> | <p>Courses at this level are designed to resemble a college-level learning experience. These courses are taught in compliance with the AP curriculum prescribed by the College Board in each subject area. Students will prepare to succeed on the AP Exam, which is administered in early May.</p> <p>This level is intended for students who seek the most advanced challenges in a college-level course.</p> |
| <b>HW Expectations</b>             | <p>Students should expect roughly 15-30* minutes of homework or out-of-class preparation between each meeting of a College Prep class.</p> <p>Elective courses may assign less homework.</p>                                                                                                                                                                                                                                                                                                  | <p>Students should expect roughly 30-45* minutes of homework or out-of-class preparation between each meeting of a Honors class.</p>                                                                                                                                                                                                                                                                                         | <p>Students should expect roughly 45-60* minutes of homework or out-of-class preparation between each meeting of an AP class.</p>                                                                                                                                                                                                                                                                               |
| <b>Assignments and Assessments</b> | <p>Students' performance will be measured by a variety of formal and informal assessments. Daily lesson activities, class assignments, projects, and assessments will be designed to build higher-order thinking skills and complex problem-solving abilities. Students will have moderate flexibility for retakes and revisions.</p>                                                                                                                                                         | <p>Students' performance will be measured by a variety of formal and informal assessments. Daily lesson activities, assignments, projects, and assessments will be designed to incorporate higher-order thinking skills and complex problem-solving abilities, with higher expectations for depth and level of detail in student work. Students will have limited flexibility for retakes and revisions.</p>                 | <p>Students' performance will be measured by a variety of formal and informal assessments. Daily lesson activities, assignments, projects, and assessments will be designed to incorporate higher-order thinking skills and complex problem-solving abilities, with higher expectations for depth and level of detail in student work. Students will have limited flexibility for retakes and revisions.</p>    |
| <b>Habits of Work</b>              | <p>Courses require reading, writing, mathematical, critical thinking, and/or study abilities, as well as developing self-discipline, timeliness and organization skills to complete</p>                                                                                                                                                                                                                                                                                                       | <p>Courses require strong reading, writing, mathematical, critical thinking, and/or study abilities, as well as strong self-discipline, timeliness and organization skills to complete</p>                                                                                                                                                                                                                                   | <p>Courses require advanced reading, writing, mathematical, critical thinking, and/or study abilities, as well as advanced self-discipline, timeliness and organization to complete</p>                                                                                                                                                                                                                         |

|  |                                                                                                                                                                                              |                                                                                                                                                         |                                                                                                                                                         |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | assignments within expected deadlines. Students may benefit from more direct teacher support, additional scaffolds, or additional practice developing the abilities and skills listed above. | assignments within expected deadlines. Students will be expected to demonstrate academic independence, with direct teacher support available as needed. | assignments within expected deadlines. Students will be expected to demonstrate academic independence, with direct teacher support available as needed. |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|

*\*Every student works at a different pace and nightly workload may fluctuate, so some variation in HW completion time is expected. If student HW time greatly and significantly exceeds these expectations, please contact the student's teacher and school counselor.*

## RANK IN CLASS

Rank in class is a clear indicator of where a student stands academically in relation to their classmates. In keeping with the recommendations of the National Association of Secondary School Principals and numerous colleges, Wilmington High School has adopted a weighting system to determine class rank. This weighing scale is in alignment with the College Board and the Massachusetts Department of Higher Education.

Class rank is determined by assessing the weights of courses taken at Wilmington High School. It is based on the number of courses, course level, and grades received and is computed cumulatively over the four (4) years of a student's academic career. Class rank is not calculated until the end of the junior year and will be updated after quarters 1-3 of the senior year.

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

1. Students will be included in rank if they have attended at least two (2) consecutive semesters prior to senior year.
2. Transfer students will be awarded grade points based on WHS courses only.
3. A student will be eligible for awards of Class Essayist, Salutatorian, and Valedictorian by attending at least six (6) consecutive semesters. Two (2) of those semesters must be during senior year.

Class rank is calculated as a decile (e.g. Top 10%, Top 20%). At the end of Quarter 3 in senior year, the calculation will be made to determine awards for Class Essayist, Salutatorian, and Valedictorian.

### WEIGHTED GRADE LEVELS (Beginning with Class of 2026)

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

The Principal shall exercise final decision-making authority with regard to the retention or promotion of students.

## WITHDRAWALS

### Withdrawal from a Course

Dropping and adding courses after the master schedule is constructed is disruptive and has an adverse effect on the school and the resources that were allocated for each class. As a general rule, course withdrawals are not permitted after the course selections have been posted. In serious circumstances, a student may request to withdraw from a course by meeting with their School Counselor. If the student makes a request to withdraw from a course at the beginning of the year, within a preliminary add/drop period (prior to the third class meeting), the course from which the student withdraws will not be reflected on the student's transcript.

If extenuating circumstances result in a request to withdraw from a course after the third class meeting, the student must consult with the course teacher, department Curriculum Team Leader, and administrator for approval. For any course changed after October 1, a grade of W ("withdrawn") will appear on the student's permanent transcript. No credits are awarded for a

course from which a student withdraws, unless the student is remaining in the same course but moving to a different level (e.g. withdrawing from Honors to enroll in College Prep). Students who withdraw from a course as part of a level change will have their original course grades transferred to their new course teacher, who will incorporate them into the student's final course grade. For additional information on course changes and placement, please see the Program of Studies.

## WITHDRAWAL FROM SCHOOL

Under Massachusetts law, children between the ages of 6 and 16 are required to be in attendance at school. M.G.L. c. 76, § 1. Any eligible student who desires to withdraw from school must notify his/her School Counselor and the Principal of his/her intentions. The student and their parent/guardian must meet with the student's School Counselor. No student will be allowed to withdraw until he/she has checked out with all of his/her teachers and completed the withdrawal process through the School Counseling Office.

In the event that a student is absent without valid excuse in excess of ten (10) consecutive school days, the student will be subject to disenrollment from the District. Prior to a student's disenrollment under such circumstances, an Exit Interview Meeting will be conducted with the student and parents/guardians in accordance with the requirements of Massachusetts law. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student. M.G.L. c. 76, § 18.

## HOMEWORK

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

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

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

*Families can expect homework to be:*

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

*Family Responsibilities:*

- Provide encouragement and support; show interest in a 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

The expectations chart below clarifies how much homework students should expect in between class meetings. Every student works at a different pace and nightly workload may fluctuate, so some variation in HW completion time is expected. If student HW time greatly and significantly exceeds these expectations, please contact the student's teacher and school counselor.

|                | College Preparatory                                                                                                                                                                   | Honors                                                                                                                        | AP                                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| HW Time Length | Students should expect roughly 15-30* minutes of homework or out-of-class preparation between each meeting of a College Prep class.<br><br>Elective courses may assign less homework. | Students should expect roughly 30-45* minutes of homework or out-of-class preparation between each meeting of a Honors class. | Students should expect roughly 45-60* minutes of homework or out-of-class preparation between each meeting of an AP class. |

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 child's School Counselor at (978) 694-6068. The assembled work assignments should be picked up in the School Counseling Office at the earliest possible time. With the advent of Google Classroom, parents and students may likely find work is available and accessible online. If there is difficulty procuring work, parents are encouraged to call the Principal directly at (978) 694-6060.

## PREPARED FOR CLASS

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

## EXTRA HELP

Any student who needs extra help should ask his or her teacher when extra help sessions are available and schedule accordingly. While students are encouraged to coordinate directly with their teachers in order to promote independence, Parents who feel that their student needs extra help and is too reserved to make that request, are encouraged to contact the teacher of the specific course.

## REQUIRED SUMMER ASSIGNMENTS

The Wilmington High School English Department requires summer reading assignments of all students. The purpose of this program is to encourage and direct student reading during the summer months.

Additionally, students enrolled in Advanced Placement courses are required to complete summer assignments associated with each course. Students will be assessed on and held accountable for their understanding of these assignments for all English and Advanced Placement courses when they return to classes in the fall.

## SUMMER SCHOOL

The Wilmington Summer School is an educational program designed primarily to provide remedial and enrichment experiences for Wilmington High students. It is not the intent of the Summer School to allow students a substitute for the rigors of a full academic year course, but to provide a student who had legitimate difficulty during the year to gain credit towards promotion and/or graduation and to give others an enrichment experience. Students must have been in a course for a full year, passed at least two quarters and achieved a final grade of not less than 50. Summer school guidelines will be set up by the Summer School Director or the High School Principal. Not all courses will be available during the summer school



program. Courses taken at other schools during the summer must be approved in writing by the Principal.

## **NATIONAL HONOR SOCIETY**

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

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

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

### **Scholarship**

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

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

### **Leadership**

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

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

### **Community Service**

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

### **Character**

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

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

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

Students are asked to submit two (2) letters of recommendation as evidence of the character requirements.

### **Post-Election Requirements**

1. All members must maintain an academic average of 88 or better. Failure to do so will result in probation for one term and dismissal after two terms.
2. All members are required to participate in school projects, such as peer tutoring, serving as guides for Parents' Night and Eighth Grade Orientation. Additional chapter projects, which are appropriate and educationally defensible, may be announced at any time during the school year. Members will be required

to participate in these activities. Failure to do so will result in probation for one term and dismissal after two terms.

3. All members must continue their participation in school activities and community service projects. Verification of academic averages, leadership, and service will be conducted in November, January, and April by the NHS Advisor to determine continued member eligibility.
4. All members must continue to demonstrate outstanding character. Violations of school or community rules, including academic dishonesty, cheating or plagiarism, will be reported to the Faculty Council and the student may be subject to dismissal from the Chapter.

## **TIMELINE FOR NATIONAL HONOR SOCIETY**

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

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

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

# **Student Rights and Responsibilities**

## **ATTENDANCE POLICY**

Attendance in school and class is the number one factor in a student's success. It is of primary importance in academic achievement and is the top responsibility of every student. It is required that students attend school every day. A student must be at school or at a school-related activity for at least half the school day to be counted as present. The expectation is that each student will attend all classes on every school day unless they have a legitimate reason per the Attendance Policy. Students who arrive at school after 11:05 will be considered absent for the day. Students must attend school until at least 11:05 to be considered eligible for school team and club activities.

### **Statement of Purpose**

The Wilmington Public Schools Attendance Policy & Procedures document meets the requirements of M.G.L. c. 76 and is modeled after the Massachusetts Department of Elementary and Secondary Education's (DESE) Guidance for Developing Attendance Policies and District school committee policies to promote consistent student attendance and engagement in learning. The Attendance Policy & Procedures document includes expectations and responsibilities for student attendance, parent/guardian responsibilities, proactive strategies and interventions to promote student well being and academic success and responding to chronic absenteeism.

### **Benefits of Regular School Attendance**

#### **Attendance Matters**

*"Students who attend school regularly are more likely to have success in school and careers. Research supports the connection between regular attendance and a student's personal, social, and emotional wellness and academic success. When students are not present in school, they miss out on opportunities for social development and are often not able to make adequate academic progress; they may disengage from learning as they get further off-track and may even drop out of school."* (DESE Guidance for Attendance Policies, 2/2022)

### **Massachusetts General Law**

Massachusetts' compulsory school attendance law (G.L. c. 76, § 1) requires children between the ages of 6 and 16 to "attend a public day school in the town the student resides, or some other day school approved by the school committee...."

### **Absences (Excused vs. Unexcused)**

Regular and punctual school attendance is essential for success in school. The Wilmington Public Schools recognizes that parents/guardians have the responsibility to ensure that their children attend school regularly, in accordance with state law and that student attendance shall be closely monitored by the District.

Per (M.G.L. c. 76, § 1): "The superintendent, or teachers in so far as authorized by the Superintendent or by the school committee, may excuse cases of necessary absence for other causes not exceeding seven day sessions or fourteen half day sessions in any period of six months."

**Regardless of an absence being identified as excused or unexcused, consistent attendance in school at all grade levels is critical to provide students the best opportunity for academic and social/emotional success.** The Wilmington Public Schools is required by DESE to report all absences as excused or unexcused. However, it is important to note that attendance totals are cumulative and do not distinguish between excused and unexcused when calculated.

It is understood that there are a variety of reasons that a child may be absent from school:

**Excused Absences: (as above, a student may only be excused up to seven (7) times in a six month period, per M.G.L. c. 76, § 1)**

- Illness of student (significant or prolonged illness, hospitalization, quarantine or injury that prevents a student from attending school)

- Bereavement
- Observance of a major religious holiday(s)
- Other exceptional reasons as approved by the building principal

**Unexcused Absences:** Generally, anything that does not fall into one of the above categories will be considered unexcused and including, but not limited to:

- Family vacations
- Events (i.e. non-school sponsored extracurricular/team events)
- Non-emergency appointments
- Employment
- Personal transportation difficulties
- Other examples - (Student stays home from school to not attend a field trip or participate in a planned curricular event)
- Extended travel - (i.e. visiting family abroad)\*

### **Daily Attendance Codes**

**Attendance Codes Key:** In order to be consistent in our student attendance reporting throughout the District, the following codes will be used in our student information system to record a student's absence:

**AE- Absence Excused:** The student is absent with an approved/excused absence. Documentation may be required to support such an absence.

*Please note:* family vacations are not excused absences, will count towards absence accumulations, and may result in credit loss.

**A- Absence Unexcused:** The student is absent from school without a valid basis for excusal

**TE- Tardy Excused:** The student is late with an approved/excused reason. Documentation may be required to support such an occurrence.

**T- Tardy Unexcused:** The student arrives late without a valid reason for excusal.

**DE- Dismissal Excused:** The student is dismissed from school or the Health Office with an approved/excused dismissal. Documentation may be required to support such a dismissal.

**D- Dismissal Unexcused:** The student is dismissed from school by a parent/guardian without an approved reason.

### **Pupil Absence Notification Program/Procedure: Parent/Guardian Responsibilities**

If a Student will be absent from school for any reason, a parent or guardian must contact the school at the number (978-694-6060, option 1) provided for said purpose to notify the school of the child's absence each day. Medical information should be shared on the attendance line or directly with the school nurse. If the school has not received notification of the absence from the parent or guardian within 3 days of the absence, the school will notify a parent or guardian of the child's absence.

Upon a student accumulating 5 school days of unexcused absences or missing two (2) or more classes over 5 school days due to unexcused tardies, the parent/guardian will be notified and shall be invited to a meeting with the Principal or designee to develop action steps to ensure the student's consistent attendance at school. The action steps shall be developed jointly and agreed upon by the principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

Within 5 school days of a student's 10th consecutive unexcused absence, the Principal or designee shall provide written notice to the student and parent/guardian in both the primary language of the parent or guardian, to the extent practicable, and English, of an Exit Interview meeting to be conducted by the Principal or designee.

## **Chronic Absenteeism**

The Massachusetts Department of Elementary and Secondary Education defines chronic absence as missing at least 10% of days enrolled (e.g., 18 days absent if enrolled for 180) regardless of whether the absences are considered excused, unexcused, and/or for disciplinary reasons.

Massachusetts State Law requires that schools communicate with families regarding their student's attendance when a student is at risk for "chronic absenteeism." In accordance with this policy, administrators from the Wilmington Public Schools will notify families of students when they accrue five (5) and ten (10) absences as well as when students reach the mark of chronic absenteeism at eighteen (18) days.

Families who are concerned about their student's attendance may also reach out to the school directly to schedule a meeting with the building-based attendance team.

## **Response/Consequence for Excessive Absenteeism (i.e. loss of credits)**

Credits for courses are based on the number of days that a class meets. If a student fails to meet an expected number of days for a course or courses due to excessive absences, the student should expect that a loss or reduction in credit may result. Parents/guardians will be notified of a student's 7th, 8th, and 9th absence from any class. At the 10th cumulative absence, a meeting will be held with the parents/guardians, School Counselor, and Assistant Principal in order to discuss the loss/reduction of credit for the course. The purpose of the meeting is to determine if denial/reduction of credit is appropriate based on the circumstances involved. If credit is denied/reduced, options for credit recovery will be made available to the student. It is not the intention of the administration of Wilmington High School to be unreasonably punitive with the described attendance policy. The purpose of an attendance requirement is to assist every student to be academically successful in any course in which the student is enrolled. We expect our students, their parents/guardians, and the high school to be held accountable for student attendance.

## **Tardies and Dismissals**

### **Tardiness**

Students arriving at school after the posted school start time are considered tardy. At the elementary level, students must be walked into school and signed in by an adult while at the secondary level students themselves must check in at the main office. At the secondary level, disciplinary action may result as a consequence of repeated tardiness as outlined in the Middle School and High School handbooks.

### **Dismissals**

Dismissals from school should be requested in writing in advance. All dismissal notes must be provided to the school office, written and signed by the parent or legal guardian and include the date, time and reason for dismissal, a phone number at which the adult may be reached, and, if applicable, the time that the student will be returning to school that day. According to DESE, a student must be at school, at a school related activity, or receiving academic instruction for at least half the school day to be counted as present.

Students may be dismissed by a parent, legal guardian, or authorized adult on the emergency contact form. At the elementary and middle school level, students must be signed out in the main office.

Should a student become ill during the school day, they must be seen by a School Nurse who will make the determination for an illness dismissal. Students who contact their families directly in regards to an illness will be considered an unexcused dismissal.

## **School Based Attendance Teams/District Supervisor of Attendance**

When positive, preventive interventions are in place, students are more likely to attend school and be engaged. Schools administrators are responsible for ensuring that each school has a school wide attendance team with a comprehensive, tiered approach to improving attendance.

This team is essential to promote academic achievement and social emotional success and meets regularly throughout the school year.

Key components of the team include:

1. Organizing a multi-tiered attendance strategy that begins with early prevention and intervention
2. Examining attendance data and absenteeism data to assess which groups of students have higher or lower levels of absence
3. Identify barriers and inequities that prevent students from attending school
4. Mobilize everyone in the school community to address attendance

Ongoing monitoring of the effectiveness of student attendance interventions and procedures The attendance team should be led by the school administrators. Other members could include:

- Nurse
- Clinical staff (School counselors, school psychologists, social workers, adjustment counselors, and Social Emotional Learning and Family Engagement Specialists.)
- Administrative Assistants
- Special Education Staff
- Classroom Teachers

Teams should incorporate input from families, students and the community.

Additionally, Massachusetts law (G.L. c. 76, §19) requires appointing a Supervisor of Attendance who will ensure compliance with compulsory school attendance. The Attendance Supervisor provides support and recommendations to all staff, parents and students district wide.

Erin Dunham, Supervisor of Attendance  
Office of Student Support Services  
Phone: (978) 694-6032  
Email: Erin. [Dunham@wpsk12.com](mailto:Dunham@wpsk12.com)

## District Attendance Intervention Plan

| Tiered Supports                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Staff Responsible                                          |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Tier 1</b><br><b>(ALL students)</b>                                           | Welcoming and safe school climate<br>Clear and concise communication about schedules and expectations<br>Connection to a caring adult in the school<br>Recognition of good and improved attendance<br>Positive peer connections<br>Access to health care and mental health supports<br>Every child and their family are encouraged to develop a success plan that includes attention to attendance<br><br>Implement a school wide spirit and instructional learning incentive program<br>Create a school wide attendance “heartbeat” chart ( <a href="#">Description</a> )<br>Implementation of District Absence Notification Program | All staff<br><br><br><br><br><br>School Attendance Team    |
| <b>Tier 2</b><br><b>(Target-moderate chronic absence-10 cumulative absences)</b> | Common community and school barriers<br>Mentors (success mentors and peer group connections)<br>Restorative check ins<br>Create a student attendance success plan<br>Restorative alternatives to discipline and suspension<br>Check In/Check Out<br>Home/Family Visits<br>School Refusal Assessment tool at administrator’s discretion<br><br>Attendance strategies added to IEP if applicable                                                                                                                                                                                                                                        | School Attendance Team<br><br><br><br><br><br><br>IEP Team |
| <b>Tier 3</b><br><b>(Target-severe chronic absence-15 cumulative absences)</b>   | Initiate School Refusal Assessment tool (If not initiated at Tier 2)<br>Interagency case management collaboration and meeting<br>Assess if legal intervention is necessary<br>Credit recovery opportunities<br>Individualized learning and success plan leading to graduation (when applicable)                                                                                                                                                                                                                                                                                                                                       | School Attendance Team                                     |
| <b>If interventions have been unsuccessful</b>                                   | Consider: <ul style="list-style-type: none"> <li>• Submitting Child Requiring Assistance (CRA)/Failure to Compel (FTC)</li> <li>• Filing a 51 A</li> <li>• Referral for evaluation of eligibility for special education services and/or accommodations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |                                                            |

### Access to Behavioral Health Services

Wilmington Public Schools partners with Care Solace to support the well-being of the whole student, staff, and their family members. Care solace is a complimentary and confidential care coordination and social service option that can help you quickly find mental health, substance abuse treatment, and social services such as food or shelter needs regardless of the circumstance. To utilize Care Solace you may either call at (888) 515-0595, available 24/7 in any language or visit the website at [www.caresolace.com/wilmington](http://www.caresolace.com/wilmington) and either search or “book appointment” for assistance.

Advocates Mobile Crisis Team is a mental/emotional health crisis resource utilizing skilled clinicians wherever and whenever needed. Advocates focuses on crisis stabilization and resolution while coordinating the most effective and personalized treatment as soon as possible. Advocates serves individuals in Massachusetts of all ages , regardless of ability to pay.

Advocates can be reached by phone at (800) 640-5432 or on the website at <https://advocates.org/services/mobile-crisis-intervention>.

Massachusetts Community Behavioral Health Centers support a wide range of immediate and confidential mental health services and treatments. Crisis services are available 24 hours a day and can be reached at (883) 773-BHHL or via the website at <https://www.mass.gov/community-behavioral-health-centers>.

The Crisis Text Line is available at 741741 for any crisis situation and provides free communication 24/7 with a Crisis Counselor. Information can be accessed via the website at <https://www.crisistextline.org/text-us/>.

### **Key Terms and Definitions Used by the DESE**

**Present:** According to DESE's Attendance and Dropout Reporting Guidance, a student must be at school, at a school related activity, or receiving academic instruction for at least half of the school day to be counted as present. "Receiving academic instruction" includes in-person classroom learning as well as tutoring, online or distance learning. "Receiving academic instruction" does *not* include taking home classwork or doing homework.

**Absent:** A student who is not present (as defined above) is considered absent from school. It is up to the District to determine the way in which absences are identified and recorded locally (e.g., excused or unexcused).

**Chronic Absence:** DESE reports chronic absenteeism as the percentage of students missing 10 percent or more of their days in membership regardless of whether such absences are excused or unexcused (e.g., absent 18 school days when enrolled for 180 school days).

**Habitually Truant:** Massachusetts state law (G.L. c. 119, § 21) defines as habitually truant "a school-aged child, not excused from attendance under the lawful and reasonable regulations of such child's school, who willfully fails to attend school for more than 8 school days in a quarter."

**Child Requiring Assistance (CRA):** Massachusetts state law (G.L. c. 119, § 21) defines a child requiring assistance as "a child between the ages of 6 and 18 who: (i) repeatedly runs away from the home of the child's parent, legal guardian or custodian; (ii) repeatedly fails to obey the lawful and reasonable commands of the child's parent, legal guardian or custodian, thereby interfering with their ability to adequately care for and protect the child; (iii) repeatedly fails to obey the lawful and reasonable regulations of the child's school; (iv) is habitually truant; or (v) is a sexually exploited child." A CRA Application may be filed in Juvenile Court by a parent/guardian or school official to address habitual truancy and/or other issues specified in state law. For more detailed information about CRA proceedings, please see Juvenile Court Standing Order 3-21.

## **MAKE-UP PROCEDURES**

### **Absence from School**

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

### **Absence from Class**

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

### **SUMMARY**

- An absence from school/class impacts a student's performance/achievement.
- Absences from school must be reported according to the procedure outlined in the Attendance Policy.



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

## **LEAVING SCHOOL WITHOUT PERMISSION**

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

## **DRESS CODE**

[Refer to School Committee Policy JICA](#)

*Wilmington High School Guidelines:*

Students maintain the right to personal dress and appearance, unless a school official determines that such personal dress and appearance violates reasonable standards of health, safety and cleanliness. Students also have the right to freedom of expression. However, this right is limited if the expression, including that which is expressed via clothing, causes disruption or disorder. The District will not adopt or implement any policy that prohibits or impairs any hairstyle historically associated with race, including, but not limited to, protective hairstyles (braids, hair coverings, Bantu knots, locks, twists, and other formations), hair length, hair type, and hair textures.

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

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

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

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

## **STUDENT IDENTIFICATION CARDS**

Students will be charged a \$5.00 replacement fee for loss or theft of card. Students should see their Assistant Principal for a replacement I.D. card.

## **LOCKERS**

Students are responsible for the cleanliness of the inside and outside of their assigned lockers. Any damage to one's locker will be paid for by the student. Make sure the locker is locked at all times.

Students are responsible for stolen books, clothing or other articles that may be missing from -an 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 should not use any locker other than the one they have been assigned.

Students are reminded that school lockers are provided for student use as a courtesy and that students do not have an expectation of privacy in the contents of their school lockers. Student lockers are subject to search by the school administration without prior notice.

## **BOOKS**

Students are responsible for the care of all books issued, and must pay at the Main Office for damaged or lost books. The

value of a book will be determined by the administration. Anyone failing to return his/her book in the condition it was received will be billed accordingly. Full payment is expected within 2 weeks of the invoice being sent. Failure to make proper restitution may result in a student not being able to attend school functions including, but not limited to, dances, proms, athletics, band, clubs, etc.

## **ITEMS DROPPED OFF**

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

## **RELEASE OF INFORMATION**

The Wilmington School Department continually celebrates student academic achievements and talents. Students are frequently recognized in school newsletters, local newspapers and displays throughout the schools and town buildings. Students' work may also be submitted to local and national contests. If a parent has objections to their child's name being posted or work displayed, a written notification to the Principal must be submitted within the first two (2) weeks of the start of the school year.

## **STUDENT PUBLICATIONS**

[Refer to School Committee Policy JICE](#)

## **STUDENT PARTICIPATION IN ASSESSMENT PROGRAM**

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

## **ACADEMIC INTEGRITY**

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

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

Examples of cheating include but are not limited to:

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

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

Examples of plagiarism include but are not limited to:

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

## **Consequences of Cheating and Plagiarism**

*First offense:*

- The student may receive a zero for the assignment and may not be given an opportunity to redo the assignment

for credit.

- The teacher may notify the student's parents and the school administration.
- The student may receive two office detentions, and the incident may be documented in the student's disciplinary record.
- The incident may be reported to faculty advisors of any extra-curricular activities in which the student is involved, including National Honor Society and athletics.

*Second offense:*

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

*Third offense:*

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

*Subsequent offenses:*

Consequences for subsequent offenses may be at the discretion of high school administration but may include long-term suspension from school. In addition, the Wilmington Public Schools reserves the right and authority of school administrators to impose more significant sanctions including, but not limited to, short or long-term out-of-school suspension for first or to first and second offenses that are determined to be egregious or severe.

## **FOOD AND BEVERAGES**

Food and beverages are allowed in the cafeteria and other designated areas in the building. No food or drink other than water is allowed in the classroom, unless a student has a documented disability and with the approval of the school administration.

## **FLEX BLOCK EXPECTATIONS**

Flex Block is an opportunity for all students to receive additional intervention and support from school staff. This may include extra help, intervention, remediation, reassessment, enrichment opportunities, social-emotional support, homework completion, group work, peer tutoring, and more.

- Flex Block will take place daily from 9:23 to 10:11. The purpose of segmenting this time is for both students and staff to plan meaningful activities during this block as well as allowing for academic time.
- We will provide staff and students with a monthly calendar for the planned activities that are required, or those being offered during each Flex Block.
- School-organized Flex Block plans will include:
  - Class Meetings & Assemblies, Guest Speakers
  - Advisory and MARC curriculum
  - School Counseling Seminars
  - Project Based Learning Activities
  - Other Enrichment Opportunities
- Expectations for Flex Block:
  - Students are responsible for attending their assigned Flex Block location. If a teacher has booked a student in advance, the student is required to attend.
  - Students may use My Flex Learning to select their Flex Block location, if they have not been previously assigned by a teacher.
  - All students will remain in their assigned Flex Block location unless previous arrangements have been made and agreed upon by both sending and receiving teachers.

## **Student Food Services**

Wilmington Public Schools participates in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) and will provide reasonable modifications to the program meals or meal service to accommodate children with disabilities.

Our programs will ensure that breakfast and lunch offered through the district meet the respective meal pattern requirements set by the USDA and will make reasonable modifications to accommodate children with disabilities. We will make substitutions to meals at no extra charge for children with a disability that restricts the child's diet on a case-by-case basis when supported by a written statement from a State licensed healthcare professional.

Section 504, the ADA, and Departmental Regulations at 7 CFR part 15b define a person with disability as any person who has a physical or mental impairment which substantially limits one or more "major life activities," has a record of such impairment, or is regarded as having such impairment." (See 29 USC § 705(9)(b); 42 USC § 12101; and 7 CFR 15b.3.) "Major life activities" are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activities" also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. (See 29 USC § 705(9)(b) and 42 USC § 12101.)

Meals that do not meet the program meal pattern are not eligible for reimbursement unless supported by a medical statement; however, we will accommodate requests related to a disability that are not supported by a medical statement if the requested modifications can be accomplished within the program meal pattern.

The District will make meal modifications and/or substitutions, at no cost to the student or parent/guardian, for students who are unable to eat meals served in any Child Nutrition Programs because of their disability(ies).

To request a meal modification and/or substitution based on your child's disability, please contact the District's 504 Coordinator and submit supporting documentation, including a medical statement signed by a state licensed healthcare professional.

Parents/guardians are encouraged to contact the District's 504 Coordinator, and submit supporting documentation. The medical statement must include the following information:

- information about the child's disability that is sufficient to allow the District to understand how it restricts the child's diet
- an explanation of what accommodations are necessary; and the food or foods to be omitted and recommended alternatives.

A request for meal modification may be declined if such a modification would fundamentally alter the nature of the Child Nutrition Program.

The District's 504 Coordinator can be reached at:

Christine Murray, MA, CAGS  
Director of Student Support Services  
Wilmington Public Schools  
Student Support Services Office  
146 Middlesex Avenue  
Wilmington, MA 01887  
P: 978-694-6032 ext. 1102  
F: 978-657-9764  
christine.murray@wpsk12.com

### **Filing a Complaint – FNS Child Nutrition Program Activities**

Any person or representative alleging discrimination related to an FNS Child Nutrition Program activity based on race, color, national origin, sex, age, or disability has the right to file a complaint within 180 days of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant will be advised of confidentiality and Privacy Act applications. The complainant and the entity that the complaint is filed against will be encouraged to resolve the issue at the lowest possible level and as expeditiously as possible.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online at: <https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

If an individual reports a concern, they will be asked if they would like to submit an official complaint. If the individual does not file an official complaint, the staff member will clarify with the individual what they want to do with the information. If an individual does want to file an official complaint, the staff member will walk them through the USDA's complaint process and clarify with the complainant whether they want to file with the USDA on their own or if they would like help in submitting a complaint.

Use of the USDA form is not a prerequisite for acceptance of the complaint. Further, in the event a complainant makes allegations verbally or in person, and is not inclined to place such allegations in writing, the person to whom the allegations are made will write up the elements of the complaint for the complainant. At a minimum, the log must contain the complainant(s) name, contact information, the location (including country), nature and date of the alleged discrimination, name of individual(s) and organization(s) alleged to have engaged in discrimination, basis of alleged discrimination, date of referral to FNS CRD, the findings of any investigation by FNS, and a descriptive disposition of the final complaint including any corrective action planned or taken.

All civil rights complaints alleging discrimination related to an FNS Child Nutrition Program activity based on race, color, national origin, sex, age, or disability, whether written or verbal, received by the District or the Massachusetts Department of Elementary and Secondary Education (DESE) will be forwarded to the FNS CRD within five (5) days of receipt and the complaint will be logged in the CNP specific Civil Rights complaint log. Anonymous complaints will be handled as any other complaints, to the extent feasible.

For any questions regarding filing a complaint with the USDA, including instructions on where to obtain the USDA Program Discrimination Complaint Form, please contact the District's Food Service Director, [Name] at [Telephone].

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) may contact the responsible state or local agency that administers the program or the USDA through the USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. for assistance in filing a complaint.

All complaints must be processed within 90 days of receipt. Once a complaint is received by the USDA, a complaint analysis is conducted to determine whether the complaint is within USDA's jurisdiction or requires a referral, or whether additional information is required from the Complainant. Once an investigation is determined necessary, the Complainant will be contacted. Once the investigation is complete, a decision letter or final agency decision will be issued.

## CAFETERIA

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

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

Students may not leave the cafeteria area during lunch without permission from an administrator. No food or drink (except water) is allowed outside of the cafeteria at any time during the day, unless provided for in a student's IEP or Section 504 Plan.

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

## LUNCH PROCEDURES

**Lunch prices are subject to change.**

**Lunch is free**

**Milk - \$.60**

**Ala carte \$.60 - \$3.00**

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

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

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

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

### Meal Charges

#### Meal Charges and Balances

Students will pay for additional meals at the regular rate approved by the School Committee, and ala carte purchases 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. 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.

Adults will pay for meals and/or ala carte purchases daily. Adults are allowed to charge the value of one meal and only one meal.

Any negative balances must be rectified and paid by the end of the school year, if necessary using donations from parents and/or district supplementing funds to bring accounts whole.

### **Payments**

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

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage. 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 or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status.

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

### **Refunds**

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

### **Delinquent Accounts/Collections**

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

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

### **Policy Communications**

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

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

SOURCE: MASC February 2018

## **FREE AND REDUCED LUNCH**

The Federal Government's Free and Reduced Lunch applications are on the website at [Free and Reduced Lunch](#)

Should a student's need change and he/she and the family require financial assistance; the student may submit an application at any time. Contact the School Food Service Administrator Mary Palen at 978-694-6064 or [Mary.Palen@wpsk12.com](mailto:Mary.Palen@wpsk12.com) for an application or download the application at [Free and Reduced Lunch](#)

## **CHECKS RETURNED FOR INSUFFICIENT FUNDS**

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

to insufficient funds.

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

### **SCHOOL COUNSELING SERVICES**

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

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

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

### **Scholarship Information:**

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

### **Programming:**

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

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

### **SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B, some students with disabilities may be eligible for services if, due to a qualifying disability, they require specialized instruction and/or supportive services to make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services by a parent, teacher or other individuals. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the student's parent(s)/guardian(s). Within forty-five (45) school days of receipt of the parent(s)/guardians' consent, an



evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the services and placement proposed by the Team to ensure the student's free appropriate public education.

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

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

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

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

## **STUDENT RECORDS**

### **Notification of Rights under the Family Educational Rights and Privacy Act**

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

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

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

Massachusetts Student Records Regulations – 603 CMR 23.00

### **Notification of Rights under the Massachusetts Student Records Regulations – 603 CMR 23.00**

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) calendar days of the request unless the parent/guardian or eligible student consents to a delay. In the event the parent/student requests copies of a student record, the district may charge the parent/student for said copies at the district rate. The parent and/or eligible student may request to

meet with professional qualified school personnel to have any of the contents of the record interpreted. Parents/guardians and eligible students should submit their request for access/inspection to the Principal in writing.

With a few exceptions, no individual or organization other than the parent, student, and authorized school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the eligible student. The District protects the confidentiality of personally identifiable information of students in accordance with state and federal law.

**Amendment of Student Records** - The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have the right to request in writing that information in the student record be amended or deleted. The parent and student have a right to request a conference with the Principal or her/his designee to make their objections known. Within a week after the conference, the Principal or their designee must render a decision on such a request in writing. If the parent and/or eligible student are not satisfied with the decision, the eligible student or parent may file an appeal with the Superintendent.

**Directory Information** - Federal law requires that the District release the names, addresses, and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the school may release the following directory information about a student without prior consent: a student's name, address, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, honors and awards, and information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying the Principal in writing by the end of September of each school year. The Wilmington Public Schools shall exercise sole authority and discretion with regard to the disclosure of Directory Information to commercial organizations.

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

**Transfer of Records** - In accordance with 603 CMR 23.07(4)(g), it is the practice of the District to forward, without prior consent, the student record of any student who seeks or intends to enroll, or already has enrolled, in another public school, if the disclosure is for the purpose of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

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

**Third Party Access** - Authorized school personnel, including: (a) school administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b)

administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the evaluation team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

**Complaints** - A parent or eligible student has a right to file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520, 1-855-249-3072 or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Elementary and Secondary Education Student Record Regulations, please contact the Principal.

### **Applicable Definitions**

**Student Record:** The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. Electronic communications (e.g., emails, text messages, etc.) shall not be considered to be student records maintained by the school district unless printed and placed in the student's temporary record.

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

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

### **Authorized School Personnel:**

(a) School administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

### **VIII. Complaints**

A parent or eligible student has a right to file a complaint regarding their student records with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, 800-8 72-5327; or with the Massachusetts Department of Elementary and Secondary Education, 135 Santilli Highway, Everett, MA 02149 T: (781) 338-3300.

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the Massachusetts Student Record regulations may be obtained from the Department of Elementary and Secondary Education. These state

regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

## **AGE OF MAJORITY**

In Massachusetts, students are considered adults at the age of eighteen (18), with full legal capacity (unless legally incapacitated) to make their own decisions (Age of Majority). Once the student reaches the age of 18, the student alone shall exercise the rights afforded under the Massachusetts Student Records regulations subject to the following. The parent may continue to exercise the rights until expressly limited by the adult student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to their parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, § 34E, the parent of a student may inspect the student record regardless of the student's age.

A student assumes the right to make all decisions related to special education programs and services when the student reaches the age of 18. Parents will continue to receive written notice and information, but the student will have decision-making authority and the school is required to obtain consent from the student to continue special education services if the student is eighteen (18) years old or older. However, the student may decide to share decision-making authority with their parent (or other willing adult). If a student decides to share such authority, this must be done in the presence of the Team and in writing. If a student and parent share decision-making authority, and disagree about a matter, the student's choice shall prevail.. A student may also delegate full decision-making authority to their parent (or other willing adult) if the decision is made in the presence of at least one school representative and a witness, and in writing. 603 CMR 28.07(5). Students and parents will be notified one year before the student turns 18 of the rights that will transfer to the student upon turning 18, as well as the parents right to continue to receive notices and to inspect the student's record. See 34 CFR §§ 300.320(c) and 300.520.

## **LIBRARY-MEDIA CENTER**

### **Mission Statement:**

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

### **The mission is accomplished by:**

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

### **Library Facility and Procedures:**

- The WHS Library is located on the first floor and is open before school until 2:05 p.m., Monday through Friday.
- There is no food permitted in the library. Students may have bottled water.
- To be admitted to the library, students must have a pass from one of their subject area teachers.
- Students are advised to sign up for Flex Block passes before 9:00 am or the day before as availability of passes may be limited due to students using the library during their lunch period.
- Students are expected to be in either their Flex Block or the library. If students go to their normally scheduled Flex Block, they may not leave half way through the period to go to the library, except for

- an academic emergency and only with a pass from their Flex Block teacher.
- All students must sign in at the circulation desk during the school day and during the Flex Block.
- During peak periods, if the library is full, it may be necessary to turn students away.

#### **Borrowing:**

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

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

- Bookmark the library page at: [Library - Wilmington High School](#)
- The Library Media Center has Wireless internet access.
- Students have access to powerful research databases in all core subject areas. Go to the WHS library page and look under Research Databases.
- Students may sign out a Chromebook.

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

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

## **Health Services**

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

### **Emergency Information**

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

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

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

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

## Optional Insurance Coverage

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

## Accidents/Illness

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

## Exclusion/Absence from School

If a child is 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 the child to seek proper care. *See* M. G. L. c. 71, § 56.

Children should 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. Medical confirmation of the student's illness may be required by the school administration.**

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

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

The school nurse supervises the administration of medication at Wilmington High School. If medication needs to be administered during school hours, whether it is a prescription or over-the-counter medicine, such administration of medication must be done by the school nurse or with the authorization of the school nurse in accordance with 105 CMR 210.000. Unless the conditions for self-administration outlined in 105 CMR 210 have been met, no student is permitted to carry and/or self-administer medication.

Whenever possible, medication administration should be scheduled at times other than during the school day. If it is necessary that your child receive medicine during the school day, the school nurse is responsible for the administration of all medications. All medications must be delivered to the nurse by a parent, guardian, or

another designated adult. Medication must be in its original pharmacy-labeled container and be accompanied by a doctor's order and written parental approval prior to administration. No more than a thirty (30) school day supply shall be stored at the school. Parents/guardians may retrieve the medication from the school at any time. All unused, discontinued, or outdated medications will be returned to the parent/guardian. In extenuating circumstances, with parental consent when possible, medications may be destroyed by the school nurse in accordance with the policies of the Massachusetts Department of Public Health, Division of Food and Drugs. 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.

The school nurse will ensure that there is a proper medication order renewed as necessary including at the beginning of each academic year. Before the student enters school, the medication order shall be obtained by the school nurse, along with any other additional information from the doctor, and the medication administration plan shall be developed in accordance with 105 CMR 210.005.

A medication administration record for each student will be maintained, including a daily log, the medication administration plan, the medication order, and parent/guardian authorization. Prescription medications to be administered "as needed" may be administered by the school nurse or authorized school personnel after the school nurse assesses or consults with the student after each dose.

In the case of field trips and other short-term special school events, every effort will be made to have a nurse or other school staff member trained in prescription medication administration accompany the student. When this is not possible, the school nurse may delegate prescription medication administration to another responsible adult, subject to written consent from the parent/guardian for the named responsible adult, and subject to the requirements of 105 CMR 210. The administration of parenteral medications may not be delegated, with the exception of epinephrine administered in accordance with 105 CMR 210.100. Epinephrine must be administered solely in accordance with 105 CMR 210.100, even if on a field trip. The school nurse cannot delegate the administration of epinephrine to another "responsible adult." Only those allowed under 105 CMR 210.100 can administer epinephrine.

The school nurse may, in accordance with standard nursing practice, refuse to administer or allow to be administered any prescription medication which, based on their individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. Parents/guardians and the doctor will be notified immediately by the school nurse in this scenario.

Students found in possession of unauthorized medications on school grounds or at school-sponsored events may be subject to discipline.

### **Medical elevator use**

Students may use the elevator if they have a Doctor's note and are approved by the nursing staff, or elevator use has been identified as an accommodation in the student's IEP or Section 504 Plan, will be allowed to use the elevator. At the high school, a key will be given by the Main Office for a \$5.00 deposit. The deposit will be returned when the key is returned to the Main Office.

### **Physical Exams and Health Screenings**

Students are required to submit a copy of a physical examination that was completed within one year prior to entrance to Wilmington Public Schools or within thirty (30) days after entering Wilmington Public Schools, and at intervals of three/four years thereafter. Health records transferred from a previous school may be used to meet this requirement. All new students will be required to submit a copy of a physical examination.

All students participating in competitive athletics will need to submit a copy of a physical examination every year in which they intend to participate. See 105 CMR 200. Students are also required to submit a copy of a physical examination if they are over the age of fourteen (14) but under the age of sixteen (16) and are requesting employment certificates.

Within thirty (30) days of a student's first day at Wilmington Public Schools, all students must submit certification that the student has passed a vision screening within the previous twelve (12) months. Vision and hearing screenings will be conducted in the year of school entry and annually through grade five (5), once in

grades six (6) through (8), and once in grades nine (9) through twelve (12).

The weight and height of each student will be measured in grades 1, 4, 7, and 10. Every effort will be made to protect the privacy of each student during the screening. School personnel will not disclose the height, weight or BMI calculations of an individual student to anyone other than the parent/guardian, unless written consent is provided by the parent/guardian. Parents/guardians can request in writing that their child's measurements not be taken.

Postural screening will be conducted annually by the nurse, or other approved personnel approved by the Department of Public Health, on all students grades five (5) through nine (9).

### **SBIRT: Screening, Brief Intervention, and Referral to Treatment**

Screening, Brief Intervention and Referral to Treatment (SBIRT) will be completed annually in grade 10. SBIRT is a verbal screen of students for substance use disorders. Parents and guardian will be notified ahead of time, and either the parent/guardian or the student may opt out of the screening at any time before or during the screening through written notification. Information provided by a student during a screening is confidential, except in instances of an immediate medical emergency or disclosure of the information provided is required by state law. The screening will be implemented in accordance with state and federal laws regarding student confidentiality, including applicable student record laws and regulations

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

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

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

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

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

## **Immunizations**

All students attending, enrolled, or registered to attend Wilmington Public Schools must present, in accordance with 105 C.M.R. 220, a copy of their certificate of immunization documenting their immunization records before they can attend school unless a waiver of this requirement has been granted based upon documented



medical need or sincere religious belief. Students with exemptions may be subject to exclusion during disease outbreaks.

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

For students in grade 11, a second dose of MenACWY (formerly MCV4) must be given on or after the student's 16th birthday and greater than 8 weeks after the previous dose; 1 dose is acceptable if it was given on or after the 16th birthday. Students who are 15 years old in Grade 11 are in compliance until they turn 16 years old.

## Contagious Diseases

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

| Disease                                    | Minimum Isolation period of patient                                                                   | Minimum period of quarantine of contacts                                                                                                                                                                                                                           |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chicken Pox                                | Until lesions have dried and crusted, or until no new lesions appear, usually by the fifth day        | Susceptible students and staff, who are not appropriately immunized or are without laboratory evidence of immunity or a reliable history of chicken pox, shall be excluded from school from the tenth through the 21 <sup>st</sup> days after their last exposure. |
| German Measles                             | No restrictions                                                                                       | No restrictions                                                                                                                                                                                                                                                    |
| Measles                                    | Four days from appearance of rash                                                                     | No restrictions                                                                                                                                                                                                                                                    |
| Mumps                                      | One week from onset of disease or until all swelling has subsided, whichever is sooner.               | No restrictions                                                                                                                                                                                                                                                    |
| Whooping Cough                             | Three weeks from the beginning of spasmodic cough                                                     | No restrictions                                                                                                                                                                                                                                                    |
| Scarlet Fever or Streptococcal Sore Throat | Twelve hours with antibiotic therapy as long as therapy is continued for a prescribed number of days. | No restrictions                                                                                                                                                                                                                                                    |

## Common Health Problems

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

## **Rights of Students with AIDS or HIV Infection**

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

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

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

A health care provider cannot disclose information about an individual's AIDS/HIV status without specific, informed, written consent of the individual.

## **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 may include: building-based general medical emergency plans, life-threatening allergy emergency plans, individual healthcare plans for all students diagnosed with LTA, Section 504 Plans 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.

## **STUDENT SURVEYS**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the District's conducting of surveys, collection, and the use of information for marketing purposes, and certain physical exams. These rights include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the

- school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old.

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

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

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

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

### Human Sexuality and Curriculum

Parents and guardians have the option to exempt their student from any portion of the curriculum dealing primarily with human sexual education or human sexuality issues. The District will not penalize a student for such an exemption. Parents or guardians opting to exempt their student must provide written notification to the Principal. To the extent practicable, instructional materials for such curriculum will be made reasonably accessible to parents/guardian, educators, school administrators, and others for review and inspection. M. G. L. c. 71, § 32A.

# TRANSPORTATION

## BICYCLES

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

## STUDENT DROP OFF AND PICK UP

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

Drivers shall not pass school buses when passengers are being picked up or discharged. Drivers must come to a full stop when approaching a vehicle that is displaying a "School Bus" sign and flashing front and rear red lights, and has stopped to let passengers off. See M. G. L. c. 90, § 14 (punishable by fines and loss of license for repeat violations).. With limited exceptions, Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M. G. L. c. 90, § 16B. While on school property, drivers, as well as passengers, must properly fasten safety belts.

## BUS SAFETY AND EXPECTATIONS

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

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

### *Overall Expectations:*

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

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

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

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

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

### Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal. The incident will be reported in writing to the parent concerned, with a copy to the Superintendent.
2. In cases 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 may be denied the student and the responsibility for transportation will then rest with the parent.

### Loading and Unloading at Bus Stop

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

## **STUDENT PARKING**

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

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

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

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

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

## **Safety and Wellness**

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

### **VISITORS/VOLUNTEERS**

The following guidelines to classroom and school visits should be followed:

Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we ask that such requests be made at least forty-eight (48) hours in advance to allow for proper arrangements to be made. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office. Under ordinary circumstances classroom observations will be discouraged during the first three weeks of school in September and during the month of June. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately. All volunteers must be CORI checked and have a valid fingerprint background check per M. G. L. c. 71, § 38R.

### **OBSERVATIONS OF STUDENT'S PROGRAM**

Observations of a student's current and/or proposed special education program may be conducted by a parent/guardian or their designee in accordance with M.G.L. c. 71B § 3. Parents/guardians must request an observation in advance and can submit the request to their Student's Team Chairperson, the Special Education Coordinator, or the Principal. Observers may be required to sign a non-disclosure form to protect student information. Observers shall be accompanied at all times by a school staff member.

### **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.

False alarms of fire, as well as tampering or meddling with the school's fire signal system, are crimes and violations of the school's code of conduct. In addition, tampering with any of the school's fire emergency alarms, extinguishers or any other related apparatus or emergency reporting devices may result in discipline. Failure to comply with the law or school policy may result in disciplinary action, including but not limited to long-term suspension from school.

### **Reports of Fires**

The Principal is responsible for immediately reporting any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the fire department. The Principal shall submit a written report to the head of the fire department. The report shall be filed without regard to the extent of the fire or whether there was a response by the fire

department.

### **Reports of Dangerous Weapons**

All staff shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors in turn shall file such weapon report with the Superintendent, who in turn shall file such report with the chief of police, DCF, the District's Office of Student Services, and the School Committee. The Superintendent, chief of police, DCF, and Office of Student Services, shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program in accordance with acceptable standards as set forth by the board of education. Upon completion of the program, a follow-up assessment shall be completed of the student by the Superintendent, chief of police, DCF, and Office of Student Services.

## **SEARCHES OF STUDENTS AND SCHOOL PROPERTY**

The Wilmington Public Schools has the right to inspect school property at its discretion, including a student's locker or desk, a school-issued laptop, school-issued email, and/or the student's use of the school's network.

### **Lockers/Desks**

If a locker or desk is issued to students by the Wilmington Public Schools, such lockers and desks are school property, and the school reserves the right to search them at any time. Students have no expectation of privacy in the contents of their lockers or desks.

1. Lockers and desks are the property of Wilmington Public Schools. The Wilmington Public Schools maintains control of all locks affixed to lockers. No other locks are permitted and such locks will be removed by school officials.
2. Students shall not have an expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
3. It is prohibited to store any items/substances in violation of any school rule or Federal, State, or Local law in a locker or desk.
4. Items/substances prohibited from being in school, including in lockers and desks, include but are not limited to: guns/knives/weapons (real or fake), drugs and/or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other item or material which may disrupt the educational environment or present a danger or threat of harm to students and/or school staff.

### **Electronic Devices**

School issued laptops, as well as any other devices issued by the Wilmington Public Schools, and the Wilmington Public Schools' network (including email), are the property of the Wilmington Public Schools, and students do not have an expectation of privacy as to their use of the school-issued devices laptop and/or network, including but not limited to, any information accessed, stored, or transmitted on, with, or during use of the school issued device or network.

### **Search of Students and Their Belongings**

1. A search of a student's person, personal possessions (including personal electronic devices), or automobile on school property, will only be performed by school administrators, where there exists reasonable suspicion that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the search prior to its implementation. A search of a student may extend to, but is not limited to: articles of clothing such as pockets; removal and search of outer garments such as hats/caps/head-gear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, backpacks, and personal electronic devices. The consent of the student or a parent/guardian shall not be required prior to conducting a search of a student or the student's belongings. Students found in possession of prohibited items or materials may be subject to disciplinary action and/or criminal prosecution.
2. If the student fails to comply with a search, the student may be detained until the student's parents, and, if necessary, the police, can arrive at the school. Students who impede or refuse to comply with a search may be subject to disciplinary consequences, including a short or long-term suspension from school.

In the event of a search of a student or their belongings, parents will be notified of the search and the results thereof as soon as practicable. Except under exigent circumstances, the school administrator will conduct searches in the presence of another adult. Any object or substance found which may be evidence of a crime will be given to the police. Objects or substances which may be evidence of a school rule violation, but not a crime, will be held by Wilmington Public Schools administrators, and, if deemed appropriate by the school administration, may be returned to the student's parents.

[Refer to School Committee Policy JIH](#)

## **USE OF DOGS TO SEARCH SCHOOL PROPERTY**

[Refer to School Committee Policy JIK](#)

Because the Wilmington Public Schools has the right to inspect school property at its discretion, the Principal of the Wilmington High School may permit law enforcement to search school property, including with the use of drug detection dogs. Individuals shall not be subjected to a targeted search by drug detection dogs.

### **Locker Rooms**

Students are not to enter a locker room that is not supervised by an adult, unless they have permission from a coach or staff member. While in the locker rooms, students are expected to follow all of the school rules and expectations, including the prohibitions against bullying and hazing.

## **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 referrals to private and community resources that may be accessed by the student or family. Parents are an important factor in helping the individual student and should be involved as soon as it is considered to be appropriate.

## **RESTRAINT OF STUDENTS**

The Wilmington Public Schools complies with the requirements of Massachusetts statutes and regulations governing the use and reporting of physical restraint and seclusion in schools. M.G.L. c. 71, § 37G; 603 CMR 46.00 (as amended effective August 17, 2026). Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

The Wilmington Public Schools recognizes that physical restraint of a student may be required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and is prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances.

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

No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior.

Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

In the event that a physical restraint is administered, the Principal will make reasonable efforts to notify the parents/guardians within twenty-four (24) hours of the restraint and shall provide the parents/guardians with a written Restraint Report within three (3) school days of the restraint. 603 CMR 46.06.



The use of medication restraint or mechanical restraint is strictly prohibited in Wilmington Public Schools. The use of prone restraint is prohibited except in accordance with the requirements of 603 CMR 46.03(1)(b).

Seclusion is also an emergency procedure of last resort. Seclusion is the involuntary confinement of a student alone in a room or area with or without adult supervision, from which the student is not permitted to leave. The term does not include: a classroom or school environment where, as a general rule, all students need permission to leave the room or area, such as to use the restroom; a behavior support technique that is part of the district's, school's or program's designated procedures for behavior support which involves the monitored separation of a student in an unlocked setting, from which the student is allowed to leave and it is implemented for the purpose of calming; or placing a student in a separate location within a classroom with others or with an instructor, so long as the student has the same opportunity to receive and engage in instruction.

Seclusion is strictly prohibited in Wilmington Public Schools except in accordance with the requirements of 603 CMR 46.07(2). In the event that emergency seclusion is utilized with a student, the Principal will make reasonable efforts to notify the parents/guardians within twenty-four (24) hours of the seclusion and shall provide the parents/guardians with a written report within three (3) school days of the emergency seclusion. Any space used for the emergency seclusion of a student shall meet the requirements of 603 CMR 46.07(1).

Time-out is a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed. Any space used for student time-out shall meet the requirements of 603 CMR 46.07(1).

The Wilmington Public Schools' procedures for the use of restraint and seclusion in District schools shall be made available to all parents/guardians and school staff members.

## **REPORTING OF SUSPECTED ABUSE AND/OR NEGLECT**

All school staff are mandated reporters. By law, information about child abuse and neglect must be communicated by school employees to the Massachusetts Department of Children & Families (DCF) according to DCF protocol, and/or to the Principal (or their designee), who in turn are responsible for notifying DCF according to DCF protocol. The duty to report is triggered when a mandated reporter, in their professional capacity, has reasonable cause to believe that a child is: (i) suffering physical or emotional injury resulting from abuse inflicted upon them which causes harm or substantial risk of harm to the child's health or welfare including, but not limited to, sexual abuse; (ii) suffering physical or emotional injury resulting from neglect including, but not limited to, malnutrition; (iii) a sexually exploited child; or (iv) a human trafficking victim, as defined by section 20M of chapter 233; provided, however, that an indication of prenatal substance exposure shall not solely meet the requirements of this section.

In schools, mandated reporters must fulfill their mandatory reporting duty by:

1. immediately making an oral report directly to DCF and then following up with a written report (which can be filed online, by fax, or mail) to the DCF local area office within 48 hours; or
2. immediately notifying the Principal (or their designee), in which case that individual becomes responsible for immediately making the oral report to DCF and submitting the written report (which can be filed online, by fax, or mail) to the DCF local area office within 48 hours.

A mandated reporter who works for a school *may* also choose to immediately notify both DCF and the person in charge of the school. In addition, mandated reporters may contact the police or the Office of the Child Advocate.

If a mandated reporter believes a child is in imminent danger, they should call 911 immediately. If school officials believe that criminal laws may have been violated, whether or not the violation is included under § 51A, they should report such matter to the police.

Any person, even if not a mandated reporter, may file a report with DCF if that person has reasonable cause to believe that a

child is suffering from, or has died as a result of, abuse or neglect.

Any suspected abuse or neglect of a person with a disability aged 18 and over must be reported to the Disabled Persons Protection Commission (DPPC), 300 Granite Street, Braintree, MA, 02184. Tel: (617) 727-6455..

The School Committee is responsible for informing teachers, administrators, and other professional staff of the reporting requirements for child abuse and neglect under M. G. L. c. 119, § 51A. See M. G. L. c. 71, § 37L.

The District is knowledgeable about this protocol and will ensure that staff are informed of their reporting obligations under M. G. L. c. 119, § 51A.

## **HAZING**

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

Hazing is prohibited and is a crime. Any student who violates the anti-hazing laws (M. G. L. c. 269, §§ 17-19) may be subject to discipline, including possible long-term suspension from school. The following is a copy of M. G. L. c. 269, §§ 17-19.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. 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 or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of 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 board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **BULLYING PREVENTION**

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

For complete information regarding bullying resources and procedures, please see the Wilmington Public Schools' Bullying Prevention and Intervention Plan.

### **I. Prohibition of Bullying and Retaliation**

The Wilmington Public Schools will not allow any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation. Schools will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. The Wilmington Public Schools will support this commitment in all aspects of our school community, including curriculum, instructional programs, staff development, extracurricular activities, and family involvement. Acts of bullying, which include cyberbullying, can occur in the following environments:

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

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

For purposes of District policies and the Bullying Prevention and Intervention Plan (BPIP) the following definitions shall apply:

**Bullying:** The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to the target or of damage to the target's property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include

cyber-bullying.

**Cyber-bullying** - bullying through the use of technology or any electronic communication, which 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. This includes related material(s) generated using Artificial Intelligence. Cyber-bullying also includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

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

For all applicable definitions, please see the [Wilmington Public Schools' Bullying Prevention and Intervention Plan](#)

## **II. Reporting and Responding to Bullying and Retaliation**

To support efforts to respond promptly and effectively to bullying and retaliation, the Wilmington Public Schools has policies and procedures in place for receiving and responding to reports of bullying or retaliation. These policies and procedures ensure that members of the school community – students, parents, and staff – know what will happen when incidents of bullying occur.

### ***A. Reporting Bullying and Retaliation***

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member must be recorded in writing. All employees are required to report instances of bullying or retaliation to the Principal or his/her designee as soon as they are made aware of or witness bullying or retaliation. Reports made by students, parents/guardians, or other non-employees may be made anonymously. The schools will make reporting resources, including the District's bullying reporting form, available to the school community in each school office and on the district's website.

At the beginning of each school year, schools will provide school staff with written notice of district policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the Principal or Principal's designee, will be included in each school's student handbook.

#### ***1. Reporting by Staff***

A staff member will report immediately to the Principal or Principal's designee when the staff member witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the Principal or Principal's designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with each school's policies and procedures for behavior management and discipline. A staff member may not submit an anonymous report of bullying.

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

The District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student or staff member to report it to the Principal or Principal's designee. Reports may be made

anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided a practical, safe, private environment to report and discuss an incident of bullying with a staff member, or with the Principal or Principal's designee.

### ***B. Promoting Safety for the Target and Others***

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation although such prior notice is not required. Notice will be consistent with state regulations at 603 CMR 49.00. Responses to promote safety may include, but not be limited to, creating a personal safety plan; predetermining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target, and altering the aggressor's schedule to limit or eliminate access to the target. The principal or his/her designee will take additional steps to promote safety during the course of and after the investigation as necessary.

The Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. The confidentiality of students and witnesses reporting alleged acts of bullying will be maintained to the extent possible given the school's obligation to investigate the matter.

The Principal or his/her designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or his/her designee will contact the target to determine whether there has been a recurrence of the prohibited conduct. If so, the principal or his/her designee will work with appropriate school staff to implement additional supportive measures immediately.

### ***C. Obligations to Notify Others***

#### ***1. Notice to Parents and Guardians:***

Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the target and the aggressor of the incident and of the investigation procedures. Said notice shall comply with the requirements of 603 CMR 49.00 and shall inform the parents of the target of their right to access the Department of Elementary and Secondary Education's Problem Resolution System (PRS) if dissatisfied with the investigation conducted.

#### ***2. Notice to Another School or District***

If the reported incident involves students from more than one school district, charter school, nonpublic school, approved private special education day or residential school, or collaborative school, the Principal or designee first informed of the incident will promptly notify the Principal or of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations and 603 CMR.

#### ***3. Notice to Law Enforcement***

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the Wilmington Police Department. Notice will be consistent with the requirements of 603 CMR 49.00 and the established Memorandum of Understanding between the Wilmington Public Schools and the Wilmington Police Department. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or designee shall contact the Wilmington Police Department if they have a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the Principal or designee will, consistent with the BPIP and applicable school or district policies and procedures, consult with the school resource officer, Wilmington Police Department, and other individuals the Principal or designee deems appropriate.

#### ***D. Investigation***

The Principal or Principal's designee will investigate all reports of bullying or retaliation and in doing so, will consider all information known, including the nature of the allegation(s) and the ages of the students involved. The investigation of the complaint of bullying shall, in most instances, be completed within fourteen (14) school days from the date of Principal's or designee's receipt of the report or complaint of bullying. Where, due to extenuating circumstances, the investigation cannot be completed within fourteen (14) school days, the Principal or designee shall provide written notice to the parents or guardians of the extension of the investigation timeline and identify an alternate date for the completion of the investigation. In the event that the investigation is extended for a period of time in excess of seven (7) additional school days, the Principal or designee shall contact the parents or guardians as to the status of the investigation on a weekly basis pending completion of the investigation and written notice of the Principal's or designee's findings and determinations.

During the investigation, the Principal or Principal's designee will, among other things, interview the alleged target, the alleged aggressor(s), student and staff, witnesses, and others as necessary. The Principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews will be conducted by the principal or his/her designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given the obligation to investigate and address the matter, the Principal or Principal's designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with District policies and procedures for investigations and for possible disciplinary action. If necessary, the Principal or designee will consult with the Superintendent, Assistant Superintendent, and/or the Director of Student Support Services regarding consultation with legal counsel pertaining to the investigation of the alleged report.

#### ***E. Determinations***

The Principal or Principal's designee will make a determination based on all of the facts and circumstances and the preponderance of evidence obtained through the investigation. If, after the investigation, bullying or retaliation is substantiated, the Principal or his/her designee will take reasonable steps to prevent recurrence and to ensure that the target is not restricted in participating in school or school activities. The principal or his/her designee will:

- Determine what remedial action is required; *and*
- Determine what responsive actions and/or disciplinary action is necessary.

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

The parents or guardians of both the target and alleged aggressor shall be contacted upon completion of the investigation and provided with written notice of the Principal's or designee's findings and determination relative to the complaint of bullying. All such notices shall comply with the requirements of Massachusetts regulations at 603 CMR 49.00. Due to the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directives that the target must be aware of in order to report violations.

#### ***F. Responses to Bullying***

The Wilmington Public Schools have incorporated a range of individualized strategies and interventions that may be used in response to remediate a student's skills and to prevent further incidents of bullying and/or retaliation.

##### ***1. Teaching Appropriate Behavior Through Skill-Building***

Upon the Principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior (M.G.L. c. 71, §37O(d)(v)).

Skill-building approaches that the principal or his/her designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curriculum;
- Providing relevant educational activities for individual groups of students, in consultation with school counselors and other appropriate school personnel;
- Implementing a range of academic and non-academic positive behavioral supports (PBIS) to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills-building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and/or
- Making a referral for evaluation.

## **2. Taking Disciplinary Action**

If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Wilmington Public Schools' BPIP, the school's code of conduct/student handbook, and applicable statutes and regulations. A student found to have engaged in bullying or retaliation may be subject to long-term suspension from school of up to ninety (90) school days. Members of a school's staff who have been found to have engaged in bullying or retaliation will be subject to employment related consequences including termination of employment.

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

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action consistent with the school's code of conduct/student handbook.

## **III. Collaboration with Families**

The Wilmington Public Schools BPIP includes strategies to engage and collaborate with students' families to prevent and respond to bullying. Resources for families and two-way communication are essential aspects of effective collaboration. Provisions for informing parents or guardians about the bullying prevention curricula used by the schools include:

- Information on how parents and guardians can reinforce the curricula at home;
- Facts about the dynamics of bullying; *and*
- Information to promote the ethical and responsible use of technology, online safety, and preventing cyberbullying.

Schools will collaborate with School Councils and other parent support organizations (PAC, SAC, SEPAC, etc.) as appropriate to create parent resource and information networks. Schools will join with these parent groups to offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used in schools.

Schools will annually inform families about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The schools will send parents written notice each year about the student-related sections of the Wilmington Public Schools BPIP and the Wilmington Network and Internet Acceptable Use Policy. All notices and information made available to families will be in hard copy and electronic formats and will be available in the family's native language as needed. The Wilmington Public Schools BPIP and related information will be posted on the district's website.

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

For further information, please contact Christine Murray, *Homeless Education State Coordinator* (christine.murray@wpsk12.com).

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

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

### **McKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The definition includes children and youths who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings as, a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- migratory children who qualify as homeless because they are living in circumstances described above.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian. If a student is homeless, or becomes homeless during the school year, he/she is encouraged to inform school administration. The McKinney-Vento Homeless Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records, or proof of residency, or have missed any enrollment deadlines.

Homeless students have the right to immediately enroll in the school district where they are temporarily residing or remain in their school of origin, and receive transportation. Homeless students are entitled to transportation to and from their school of origin. If the school of origin is in a different district, the districts will coordinate the transportation services and costs.

According to the student’s best interest, if a student becomes homeless or permanently housed during the school year, they have the right to remain in their school of origin with transportation, if needed, for the duration of homelessness or attend the public school in the area where they are actually living. 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 residing in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, with transportation, pending resolution of the dispute. The parent or guardian shall be informed of the school’s decision and their appeal rights in writing. The school’s liaison will carry out dispute resolution as provided by the process set forth by state and federal law and the Department of Elementary and Secondary Education.

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

The school’s liaison for homeless students and their families will 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 and the school’s



Homeless Education Policy, in such places where children receive services such as: schools, family shelters, and health clinics. The liaison will also help homeless families and youth access educational services and related opportunities for which they are eligible, including but not limited to Head Start, Even Start, and school nutrition programs.

For additional information regarding homeless students' rights and services, please contact the Principal or the School Homeless Liaison .

For further information, please contact Paul Ruggiero, *Homeless Education State Coordinator* (paul.ruggiero@)

42 U.S.C. 11301; DESE McKinney-Vento Homeless Education Assistance – Advisories

### **Educational Opportunities for Students in Foster Care**

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

#### **Best Interest Determination**

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

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

#### **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care. Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. If there are additional costs associated with transportation to maintain the student in in their school or origin, the district will provide the transportation if DCF agrees to reimburse the district, the district agrees to pay for the cost of such transportation, or DCF and the district share the cost. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the District. Accordingly, the District will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

### Immediate Enrollment

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

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

Every Student Succeeds Act; DESE *"Ensuring Educational Stability for Students in Foster Care – Guidance," Dated January 18, 2018.*

### Educational Opportunities for Children of Military Families

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of a school because of their parents/guardians being on active duty in the U.S. Armed Services, the school supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. See M. G. L. c. 15E.

The Interstate Compact on Educational Opportunity for Military Children applies to children of military families who are school-aged children, enrolled in kindergarten through 12th grade, and their parent is an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty, a member or veteran of the uniformed services who was severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement, or a member of the uniformed services who died on active duty or a result of injuries sustained on active duty for a period of one (1) year after death.

The following applies under the Interstate Compact on Educational Opportunities for Military Children:

Sending schools must send either official or unofficial records with the moving students and receiving schools must use those records for immediate enrollment and educational placement. Simultaneously, the receiving school must request official records and the sending school shall respond within 10 days with the records.

Immunization requirements of the school may be met within 30 days from the date of enrollment (or be in progress).

At enrollment, the receiving school shall allow student to continue at the grade level that is equal to grade level in sending state, regardless of age. If a student has completed the prerequisite grade level in the sending state, the student shall be allowed to enroll in the next highest grade level in the receiving state, regardless of age. If the student is transferring after school has started in the receiving state, the student shall enter the receiving school at the level validated by the sending state.

Receiving schools must initially honor placement of students in all courses from the sending school, if the courses are offered and space is available. Courses include but are not limited to vocational, career pathways, advanced placement, etc. Receiving school shall initially honor placement based on assessments and placements at sending school. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.

In compliance with federal law, special education students must be placed by the existing IEP, requirements of Section 504, and requirements of ADA, with reasonable accommodations in the receiving school. Receiving school is not precluded from

performing subsequent evaluation to make sure student is placed appropriately.

The school may, as deemed appropriate, waive prerequisites or other preconditions for all courses and programs.

Students shall have additional excused absences at the discretion of the school for visits with parents or legal guardians relative to leave or deployment.

An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living with the custodial parent/guardian without any tuition fee imposed, or the school in which the non-custodial parent or other person standing in loco parentis lives without any tuition fee imposed.

The student will be provided with the opportunity for inclusion in extracurricular activities regardless of deadlines as long as the child is otherwise qualified.

To facilitate on-time graduation, receiving school shall waive specific courses required for graduation if similar course work completed satisfactorily in sending district, or provide reasonable justification for any denial. If waiver not granted, and student would otherwise qualify to graduate from sending school, receiving school shall provide alternative means of completing required coursework so that graduation may occur on time.

If a high school student enrolls in grade 11 or later, the school may, in lieu of the MCAS, submit alternative evidence or information to DESE that the student has met Massachusetts competency determination graduation standard in each required content area (ELA, math, science, technology/engineering). Students in grade 11 are still eligible to participate in the spring MCAS if they wish to qualify for the Adams Scholarship or Koplik Certification.

If a student transfers at the beginning or during grade 12 and is ineligible to graduate from the receiving school after all of the alternatives in the Compact have been considered, the sending and receiving school shall ensure receipt of a sending school diploma if the student meets the graduation requirements of the sending school.

Interstate Compact on Educational Opportunity for Military Children; DESE Guidance on the Military Interstate Children's Compact Commission (MIC3), September 16, 2016.

### English Language Learners

Wilmington Public Schools is responsible for identifying (1) English learners (ELs, or multilingual students who require an English language education (ELE) program for academic success), and (2) Former English learners (FELs, or students who have exited the ELE program within the prior four academic years. As part of the enrollment process, parents/guardians complete a language survey to assess the language(s) in which the student interacts on a regular basis. When a language other than English is reported, the student participates in the WIDA Screener (or Alternate Screener) English language proficiency assessment. When a student enrolls on or before the first day of the academic year, Wilmington High School completes the assessment within thirty (30) days or within ten (10) days of when a student enrolls during the school year. At any time, a parent/guardian of a student enrolled at Wilmington Public Schools may request that the school assess the student's level of English proficiency. After completion of the English language proficiency assessment, Wilmington High School will notify the parent/guardian of the school's determination and the student's placement, and such information will be placed in the student's school record.

Students identified as English Learners (ELs) will be enrolled in an English Language Education (ELE) program, such as a sheltered English immersion program or an alternative that meets the requirements of federal and state law. Wilmington Public Schools will verify at the beginning of each school year that the teachers in the English learner program are properly

endorsed. Students with a disability are eligible for ELE programming, and ELs are eligible for special education if they meet the criteria.

Students have the right to enter into an ELE at any time. A parent/guardian may request to enroll or transfer their student into a specific ELE program offered by Wilmington Public Schools, and such requests will be reviewed by the Superintendent or his/her designee, and responded to within twenty (20) school days. Parents/guardians may also request that a specific ELE program be implemented. If twenty (20) or more students' legal parents/guardians request a specific language acquisition program to provide language instruction, Wilmington will respond in writing to the parents/guardians within (90) days with either a plan for implementation of the requested program or an explanation denying the request. Parents/guardians have the right to visit an ELE program. If advised to by the student's teacher or guidance counselor, the school may request, in writing, a program transfer of the student, with notice to the parents/guardians.

Wilmington Public Schools will not separate ELs from their English-speaking peers, except when programmatically necessary to implement an ELE program. ELs in any program will be taught to the same academic standards and curriculum frameworks as non-EL students and will be provided the same opportunities to master such standards and frameworks. ELs will have equal access to all educational programming and extracurricular activities offered by the school, for which they qualify, including non-core academic courses. English proficiency will not determine student participation in academic programs and services such as career education programs, counseling, special education, Section 504 Accommodation Plans, Title I services, athletics, electives, or performing arts, unless a particular program or advanced course requires English proficiency for meaningful participation. ELs will be awarded credit toward graduation. ELs will participate yearly in the statewide assessment system, WIDA ACCESS for ELLs (or ACCESS Alternate, as required by the Massachusetts Department of Elementary and Secondary Education to assess progress and attainment of English language proficiency will be administered each year. ELs have the right to receive counseling and guidance offered by the school in a language they can understand.

Once an EL's performance on the ACCESS assessment meets the criteria for exit, the student has demonstrated the ability to do regular school work in English, the student will no longer be designated as an English learner and will no longer receive direct English language instruction (ESL). Wilmington Public Schools will monitor the former English learners' (FELs') progress for four years and provide SEI support for academic language as necessary. During the monitoring time period, a former English learner may struggle to academic progress. If the progress-monitoring team determines that the lack of progress is due to English proficiency, the student may be redesignated as an English learner. Parents/guardians will be notified if the student is redesignated as an English learner.

A parent/guardian may decline an ELE program or withdraw their student from an ELE program in accordance with state and federal law. To do this, the parent/guardian must opt out of the program with yearly written notification.

When a parent/guardian selects the opt-out option, the student will no longer attend pull-out ESL classes, however, Wilmington High School content teachers will continue to provide instructional support to ensure the student has access to Massachusetts curriculum standards and opportunities to master academic content as afforded to their non-EL peers. Students whose parent/guardian has opted them out of the ELE program will continue to be designated as an English learner and participate in ACCESS for ELLs (or Alternate ACCESS) until scores have met the exit criteria.

M. G. L. c. 71A; 603 C.M.R. 14.00

## **PREGNANT STUDENTS**

[Refer to School Committee Policy JIE](#)

## **ELECTRONIC DEVICE USE POLICY**

[Refer to School Committee Policy JICJA](#) All electronic device use must comply with the District's Acceptable Use Policy

## **WHS Addendum**

Earbuds and headphones connected to any electronic device may not be used in classrooms during instructional time unless they are required by the teacher or identified as required accommodation under an eligible student's IEP or Section 504 Plan. Earbud use at any other time (passing time, lunch) is restricted to one ear. Headphones covering both ears are never permitted except as necessary accommodation proposed by a student's IEP or Section 504 Team. These restrictions are for the safety of our students.

The use of personal electronics to video or audio record in school or on school grounds without the approval of a school administrator is strictly prohibited. In addition, the surreptitious recording of another without that individual's knowledge and consent is a felony under Massachusetts law. Any student who uses an electronic device in an unlawful manner or who unlawfully shares inappropriate materials via phones, email, social media, or other electronic means may be subject to severe disciplinary action, including, but not limited to, out-of-school suspension, daily confiscation of electronic devices for the remainder of the school year, and/or any other disciplinary action as deemed appropriate by school administration, and/or referral to law enforcement.

## **ELECTRONIC DEVICES IN LOCKER ROOMS AND BATHROOMS**

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

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

## **ACCEPTABLE USE POLICY**

### **1. Purpose**

The purpose of the Acceptable Use Policy (AUP) is to establish the acceptable use of information technologies in the Wilmington Public Schools (WPS) including but not limited to the District's devices and network in order to benefit the students, parents and staff of Wilmington and better our learning community. Any use of the District's information technologies must abide by the policies of the Wilmington Public Schools, including this policy, and applicable state and federal law. Any violation of this policy may result in loss of privilege to use the District's information technology and/or disciplinary sanctions. A user also violates this policy by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the District's information technologies.

Any information technology issued or owned by the District, including but not limited to any device issued by the Wilmington Public Schools and the Wilmington Public Schools network (including email), are the property of Wilmington Public Schools, and students do not have an expectation of privacy as to their use of the information technology, including, but not limited to, any information accessed, stored, or transmitted on, with, or during use of the information technology.

The Wilmington Public Schools reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of its information technology, including Internet access and use while using school devices or the school network, and any and all information accessed, stored, transmitted, or received in connection with such usage. All information files on a school information technology shall be and remain the property of Wilmington Public Schools. Further, a user violates this policy if he or she permits another to use his or her account or password to access the District's information technology, including any user whose access has been denied or terminated.

Use of the Wilmington Public Schools information technology must support education and research purposes. Use of the Wilmington Public Schools information technology in violation of this policy or any other provision of this Handbook is prohibited.

WPS encourages the use of information technology in our schools and the public at large. The District believes that the understanding and proper use of these technologies enhance learning and help our student population develop into productive and responsible citizens. Understanding information technologies can help to create lifelong learners who conduct themselves responsibly and ethically. These technologies will be used to increase efficiency, collaboration, communication, critical thinking and creativity.

## **2. General Statement of Policy**

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

## **3. Implementation of this Policy**

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

## **4. Definitions**

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

**Student:** Any individual currently enrolled in the WPS.

**The District:** The Wilmington Public Schools and its staff.

**The Committee:** The Wilmington School Committee and its members.

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

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

**Users:** Any person using the District's information technologies

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

## **5. Unacceptable Uses**

- a. Users will not use the District's information technology 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 - this includes related material generated using Artificial Intelligence;
  - 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 send inappropriate and unsolicited information through "Spamming".
- c. Users will not use the District's information technology to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks or bullying.
- d. Users will not use the District's information technology to engage in any illegal act or violate any local, state or federal statute or law, or District policy or code of conduct.
- e. Users will not use the District's information technology for political campaigning.
- f. Users will not vandalize District information technology nor use the District's information technology

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 attempt to override or circumvent security restrictions or other settings to “hack” or gain access to files, devices, or systems.
- 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 information technology 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 information technology requests must go through the District’s Office of Information Technology Work Order System.]
- g. Users will not use the District’s information technology 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.
- h. Users will not attempt to gain unauthorized access to the District’s information technology or any other system through the District’s information technology. Users will not attempt to log on through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual’s user logon and password is not permitted.
- i. Users will not use the District’s information technology 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.
- j. Users will not impersonate or attempt to impersonate another individual on any social media platform.
- k. Messages, files and records on the District’s information technology may not be encrypted in such a way that the Office of Information Technology cannot access them without the permission of appropriate administrative school authorities.
- l. Users will not use the District’s information technology 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.
- m. Users will not use the District’s information technology for unauthorized commercial purposes or for personal financial gain unrelated to the mission of the District. Users will not use the District’s information technology to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
- n. 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. Users will not store confidential or sensitive school information on portable external electronic storage media. Portable external electronic storage media includes but is not limited to USB or flash drives, CDs, removable hard drives.
- o. Users will not use online proxy services to negate or otherwise bypass District Internet content filtering.
- p. Users will not utilize District information technology to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.
- q. 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.
- r. 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. Users will not share accounts or account information.

- s. Users will not save any inappropriate files to any part of the system, including but not limited to:
  - i. Music files
  - ii. Movies
  - iii. Video games of all types, including ROMs and emulators
  - iv. Offensive images or files
  - v. Programs which can be used for malicious purposes
  - vi. Any files for which you do not have a legal license
  - vii. Any file which is not needed for school purposes or a class assignment

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

WPS works diligently to comply with COPPA requirements. WPS does not collect student personal information in order to transmit such information directly to online entities for the purpose of creating web-based accounts.

#### **7. Public Records**

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

#### **8. Content Filtering**

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

#### **9. Monitoring and Limited Expectation of Privacy**

By authorizing use of the School District information technologies, the District does not relinquish control over devices, network, and/or content or data transmitted or stored on the network or contained in files. Users should have no expectation of privacy in District information technologies, including but not limited to District devices or any device accessing the District's network.

1. The WPS monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks.
2. The WPS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the WPS.
3. 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.
4. 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.
5. 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.
6. 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 information technology.



#### **10. Limitation on School District Liability**

Use of the District's information technology 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 information technology. The District will not be responsible for financial obligations arising through unauthorized use of the District's information technology or the Internet.

#### **11. Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

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

The District incorporates its Social Media Policy (School Committee Policy IJNDD) into this Acceptable Use Policy.

### **GENERATIVE ARTIFICIAL INTELLIGENCE (AI) GUIDELINES**

Wilmington Public Schools (WPS) recognizes the impact generative artificial intelligence (AI) has on our staff, students, and community. As an organization, the staff is encouraged to explore generative AI systems to enhance student learning and development and also educate students about these systems, including the uses of, limitations of, and legal and ethical issues associated with such systems. Understanding the benefits and limitations of generative AI is crucial to supporting students as they learn the skills needed in today's social and technological landscape. These guidelines have been developed to show responsible generative AI usage which addresses data privacy concerns, terms of use, and academic honesty. To view the full guidelines, please view the [Generative AI Guidelines page](#), which will be maintained and updated by the Office of Information Technology.

## **Student Discipline**

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

### **DISCIPLINARY POLICIES**

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

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

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

The Principal, and, where permitted, a designee of the Principal, are responsible for the enforcement of the student expectations and regulations of the school. When a disciplinary action is warranted, the Principal or the Principal's designee, may consider many factors including but not limited to the seriousness of the incident, the student's past disciplinary record, and the amount of disruption caused to the school. The Principal or Principal's designee reserve the right to ultimately decide the disciplinary action when an infraction occurs. All students will be provided with the due process afforded under applicable laws and regulations prior to a suspension in or out of school or expulsion.

#### **General Guidelines for Compliance with School Regulations:**

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

### **DISCIPLINE**

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

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

end of the day

- **Out-of-School Suspension (OSS):** removal from school building, classes, and activities for a set period of time determined by the administrator.
- **\*Expulsion:** The removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½. Expulsion is imposed in very limited situations and only as permitted under M.G.L. c. 71, §§ 37H or 37H½.

It should also be noted that a student may be suspended from participating in activities which occur outside of the school day. Any student who has an excessive number of violations of the student code of conduct for any reason may be excluded, or barred by the school administration from participating in any or all school-related or school-sponsored activities including but not limited to, athletic contests, dances, proms, graduation, or field trips. Such exclusions from extracurricular activities are not subject to the due process procedures set forth below or Massachusetts regulations. 603 CMR 53.11. The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

In compliance with 603 CMR 53.14, the Wilmington Public Schools will collect and annually report data to the Department of Elementary and Secondary Education (DESE) regarding suspensions, expulsions, and emergency removals, access to education services, and other information deemed necessary by DESE in the form and manner determined by DESE. The Principal will periodically review discipline data by selected student populations, including but not limited to race and ethnicity, English language learner status, disability status, gender, and socioeconomic status, and assess the extent of removal, its impact on such selected student populations, and whether to modify disciplinary practices.

## Student Due Process Procedures

Student disciplinary offenses that may result in suspension or expulsion are subject to certain due process rights and procedures. The following sections provide you with information about these rights.

Suspensions and expulsions of students shall be imposed in compliance with constitutional, statutory, and regulatory requirements, including M. G. L. c. 76, §17; M. G. L. c. 76, §21; M. G. L. c. 71, §37H; M. G. L. c. 71, §37H 1/2; and M. G. L. c. 71, §37H ¾, and 603 CMR 53.00. The Principal, and/or a designee, where permitted, may exercise their discretion to impose suspensions and expulsions for school rules violations within the limitations and the due process provisions sets forth.

1. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, OR ASSAULT OF SCHOOL STAFF AND/OR FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY/FELONY DELINQUENCY (M.G.L. c. 71, § 37H and M.G.L. c. 71, § 37H ½ - also referred to as “statutory offenses.”)

- *Interim Short Term Disciplinary Removal:* In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H, or is subject to suspension or expulsion in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the Principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the Principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student's long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student's interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student's possible long-term suspension or expulsion, the student and the student's parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
- *Disciplinary Sanctions and Appeals:* Except where a short term interim removal has been imposed, prior to the imposition of any disciplinary sanction that might result in the student's suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, assault on school staff and/or due to a felony charge, the student and the parents/guardians will be given written notice in English and in the primary language of the student's home of a Principal's hearing at which the student and

parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student's defense. Following this hearing, a written decision will be issued.

Under M. G. L. c. 71, § 37H, a student only has the right to appeal if the student has been expelled although students suspended in excess of ten (10) consecutive days in accordance with M.G.L. c. 71, § 37H will also be permitted to appeal their long-term suspension to the Superintendent. The student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term suspension or expulsion from school to the Superintendent. The student will have the right to counsel at a hearing before the Superintendent and the subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of M. G. L. c. 71, § 37H. For exclusions imposed pursuant to M.G.L. c. 71, § 37H ½, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the superintendent. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on the student's behalf, and shall have the right to counsel (at private expense). The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Wilmington Public Schools with regard to the student's suspension or expulsion. Pending the outcome of any such appeals, the disciplinary sanction imposed by the Principal shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½.

NOTE: All proceedings conducted in accordance with M.G.L. c. 71, §§ 37H and 37H ½ shall be conducted by the Principal and may not be delegated to a designee. All appeals of suspensions or expulsions imposed by the Principal in accordance with M.G.L. c. 71, §§ 37H and 37H ½ shall be conducted by the Superintendent and may not be delegated to a designee.

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

Applicable Definitions:

**Expulsion:** The removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or
- (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½.

**In-School Suspension:** The means removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

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

imposed.

**Parent:** A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

**Principal :** The instructional administrative leader of the school or their designee for purposes of school disciplinary matters.

**School-wide Education Service Plan:** The document developed by a school or the District, in accordance with M.G.L. c. 76, §21, which includes a list of education services available to students who are expelled or suspended from school for more than ten (10) consecutive days.

**Short-term Suspension** The removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Superintendent:** The Superintendent of the Wilmington Public Schools or their designees for purposes of a disciplinary appeal hearing conducted in accordance 603 CMR 53.00.

**Suspension** means short-term suspension and long-term suspension unless otherwise stated.

#### Applicable Due Process Procedures (Non-Statutory Offenses):

In every case of student misconduct for which suspension may be imposed, the Principal and/or Superintendent or other person acting as a decision-maker at a student meeting or hearing shall first consider ways to re-engage the student in learning and shall not use suspension from school as a consequence until alternative remedies have been tried and documented, except as follows: (1) where said decision-maker documents specific reasons why alternative remedies are unsuitable or counterproductive; or (2) where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm to another person while in school. Alternative remedies may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem solving.

##### i. In-School Suspension

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension, the Principal shall inform the student of the disciplinary offense(s) of which the student is accused and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days cumulatively or consecutively in the school year.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension. The Principal shall further send written notice to the student and parent about the in-school suspension, including the reason for and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10 (4), if such meeting has not already occurred. The Principal shall deliver such notice on the day on which the suspension is to be served by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

##### ii. Out-of-School Suspension

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

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the Principal shall provide oral and written notice of the charges, the potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the Principal, to contest the charges against the student and to provide evidence, including mitigating facts, and witnesses in the student's defense. If the student may be subject to long-term suspension for school rules violations, the Notice shall further inform the parent/guardian and student of the following additional rights:

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

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

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

#### Short-term Suspension Hearing

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

Based on the evidence and information presented, including mitigating circumstances, the Principal shall determine whether there is a preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed. In accordance with the requirements of M.G.L. c. 71, § 37H3/4, and 603 CMR 53.05, the Principal shall, when acting as the decision-maker at a disciplinary hearing to consider a student's possible short-term or long-term out-of-school suspension for violations of school rules other than offenses involving drugs, weapons, assaults on school staff, and/or felony offenses, first consider ways to re-engage the student in the learning process. The Principal or designee shall not suspend the student from school on a short-term or long-term basis under such circumstances until alternative remedies have been employed and their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm (physical and/or psychological) upon another person while in school. Alternative remedies for the purposes of these requirements may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The Principal shall provide written notice to the student and parents/guardians of the Principal's findings and determination and the reasons therefor, and, if the student is suspended, the type and duration of the suspension and of the student's opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice of hearing.

In the event of a short-term or long-term out-of-school suspension of a student in grades K-3, the Principal shall also send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

#### Long-term Suspension Hearing

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

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

If the student is suspended for more than ten (10) consecutive school days for a single non-statutory infraction or for more than ten (10) school days cumulatively for multiple non-statutory offenses in any school year, the notice will include written notification of the right to appeal to the Superintendent.

#### Emergency Removal for Non-Statutory Offenses (603 CMR 53.07)

The Principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4, the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption presented. The emergency removal shall not exceed two (2) school days following the day of the emergency removal. In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

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

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

#### Appeals (M.G.L. c. 71, § 37H3/4)

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

The Superintendent or a Superintendent's designee will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of the student's written appeal. The time may be extended by up to seven (7) calendar days if requested

by the parent(s)/guardian(s). The Superintendent's appeal hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/ guardian(s). The Superintendent shall be presumed to have made a good faith effort if the superintendent has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

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

In considering said the student's appeal and the sanctions for the violation(s) of school rules found to have occurred, the Superintendent/designee shall not impose/uphold a suspension from school as a consequence until alternative remedies have been tried, except:

- (1) where the Superintendent or designee documents specific reasons why alternative remedies are unsuitable or counterproductive; or
- (2) where the Superintendent or designee determines that the student's continued presence in school would pose a specific, documented concern about the infliction of serious bodily injury or other serious harm to another person while in school.

The Superintendent's appeal decision shall constitute the final decision of the Wilmington Public Schools.

### **Educational Services during Removals and School-Wide Education Service Plan – M.G.L. c. 76, § 21**

Students who are suspended from school for ten (10) or fewer consecutive school days have the opportunity to make academic progress during the period of suspension, to independently complete their regular assignments, and to make up assignments, tests, and quizzes missed due to the suspension, so as to continue to make academic progress and to earn credits toward their promotion/graduation.

Students who are expelled or suspended from school in excess of ten (10) consecutive school days shall have the right to access services through the District to ensure their continued academic progress and earning of credits toward the student's promotion or graduation. The Wilmington Public Schools has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than ten (10) consecutive school days. Upon selection of an available alternative educational service by the student and the student's parents/guardians, the school shall facilitate and verify the student's enrollment in the service.

In addition to the above educational services provisions applicable to all District students, students who have been found eligible for special education services must be provided with a free appropriate public education as of the 11<sup>th</sup> cumulative day of disciplinary removal in a school year.

### **Student Discipline and Students with Disabilities**

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

- Students who have been found eligible for special education services under the IDEA.
- A Student who the school district knows or has reason to know might be eligible for special education services.
- The school is deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the



direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability.

- Students who have been found to have a mental or physical impairment that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act.

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

If a request is made for an evaluation of a student's eligibility for special education services during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services beyond those to which the student may be entitled to under M.G.L. c. 76, §21.

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

Students with disabilities may be excluded from their programs for ten (10) school days or less in the school year to the extent that such disciplinary sanctions would be applied to all students. Within ten (10) school days of any decision to exclude a student with a disability from their program for more than ten (10) consecutive days in a given school year or to impose a disciplinary sanction that would result in a disciplinary change in placement for a student with a disability, building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination).

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

## **DISCIPLINE CHART / CODE OF CONDUCT**

The following chart provides a non-exhaustive list of violations with general guidelines for potential disciplinary sanctions for student misconduct. Ultimately, the Principal, and when permitted, the Principal's designee, has the discretion to impose sanctions they feel are appropriate and the school administration reserves its authority to impose sanctions in excess of those set forth below for egregious, severe and/or repeat offenses.

| Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Detention | Suspension                                                                                                      | Other or Further Action                                                                                                                      |
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| <b>Acceptable Use Policy Violation</b><br>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. Please refer to the Safety and Wellness Section of the Handbook - ACCEPTABLE USE POLICY p. 23-27                                                                                                            |           |                                                                                                                 | Please refer to the Safety and Wellness Section of the Handbook - ACCEPTABLE USE POLICY p. 23-27                                             |
| <b>Assault of a Staff Member</b><br>Any student who assaults principal, assistant principal, teacher, educational assistant, substitute teacher or other school personnel on school premises, on a school bus, or at school-sponsored or school related events, including athletic games and field trips, will be suspended for a minimum of ten (10) days and may be subject to expulsion.<br>Please note that the definition of "assault" may include not only <i>harmful or offensive contact</i> , but also <i>threatening such contact</i> , either verbally or via any social media platform.<br>Parents will be notified. The Wilmington Police department will be notified and will be provided with a complete report of the assault.                                                                                                                                                                                                                                                                                                      |           | Interim short-term OSS<br><br>Long-Term OSS<br><br>Possible Expulsion<br><br>Please refer to M.G.L. c. 71, §37H | Referral to proper authorities                                                                                                               |
| <b>Assault of a Student</b><br>Any student who assaults another student on school premises, on a school bus, or at school-sponsored or school related events, including athletic games and field trips, may be suspended on a short-term or long-term basis and may be subject to additional discipline, including, but not limited to, being restricted from further participation in activities/events.<br>Please note that the definition of "assault" may include not only <i>harmful or offensive contact</i> , but also <i>threatening such contact</i> , either verbally or via any social media platform.<br>Parents will be notified. The Wilmington Police department will be notified and will be provided with a complete report of the assault.<br>Also, a student assault is considered to be different from fighting. The difference is that the assault is when one student engages in physical aggression without an aggressive response from the other student, and fighting is when both students engage in physical aggression. |           | ISS<br><br>Short-term OSS<br><br>Long-term OSS                                                                  | Referral to proper authorities<br><br>Bullying/Harassment Investigation<br><br>Possible additional consequences including loss of privileges |
| <b>Building Safety Violation</b><br>Wilmington High School is committed to providing a safe environment for all staff and students. Any student(s) who engage in any activity that would potentially interfere with the safety of the school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | ISS                                                                                                             | Referral to proper authorities<br><br>Possible additional consequences including loss of privileges                                          |

| Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Detention                                                                                               | Suspension                                                  | Other or Further Action                                                                                                                         |
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| community will be held responsible. These activities include, but are not limited to, communicating a violent threat toward Wilmington High School, admitting unauthorized person(s) into the building, using an unauthorized entrance /exit during school hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                         | Short- term OSS<br>Long- term OSS                           |                                                                                                                                                 |
| <b>Bullying/Cyberbullying/Retaliation</b><br>The Wilmington Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subject to harassment, intimidation, bullying, or cyber-bullying. In accordance with the requirements of M.G.L. c. 71, § 370, the Wilmington Public Schools has developed a Bullying Prevention and Intervention Plan (BPIP). The complete BPIP can be found on the Wilmington Public Schools website.<br>Please refer to the Safety and Wellness Section of the Handbook - BULLYING PREVENTION p. 13-17                                                                                                                                                                                                                                                                                                                                 | Consequences range from a reprimand to long-term OSS depending upon the severity of the violation.      |                                                             | Possible referral to proper authorities<br><br>Please refer to the Safety and Wellness Section of the Handbook - BULLYING PREVENTION p. 13-17   |
| <b>Bus Code of Conduct</b><br>Please refer to the Student Services Section of the Handbook : TRANSPORTATION p.83                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                         | ISS<br><br>Short- term OSS<br><br>Long- term OSS            | First Offense: Warning<br><br>Second Offense: Suspension of transportation privileges<br><br>Third Offense: Denial of transportation privileges |
| <b>Cafeteria</b><br>The cafeteria is open to students for breakfast and lunch. All food and drink must be consumed in the cafeteria or courtyard. No food or drink, except for water, is allowed in any other part of the building.<br><br>All students are responsible for cleaning up their spaces after they have finished eating in order to provide a clean place for other students coming in to have lunch.<br>Students refusing to clean by leaving their trays and papers/bottles will serve 2 days detention.<br><br>Students are also expected to conduct themselves in a proper manner.<br>Students who refuse to cooperate with any professional staff member on assigned duty in the cafeteria may be assigned consequences of up to 3 days of ISS.<br>Students throwing food in the cafeteria may be assigned up to 3 days of OSS.<br><br>The length of time for any suspension shall be determined by the assistant principal based on the specifics of the incident. | Refusal to clean area: 2 days detention                                                                 | Refusing to cooperate: ISS<br>Throwing food: Short-term OSS |                                                                                                                                                 |
| <b>Cheating/Plagiarism</b><br>Please refer to the Student Rights and Responsibility Section of the Handbook: ACADEMIC INTEGRITY p. 40-41                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                         |                                                             | Consequences of Cheating and Plagiarism are listed on p. 41                                                                                     |
| <b>Class Cut / Leaving class early without pass/permission</b><br>Regular class attendance is necessary in order for a student to maintain an active role in the learning process. Students are expected to be present in their assigned classes unless the student has a pass to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | First Offense: One (1) day detention<br>Second Offense: Three (3) days detention<br>Third offense: Five |                                                             | Student receives a "0" for work missed and no opportunity for make-up                                                                           |

| <b>Violation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Detention</b>                                                               | <b>Suspension</b>                                                                          | <b>Other or Further Action</b>                                                                                                                                                                                               |
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| meet with a counselor or an administrator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (5) days detention                                                             |                                                                                            |                                                                                                                                                                                                                              |
| <b>Cut Office Detention</b><br>A student is expected to serve detention as assigned by the administrator. Detention is assigned as a means for the student to gain an understanding of the violation and serve additional time after school as a result of the violation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | First Offense:<br>Additional days detention as determined by the administrator | Second Offense:<br>ISS<br>Third offense:<br>Short-term or long-term OSS                    |                                                                                                                                                                                                                              |
| <b>Disrespect Toward Staff</b><br>Behavior, gestures, or speech which demonstrate a lack of respect for any staff member will result in consequences. Consequences will be based upon the circumstances and the student's overall discipline record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | First Offense: 2 Days Detention                                                | Second Offense:<br>possible short-term OSS<br><br>Third Offense:<br>possible long-term OSS | Possible additional consequences<br><br>Apology, as appropriate                                                                                                                                                              |
| <b>Disruption of School or Classroom Environment</b><br>All students are expected to attend school and their classes, and any school-sponsored event including field trips and athletic events and maintain appropriate behavior. Any student who willfully creates a disturbance or disruption within the school building or at any school-sponsored event will be suspended, in or out depending on the circumstances and the student's overall discipline record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | First Offense: Up to five (5) detentions                                       | Second Offense:<br>Short-term OSS<br><br>Third offense:<br>Short-term or long-term OSS     | Conference with parent and Teacher (if applicable) <ul style="list-style-type: none"> <li>Possible loss of privileges</li> </ul>                                                                                             |
| <b>Dress Code</b><br>The administration of WHS respects the students' rights to choose their manner of dress. However, clothing or accessories that distract or detract from the educational mission of WHS are not allowed. Clothing choices may not pose a safety hazard and must comply with state and local health laws, such as wearing footwear. Head coverings must not obscure a student's identity or interfere with their view or ability to learn, except for religious or health reasons that are verifiable.<br>WPS is committed to preparing students to become successful and productive members of their community and beyond. We encourage our students to take pride in their personal appearance and, in doing so, set the following expectations of student dress at WPS: <ul style="list-style-type: none"> <li>Students may not wear clothing or accessories that display language, pictures, or symbols that are profane, sexually suggestive, or endorse products that are illegal or that promote violence.</li> <li>Students may not wear clothing that poses a safety hazard, such as metal chains or spikes.</li> </ul> |                                                                                |                                                                                            | 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. |
| <b>Drug/Alcohol Possession</b><br><b>Under the Influence of Drugs/Alcohol</b><br>Please refer to Student Discipline Section of Handbook - CHEMICAL HEALTH REGULATIONS p. 61                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                | OSS (short-term or long-term)<br><br>Expulsion (possession of controlled substance)        | <ul style="list-style-type: none"> <li>Possible additional consequences including loss of privileges</li> <li>Please refer to MGL c. 71, § 37H</li> </ul>                                                                    |
| <b>Electronic Device Policy Violation</b><br>Please refer to Safety and Wellness Section of Handbook - ELECTRONIC DEVICE USE POLICY p. 19-22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                | ISS                                                                                        | <ul style="list-style-type: none"> <li>Confiscation of device</li> <li>Possible additional consequences including suspension and</li> </ul>                                                                                  |

| Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Detention                                                                                      | Suspension                                                              | Other or Further Action                                                                                                                    |
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| <b>ADDENDUM:</b><br>Earbuds and headphones connected to any electronic device may not be used in classrooms during instructional time unless they are required by the teacher.<br>Earbud use at any other time (passing time, lunch) is restricted to one ear. Headphones covering both ears is never permitted. These restrictions are for the safety of our students.<br>Any student who uses an electronic device in an unlawful manner or who unlawfully shares inappropriate materials via phones, email, social media, or other electronic means may be subject to severe disciplinary action, including, but not limited to, ten days of out-of-school suspension, daily confiscation of electronic devices for the remainder of the school year, and/or any other disciplinary action as deemed appropriate by school administration. |                                                                                                | Short- term OSS<br><br>Long- term OSS                                   | notification of proper authorities                                                                                                         |
| <b>Failure to Identify</b><br>Every student is expected to provide a staff member with the student's correct name if asked. Failure to do so will result in consequences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | First Offense: 2 Days Detention                                                                | Second offense: ISS<br><br>Third Offense: OSS                           |                                                                                                                                            |
| <b>Failure to Sign In when Tardy to School</b><br>All students are to sign in at the security desk or at the tardy table when arriving at school with not enough time to be in class at the 7:40 bell. Any student not complying will be subject to consequences which includes an unexcused tardy or absence if the student arrives late enough to miss classes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                | First Offense: ISS<br><br>Second Offense: ISS<br><br>Third offense: OSS | (Refer "Class Cut.")                                                                                                                       |
| <b>Fighting/Physical Altercation</b><br>Fighting will not be tolerated in the school building, on school premises, or at any school-sponsored event. Students participating in a fight will be subject to consequences. A student who considers himself to be in need of protection should seek the help of a teacher, administrator, or any other adult. Many times a fight starts well before physical contact is made. A physical altercation may be averted if a student reports that there is a potential for a physical altercation.                                                                                                                                                                                                                                                                                                    |                                                                                                | Short- term OSS<br><br>Long- term OSS                                   | Possible additional consequences                                                                                                           |
| <b>Forgery</b><br>A student generating any type of correspondence (electronic or paper) in the name of another person or persons will be subject to consequences. The correspondence may be an absence, tardy or dismissal note, an email in a parent's name, a corridor pass, or any class or school document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Five (5) days detention                                                                        | Short- term OSS<br><br>Long- term OSS                                   |                                                                                                                                            |
| <b>Harassment/Discrimination</b><br>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<br>Harassment in any form or for any reason is absolutely forbidden. This includes harassment by                                                                                | Consequences range from a reprimand to a long-term OSS depending upon the violation committed. |                                                                         | Please refer to the Safety and Wellness Section of the Handbook - NON-DISCRIMINATION STATEMENT AND HARASSMENT GRIEVANCE PROCEDURES p. 8-12 |

| Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Detention                                         | Suspension                                                                                             | Other or Further Action                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> <p>Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements. Please refer to the Safety and Wellness Section of the Handbook - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES p. 8-12</p> |                                                   |                                                                                                        |                                                                                                                                |
| <p><b>Hate Crime</b><br/>Massachusetts General Law defines "hate crime" as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed act motivated, at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice or which otherwise deprives another person of his constitutional rights by threats, intimidation, or coercion or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.<br/>Any activity which meets the Massachusetts General Law definition of a "hate crime" will result in up to 10 days OSS and will be referred to the proper authorities.</p>                                                                                        |                                                   | <p>Short- term OSS</p> <p>Long- term OSS</p>                                                           | <p>Referral to proper authorities.<br/>Possible expulsion in accordance with M.G.L. c. 71, § 37H1/2.</p>                       |
| <p><b>Hazing</b><br/>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.<br/>WPS does not tolerate hazing. Hazing is any conduct or method of initiation into any student organization or sports team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. A list of examples of prohibited conduct may be found on p. 12 of the Handbook (Safety and wellness Section - HAZING). These examples are taken from MGL Ch 269 s 17.<br/>The prohibition of hazing applies wherever and whenever the conduct occurs.</p>                                                    |                                                   | <p>Short- term OSS</p> <p>Long- term OSS</p>                                                           | <p>Referral to proper authorities</p> <p>Please refer to the Safety and Wellness Section of the Handbook - HAZING p. 12-13</p> |
| <p><b>Inappropriate Behavior</b><br/>A student engaged in any behavior, not defined elsewhere, that is disruptive to the classroom or school environment, or makes a staff member or student feel uncomfortable, or does not follow any prescribed protocol or expectations will face consequences. Both the circumstances and the student's overall record will be considered when consequences are imposed.<br/>Some examples of such behavior include, but are not limited to, yelling in the halls, throwing food in the cafeteria, leaving class without a pass, leaving the cafeteria during lunch without permission.<br/>All consequences for any behavior that is considered</p>                                                                                                                                                                                | <p>As deemed appropriate by the administrator</p> | <p>As deemed appropriate by the administrator</p> <p>May include:</p> <p>ISS</p> <p>Short-term OSS</p> | <p>As deemed appropriate by the administrator</p>                                                                              |

| Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Detention                                                                                                     | Suspension                                                                                                                                                                                                                                                                                                | Other or Further Action                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| insubordinate and has not been defined elsewhere will be determined by school administrators, based on the severity of the action and its outcome.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                               | Long-term OSS                                                                                                                                                                                                                                                                                             |                                                                                                                                  |
| <b>Flex Block Protocol Violation</b><br>Please refer to Student Rights and Responsibilities Section of Handbook - Flex <b>Block</b> PROTOCOLS AND EXPECTATIONS p. 44                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | First Offense: 1 day detention<br><br>Second Offense: 2 days detention<br><br>Third Offense: 3 days detention |                                                                                                                                                                                                                                                                                                           | Beyond the third offense the student will lose Flex Block privileges for a period of time as deemed appropriate by administrator |
| <b>Possession/Use of Weapon</b><br>Possession/use of any kind of weapon or object, included, but not limited to a gun or knife, which has the potential of causing bodily harm is strictly forbidden in the school building, on school grounds, on school buses, or at any school sponsored event. If a student is observed to be in possession of any type of weapon, simulated weapon, or dangerous object, these items will be confiscated and proper authorities will be notified. The student in possession will be suspended for a minimum of 10 days and may be subject to expulsion.<br>Please refer to MGL c. 71, § 37H                                                                                                      |                                                                                                               | Short-term OSS<br><br>Long-term OSS<br><br>Expulsion                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Referral to proper authorities</li> </ul>                                                 |
| <b>Profanity Toward Staff</b><br>Any use of profanity directed toward any adult in the school building, on school premises, or at any school-sponsored event is forbidden. Students directing profanity toward an adult will be suspended for a minimum of 2 days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                               | ISS<br><br>Short-term OSS<br><br>Long-term OSS                                                                                                                                                                                                                                                            |                                                                                                                                  |
| <b>Skippping Lunch Block</b><br>All students are assigned a specific lunch block and are expected to report to the cafeteria for that time. There may be other spaces provided to students who may not feel comfortable eating lunch in the cafeteria, but these arrangements must be made with an administrator in advance of the lunch block. It is important that the administrators are aware of where you are during the lunch block. If a student does not report to the cafeteria and check in with an administrator to request a different location, then the student will be considered skipping lunch. This will result in consequences which may include losing the privilege of arranging a different location for lunch. | First Offense: 1 day detention<br><br>Second Offense: 2 days detention<br><br>Third Offense: 3 days detention |                                                                                                                                                                                                                                                                                                           | Beyond the third offense, the student will not be allowed to arrange a different location for lunch.                             |
| <b>Smoking/Tobacco Use/Vaping</b><br>The Massachusetts Educational Reform Act of 1993 prohibits the use of tobacco products in school, on school grounds, on school buses, or school facilities.<br><br>WPS is committed to having a smoke free/tobacco free/vape free environment for its students, adults, and guests.<br>Smoking, the use and/or possession of tobacco products, including smokeless tobacco, or the use and/or possession of a vape or other electronic smoking device as well as the use and/or possession of smoking and vaping related paraphernalia on school property and at school sponsored activities, regardless of location, is strictly prohibited.                                                    |                                                                                                               | First Offense:<br>Up to 5 days OSS<br>OR 1 day ISS and participation in a smoking cessation program/completion of a 1-day online diversion program.<br><br>Second Offense:<br>Up to 5 days OSS<br>OR 1 day ISS and participation in a smoking cessation program/completion of a 5-week diversion program. | <ul style="list-style-type: none"> <li>Parent notification</li> <li>\$50 Fine issued by BOH</li> </ul>                           |



| <b>Violation</b>                                                                                                                                                                                                                                                                                                                                                                                             | <b>Detention</b>                                                                                                                          | <b>Suspension</b>                                             | <b>Other or Further Action</b>                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Possession of vaping devices containing controlled substances may result in Long-term suspension or expulsion in accordance with M.G.L. c. 71, § 37H</i>                                                                                                                                                                                                                                                  |                                                                                                                                           | Third Offense:<br>OSS                                         |                                                                                                                                                                    |
| <b>Tardy Violations</b><br>Students who are tardy to school are to sign in with the security monitor as you enter the front doors of the building.<br>Students arriving after 8:00 AM without a note will receive a phone call home by security monitor.<br>Students who do not sign in will be subject to one detention.<br>Additional consequences may result if additional offenses of this nature occur. | On the 4th unexcused tardy: 1 detention<br>On the fifth unexcused tardy: 2 days detention<br>On the 6th unexcused tardy: 3 days detention |                                                               | On the 5th unexcused tardy, the parent and student will meet with an administrator to formulate a plan which will address the consequences of any future tardiness |
| <b>Theft</b><br>Taking personal property or school property that is not owned by the offender will result in consequences.                                                                                                                                                                                                                                                                                   |                                                                                                                                           | Short-term OSS<br><br>Long-term OSS                           | Student will make full restitution<br><br>Referral to proper authorities                                                                                           |
| <b>Tuancy / Leaving the Building Without Permission</b><br>A student is truant if the student is absent from school without permission from a parent/guardian. Make-up privileges are not allowed if an absence from school is due to truancy. The consequences assigned will depend on circumstances and the number of times a student has been truant.                                                     |                                                                                                                                           | First offense: ISS<br><br>Second and Subsequent Offenses: OSS | Student receives a "0" for work missed and no opportunity for make-up                                                                                              |
| <b>Vandalism/Destruction of Property</b><br>Malicious destruction and/or defacing of any property or equipment belonging to the school a staff member or another student is not tolerated. Students who willfully damage or destroy personal or school property will be held financially responsible for repairs or replacement.                                                                             |                                                                                                                                           | Short-term OSS<br><br>Long-term OSS                           | Student will make full restitution<br><br>Referral to proper authorities                                                                                           |

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

## **SPECIAL STATEMENT REGARDING EXCESSIVE CONDUCT VIOLATIONS**

Any student who has an excessive number of violations of the student code of conduct for any reason may be suspended in or out of school and be excluded from participating in any or all school- related or school-sponsored activities including but not limited to, athletic contests, dances, proms, graduation, or field trips. A student may be removed from participation in extracurricular activities at the discretion of the Principal or a Principal's designee for disciplinary reasons. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating days of suspension.

## **CHEMICAL HEALTH REGULATIONS FOR HIGH SCHOOL STUDENTS**

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

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



## ALCOHOL AND OTHER DRUGS

Possession, use, or distribution of alcohol, drugs, drug paraphernalia, tobacco/nicotine, or tobacco products or paraphernalia, including e-cigarettes and vaporizers (vaping devices and/or vape pens) on school grounds, within school buildings or facilities, at school-sponsored events, or on a school bus is strictly prohibited and may result in suspension or, where permitted under applicable laws, expulsion from school.

Prohibited substances include, but are not limited to:

- Alcohol (ethyl alcohol found in liquor, beer, wine)
- Cannabinoids (marijuana, hashish, THC) Opioids (heroin, opium),
- Stimulants (cocaine, amphetamine, methamphetamine) Club Drugs (Ecstasy, GHB, Rohypnol®,
- Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM  
(Dextromethorphan, robotripping)
- Hallucinogens (LSD, mescaline, psilocybin (mushrooms) Other compounds (anabolic steroids, bath salts)
- Inhalants
- Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers), prescribed medications not in compliance with this handbook, and other performance enhancing stimulants
- Other performance enhancing supplements
- Any controlled substance as defined in M.G.L. 94C. Non-alcohol/near beer
- Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks

M. G. L. c. 71, § 2A; M. G. L. c. 270, § 18; M. G. L. c. 71, § 37H

Intentionally smelling or inhaling the fumes of any substance having the property of releasing toxic vapors in order to cause intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system is prohibited. It is also illegal to possess, buy or sell any such substance in order to violate, or aid another to violate, this section. Violations may result in discipline. District and MIAA standards will be applied to athletics and other extracurricular activities.

It is not a violation for a student to be in possession of a drug in accordance with Wilmington Public Schools' and Wilmington High School Medication Administration policies. In those instances, students shall follow proper procedures to notify the health and athletic departments.

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

## CHEMICAL HEALTH REGULATIONS FOR HIGH SCHOOL ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

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

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

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

If a student in violation of this rule is unable to participate in interscholastic sports or school- sponsored extracurricular activities due to injury/illness or academics, the penalty will not take effect until that student is able to participate again. If a violation of this rule occurs while the student is serving a school suspension (either in-house or out-of-school), the chemical health violation penalty period will not begin until the school suspension period has concluded. If, on the other hand, the school suspension is directly related to the violation of the Chemical Health Rule, then the suspension and chemical health penalty will be served concurrently.

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

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

First violation:

- When the Principal finds, following an opportunity for the student to be heard, that a violation of this policy occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 25% of all interscholastic contests and meetings/events in that *sport* or of school sponsored extracurricular activities in which the student participates. In addition, at the discretion of the Principal, the student may be required to participate in and complete a program that focuses on one of the following areas: health education, chemical dependency, or substance abuse counseling or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student.

The Principal, in collaboration with a chemical dependency treatment or counseling program, will verify that the student has completed such a program.

- In regard to interscholastic sports and other competitive extra- curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site will be determined by the high school principal. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.
- If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty/penalties during the fall season of the next academic year).
- No exception is permitted for a student who becomes a participant in a treatment program.

#### Second violation:

- When the Principal finds, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 60% of all interscholastic contests in that sport and/or of school-sponsored extra- curricular activities in which the student participates.
- In addition, the student will be required to participate in an approved chemical dependency, treatment, or counseling program. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. In order to be reinstated, the student must submit a certificate of completion from the chemical dependence, treatment, or counseling program. The Principal will verify that the student has completed such a program. If a student does not complete the program, the student shall lose eligibility without delay for one calendar year in all athletic and extracurricular activities. A student may not participate in interscholastic competition or participate in school-sponsored extra- curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity.
- In regard to interscholastic sports and other competitive extracurricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the Principal. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.
- If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year)

#### Third violation:

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

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: the student violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

#### Other

1. A student entering their junior or senior year that has violated the chemical health policy may participate in an interscholastic sport or extra-curricular activity in which they have not previously participated in during high school in order to serve the loss of eligibility. The student's loss of eligibility, however, will apply to both the new interscholastic sport or school-sponsored extra-curricular activity and the interscholastic sport or school-sponsored extra-curricular activities in which the student had participated in during previous years in the manner outlined below. Students found in violation of this policy may participate in interscholastic sports and extra-curricular activities in which they have not previously participated, but will serve the suspension in both the new sport/activity and 10% of the events from next sport/activity that he or she has participated in during previous years. For example, a student who has only played ice hockey during his/her freshman and sophomore years, and then violates the policy for the first time during the spring of his/her junior year, but then decides to run Cross Country in their senior year for the first time, will serve the normal 25% penalty during the Cross Country season and then a 10% penalty during the Ice Hockey season. The high school principal will have the final decision on each situation.
2. If a student is serving a penalty during a season where he/she participates in both athletics and extra-curricular activities, the student will serve the penalty for both or all of the activities and contests. For example, if a student participates in football and the fall drama production, he/she will serve the penalty for both football and the fall drama production.
3. When a student leader has been elected for a leadership position and subsequently is found in violation of these regulations, that student will lose all rights to continue to be an officer of that organization and forfeits the right to be selected for any other leadership position for one calendar year from the date of the violation.
4. When an athlete has been designated as a team captain—and then subsequently is found in violation of these regulations, that athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport for one calendar year from the date of the violation.
5. If a family cannot afford to pay for a program as outlined above, the Wilmington Public Schools will work with the family to identify ways to fund the program (i.e. health insurance, financial assistance, etc.)
6. These regulations will be reviewed by the athletic department, health-wellness department, administration, police, and the Wilmington Substance Abuse Coalition on an annual basis to address changes that may be occurring in the use of illegal substances by students.
- 7.

| First Offense           |                          |
|-------------------------|--------------------------|
| # of Events<br>/ Season | # of Events<br>/ Penalty |
| 1-7                     | 1                        |
| 8-11                    | 2                        |
| 12-15                   | 3                        |
| 16-19                   | 4                        |
| 20 or over              | 5                        |
| 2nd Offense - 60%       |                          |
| # of Events<br>/ Season | # of Events<br>/ Penalty |
| 1-3                     | 1                        |
| 4                       | 2                        |
| 5-6                     | 3                        |
| 7-8                     | 4                        |
| 9                       | 5                        |

|            |    |
|------------|----|
| 10-11      | 6  |
| 12-13      | 7  |
| 14         | 8  |
| 15-16      | 9  |
| 17-18      | 10 |
| 19         | 11 |
| 20 or over | 12 |

CROSS REF.:

IHAMA, Teaching About Drugs, Alcohol, and Tobacco GBEC, Drug Free Workplace Policy

MIAA Chemical Health Guidelines

## SMOKING/TOBACCO USE AND VAPING POLICY

The possession, use, or distribution of tobacco/nicotine or tobacco products or paraphernalia, including e-cigarettes and vaporizers (vaping devices and/or vape pens) on school grounds, within school buildings or facilities, at school-sponsored events, or on a school bus is prohibited.

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

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

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

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

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

Finally, if it is determined that the device or paraphernalia, which is found in a student's possession does contain controlled substances, or controlled substance extracts, the student may be subject to possible long-term suspension or expulsion in accordance with the WPS Chemical Health Policy (see WHS Handbook, page 65) and M.G.L. c. 71, § 37H, 37H 1/2, or 37H 3/4.

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

## **DRUG PARAPHERNALIA POLICY**

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

### **First Violation:**

Up to three (3) days out-of-school suspension.

### **Second Violation:**

Up to five (5) days out-of-school suspension

### **Third Violation:**

Up to ten (10) days out of school suspension.

Students found in possession of paraphernalia containing a controlled substance, including the residue thereof, will be subject to long-term OSS or expulsion.

## **SUSPICION OF VAPE USE**

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

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

## **VAPING DIVERSIONARY PROGRAM**

The WPS Vaping Diversion Program is available to assist students in grades 6-12 in making healthy decisions, to learn more about the harmful effects of vaping and/or to help stop vaping. This program is for offenders as an alternative to a lengthy out-of-school suspension. In most cases, student participation reduces the length of a suspension or eliminates the suspension altogether and provides additional resources about vaping.

Diversion allows the student the opportunity to participate in an education program, weekly check-ins, meetings with a wide range of professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.) as well as access to related videos, articles, and other resources. The program seeks to help students by providing encouragement and counseling, one-on-one connections with adults in the school, and a targeted educational program about the harmful effects and impacts of vaping, so they may make better choices. These activities may be modified or revamped and are always evolving as new resources emerge.

### **One Day Diversion Program**

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

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

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

### **Five-Week Diversion Program**

The diversion program will be developed and available to assist students who repeatedly violate the vaping policy in making healthy decisions. Each week, students will be given materials in the forms of videos, articles, and online sources that will

assist delve deeper into the topics discussed in the one-day program. Each student will need to fill out a question sheet. However, during the course of each week, the student will also meet with an assigned staff member to discuss their answers. The staff member will be someone that is relevant to the topic for that week such as a Health Teacher, Nurse, School Counselor, School Resource Officer, or Assistant Principal. The Principal will also check in with the student each week.

## **USE OF BREATHALYZERS AT SCHOOL/SCHOOL SPONSORED EVENTS**

Breathalyzers to detect the use of alcohol and/or other prohibited substances by individual students may be used at school or at school sponsored events on or off school property. Breathalyzers may be administered at random or to all students attending the event. A student may also be subject to a breathalyzer test in the event that school personnel believes that a student is under the influence of alcohol and/or other prohibited substances at school or at school sponsored events whether on or off school property. Breathalyzers will be administered by school administrators.

## **Student Activities and Athletics**

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

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

Wilmington Public Schools provides equal opportunity for all students to participate in all sports, extracurricular activities and clubs and does not restrict student participation on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, immigration or citizenship status, or homelessness.

## **ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES**

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

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

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

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

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

**NOTE: MIAA Eligibility Requirements are the minimum standards.**

### **Additional Requirements for Participation in Athletics and Extra Curricular Activities:**

- A student who becomes nineteen (19) years of age before September 1st is not eligible to participate in organized interscholastic athletics.
- Incomplete grades may not be counted toward eligibility until they are made up following school policy.
- A student cannot count for eligibility for any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.
- A student who is absent or tardy to school is not permitted to practice or to participate in after school activities on the day of the absence or tardy. In order to be eligible to participate in any athletic event, a student, who has an excused tardy, must sign into school before 11:00 AM
- Any dismissals must be approved by the Principal or his/her designee to be eligible to participate and must not come prior to 11:00 AM. If you have any questions regarding athletics, please contact the Athletic Director or the High School Principal.

## ATHLETICS

Wilmington High School offers interscholastic sports in the following areas:

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

**GIRLS:** Basketball, Softball, Field Hockey, Tennis, Ice Hockey, Lacrosse, Volleyball, Winter Track, Spring Track, Golf, Soccer, Cross Country, Football Cheerleading, Basketball Cheerleading, Swimming

### Code of Ethics for Wilmington High School Athletes

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

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

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

### Insurance Coverage

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

### Concussion Policy

Wilmington High School follows all laws and regulations related to concussions, as well as 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.

### Varsity Letter Award Criteria for Athletes:

Section A:



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

#### Section B:

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

#### Section C

1. Principal/Athletic Director may award at his/her discretion.

### Letter Award Criteria for Managers

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

### Varsity Club

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

### Boosters

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

## CLUBS AND EXTRACURRICULAR ACTIVITIES

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

|                          |                              |                               |
|--------------------------|------------------------------|-------------------------------|
| Band                     | Medical Careers Club         | Model United Nations World    |
| "Wildcat News"           | Gay Straight Alliance (LGBT) | Cultures Club Soundscape      |
| WHS Service Council      | National Honor Society       | Engineering Club DECA         |
| Lamplighters Drama Guild | Student Council              | Student Representative to the |
| Academic Decathlon       | Environmental Club           | School Committee              |
| P.E.A.C.E.               | Local Heroes Club            | Art Club                      |
| S.A.D.D.                 | Peer Mentors                 | Photography Club              |
| Science Club             | Math League                  | Rotary Interact               |
| Yearbook                 | Math Club                    | Black and LatinX Affinity     |
| Best Buddies             | Mock Trial                   | Asian Heritage Club           |
| Garden Club              | 9-11 Memorial Club           |                               |
| Robotics                 | Chess Club                   |                               |

### CONTRACT FOR STUDENTS ATTENDING SCHOOL SPONSORED EVENTS

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

Upon admission to sporting events, school dances, proms, and other school sponsored events on or off school grounds every

student shall be subject to the following:

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

If a student does not comply with any of the above guidelines, a parent will be notified and the student may be asked to leave the event. Students will be subject to the policy for Chemical Health Regulations.

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

## **FUNDRAISING**

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

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

Exceptions to this policy will be:

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

# Appendix A: Online Resources

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

## **Staff Directory**

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

## **Aspen Student Information System**

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

## **Naviance**

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

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

## **My School Bucks**

Student cafeteria purchases and prepayment for school lunches is available on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). Directions for using this system are available on the WPS Food Services website [WPS Food Services](#) which may be accessed through the WHS homepage.

# Appendix B: Chain of Communication

## WHO DO I CALL WITH A QUESTION OR SUGGESTION?

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

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

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

### **For Preschool-Kindergarten:**

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

### **For Grades 1-3:**

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

### **For Grades 4-5:**

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

### **(Preschool-5) Issues & Questions:**

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

### **Grades 6-12:**

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

### **504 Plans/IEPs:**

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

### **Special Education**

#### **Preschool-Kindergarten:**

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

### **For Grades 1-3:**

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

### **For Grades 4-5:**

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

### **For Grades 6-12:**

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

### **Medical Concerns**

STEP 1 – School Nurse; if not resolved...  
STEP 2 – Director of Nursing Services; if not resolved...  
STEP 3 – Building Administrator; if not resolved...  
STEP 4 – Superintendent of Schools

### **School Counseling Department**

#### **For Grades 6-12:**

STEP 1 – School Counselor; if not resolved...  
STEP 2 – School Counseling Team Leader; if not resolved...  
STEP 3 – Building Administrator; if not resolved...  
STEP 4 – Director of Student Support Services; if not resolved...  
STEP 5 – Superintendent of Schools

#### **Transportation**

STEP 1 – Bus Incidents: Building Administrator  
STEP 2 – Bus Safety, Pick Up, and Drop Off Questions:  
Transportation Coordinator; if not resolved...  
STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved...  
STEP 4 – Superintendent of Schools

### **Athletics**

#### **For Grades 9-12:**

STEP 1 – Coach; if not resolved...  
STEP 2 – Athletic Director; if not resolved...  
STEP 3 – Building Administrator; if not resolved...  
STEP 4 – Assistant Superintendent; if not resolved...  
STEP 5 – Superintendent of Schools

### **C.A.R.E.S.**

#### **For Grades K-5:**

STEP 1 – Site Coordinator; if not resolved...  
STEP 2 – Director of C.A.R.E.S.; if not resolved...  
STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved...  
STEP 4 – Superintendent of Schools

#### **Food Service**

STEP 1 – Food Service Manager at School; if not resolved...  
STEP 2 – Administrator of Food Services; if not resolved...  
STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved...  
STEP 4 – Superintendent of Schools

# Appendix C:

## School Committee Policies Referenced

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

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

### **SEARCHES OF STUDENTS AND SCHOOL PROPERTY**

[Refer to School Committee Policy JIH](#)

### **USE OF DOGS TO SEARCH SCHOOL PROPERTY**

[Refer to School Committee Policy JIK](#)

### **HAZING**

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

### **BULLYING PREVENTION**

[Refer to School Committee Policy JICFB](#)

### **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

[Refer to School Committee Policy JFABD](#)

### **PREGNANT STUDENTS**

[Refer to School Committee Policy JIE](#)

### **ELECTRONIC DEVICE USE POLICY**

[Refer to School Committee Policy JICJA](#)

### **DRESS CODE**

[Refer to School Committee Policy JICA](#)

### **STUDENT PUBLICATIONS**

[Refer to School Committee Policy JICE](#)

### **CHEMICAL HEALTH REGULATIONS FOR HIGH SCHOOL STUDENTS**

[Refer to School Committee Policy](#)

# Appendix D:

## Selected Massachusetts Laws Relative to Student Conduct and Discipline

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

#### Conduct – Policies Governing Teachers and Students - Publication

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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).

- (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.

## **2. M.G.L. c.71, § 37H ½ - Conduct – Suspension of Student Charged or Convicted of Felony; Appeals**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have

the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

### **3. M.G.L. c.71, § 37H $\frac{3}{4}$ -Conduct – Suspension and Expulsion of Students; Alternative Remedies**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H $\frac{1}{2}$ .

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for



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

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

#### **4. M.G.L. c. 76, § 21 - Suspension and Expulsion – Alternative Educational Services**

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

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

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

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

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

School department personnel and school resource officers, as defined in section 37P, shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, through an official report or unofficial channels, including, but not limited to, text, phone, email, database and in-person communication, or submit to the department of state police's Commonwealth Fusion Center, the Boston Regional Intelligence Center or any other database or system designed to track gang affiliation or involvement, any information relating to a student or a student's family member from its databases and other recordkeeping systems including: (i) immigration status; (ii) citizenship; (iii) neighborhood of residence; (iv) religion; (v) national origin; (vi) ethnicity; or (vii) suspected, alleged, or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report. Nothing in this paragraph shall prohibit the sharing of information: (i) for the purposes of completing a report pursuant to section 51A of chapter 119; (ii) upon the specific, informed written consent of the eligible student, parent or guardian; (iii) to comply with a court order or lawfully issued subpoena; (iv) in connection with a health or safety emergency pursuant to the provisions of 603 C.M.R. 23.07(4)(e); or (v) for the purposes of filing a weapon report with the local chief of police pursuant to this section.

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