

**Student Code of Conduct 2011-2012**

**WAREHAM HIGH SCHOOL**

Scott Palladino, Principal  
Deborah Freitas, Assistant Principal  
Phone: 508-291-3510  
Fax: 508-291-3577

7 Viking Drive  
Wareham, MA 02571



**This Agenda belongs to:**

**Name** \_\_\_\_\_

**Student #** \_\_\_\_\_ **Advisory Room #** \_\_\_\_\_

**Wareham High School  
Core Values and Beliefs**

The mission of Wareham Public Schools is to educate all students for life's responsibilities, challenges and opportunities.

We believe...

All children can achieve

Education is key to a successful life

Education sets high expectations for each individual in the school  
community

Education requires respect for one another, the community, and ourselves

Education requires a commitment to life-long learning

Education requires diligent effort and responsibility

Education is a partnership among home, school, and community

Communication is a cornerstone to fulfilling our vision

**Wareham High School will prepare its students for further academic and occupational opportunities, social responsibility, and commitment to community. By maintaining high academic standards through a rigorous course of study, students will be expected to apply effective effort in order to master skills and to value scholarship, citizenship, craftsmanship, and sportsmanship. Students will demonstrate that they are independent and critical thinkers who can make sound judgments and decisions as citizens, consumers, and life-long learners.**

**Wareham High School 21<sup>st</sup> Century Learning Expectations**

Wareham Students Will *ACQUIRE* Information in a Variety of Ways

- A.1 By actively and critically reading, listening, discussing, observing, and participating
- A.2 By questioning appropriately
- A.3 By researching independently
- A.4 By locating and retrieving information through appropriate use of technology

Wareham Students Will *INTERPRET* Information in a Variety of Ways

- I.1 By employing critical thinking and problem solving skills
- I.2 By evaluating for trends, patterns, comparisons, and relationships
- I.3 By making inferences and drawing conclusions

Wareham Students Will *COMMUNICATE* Information in a Variety of Ways

- C.1 By writing and speaking clearly
- C.2 By selecting and applying effective techniques in performance tasks and demonstrating proficiency
- C.3 By presenting creatively in a variety of media, including Technology

Wareham Students Will *ACT RESPONSIBLY AND RESPECTFULLY* in a Variety of Ways

- R.1 By demonstrating academic integrity
- R.2 By participating and working cooperatively in school groups
- R.3 By demonstrating the correlation between effort and achievement by meeting or exceeding academic expectations
- R.4 By understanding the achievements and traditions of a multicultural and global society
- R.5 By engaging in the democratic process

Wareham High School's 21<sup>st</sup> Century Expectations for Student Learning are demonstrated in the Comprehensive Student Portfolio.

**SCHOOL CALENDAR**

**2011-2012**

August 29, 2011 - STAFF ORIENTATION  
 August 30, 2011 - STAFF INSERVICE  
 August 31, 2011 - First Day - Schools Open  
 September 8, 2011 - First Day - Kindergarten/Preschool Open

**HOLIDAYS AND VACATIONS**

|   |           |                                  |
|---|-----------|----------------------------------|
|   | August    | 1 Day                            |
| <b>Labor Day</b> - September 5, 2011  |           |                                  |
| <i>Early Release Day— September 21, 2011</i>  | September | 21 Days                          |
| STAFF INSERVICE—Friday, October 7, 2011   |           |                                  |
| <b>Columbus Day</b> - October 10, 2011  | October   | 19 Days                          |
| <b>Veteran's Day</b> — November 11, 2011  |           |                                  |
| <b>Thanksgiving Recess</b> - Schools Close<br>November 23, 2011 Half-day                    |           |                                  |
| Schools Open November 28, 2011  | November  | 19 Days                          |
| <i>Early Release Day—December 7, 2011</i>   |           |                                  |
| <b>Christmas Vacation</b> - Schools Close December 22,<br>2011 at the end of the school day | December  | <u>16 Days</u><br><u>76 Days</u> |

\*\*\*\*\*

|  |          |                             |
|--|----------|-----------------------------|
| <b>Schools Open</b> January 3, 2012  |          |                             |
| <i>Early Release Day — Friday, January 13, 2012</i>  |          |                             |
| <b>Martin Luther King's Birthday</b> —January 16, 2012   | January  | 20 Days                     |
| <b>February Vacation</b> - Schools Close February 17,<br>2012 at the end of the school day                   |          |                             |
| Schools Open February 27, 2012   | February | 16 Days                     |
| STAFF INSERVICE — March 6, 2012  | March    | 21 Days                     |
| <b>Election Day — NO SCHOOL</b> — Tuesday, April 3, 2012   |          |                             |
| <b>Good Friday</b> — April 6, 2012   |          |                             |
| <i>Early Release Day — April 11, 2012</i>  |          |                             |
| <b>April Vacation</b> - Schools Close April 13, 2012<br>at the end of the school day                         |          |                             |
| Schools Open April 23, 2012  | April    | 14 Days                     |
| <b>Memorial Day</b> - May 28, 2012   | May      | 22 Days                     |
| <u>Graduation Day</u> - June 1, 2012 (rain date June 2, 2012)  |          |                             |
| <i>Early Release Day — June 6, 2012</i>  |          |                             |
| Schools Close June 22, 2012* at end of the<br>school day for WHS; Half day for WMS and<br>elementary schools | June     | <u>16 Days</u><br>*185 Days |

\*5 snow days included, deduct for each day not used

MCAS testing in Biology (Grades 10 & 11) - February 1 & 2, 2012  
 MCAS testing in English Language Art (Grades 3—8 & 10) - March 20 through April 2, 2012  
 MCAS testing in Math, Science/Technology (Grades 3-8) Math (Gr. 10) - May 7-22, 2012  
 MCAS testing in History & Social Science (Grades 5 & 7) US History (Grades 10-11) - May 15-18, 2012  
 MCAS testing in Science & Technology (Grades 9-12) - June 5 & 6, 2012

USE THIS PAGE FOR NOTES

## TABLE OF CONTENTS

|                                |    |   |    |
|--------------------------------|----|---|----|
| Core Values and Beliefs        | 2  | Field Trips   | 23 |
| Expectations                   | 3  | Lost and Found  | 24 |
| School Calendar                | 4  | Student Information   | 24 |
|                                |    | Telephones  | 24 |
| I. SCHOOL ROUTINE              |    | Textbooks   | 24 |
|                                |    | Visitors  | 24 |
| No School Information          | 8  |   |    |
| Passing to Class               | 8  | VII. RULES AND REGULATIONS                                      |    |
| Registration Data Changes      | 8  | Accidents   | 24 |
| Security and Safety            | 8  | Bicycles  | 24 |
| Before and After School        | 8  | Bus Passes  | 24 |
| Lockers                        | 9  | Driving Permits   | 25 |
|                                |    | Health Services   | 25 |
| II. ACADEMIC INFORMATION       |    | Lavatory Policy   | 25 |
| Academic Integrity             | 9  | Public Display of Affection                                     | 25 |
| Class Rank                     | 13 | School Insurance  | 25 |
| Examinations                   | 13 |   |    |
| Grading                        | 13 | VIII. SCHOOL SPIRIT   |    |
| Graduation Ceremony            | 13 | School Colors   | 26 |
| Guidance Center                | 13 | School Dances   | 26 |
| Homework and Make up           | 14 | School Mascot/Nickname  | 26 |
| Library                        | 14 | School Seal   | 26 |
| Physical Education             | 14 | School Spirit   | 26 |
| Important Dates                | 15 |   |    |
| Progress Reports/Report Cards  | 15 | VIII. STUDENT ACTIVITIES  |    |
| PSAT Test Date                 | 15 | Extra-Curricular Activities                                     | 27 |
| MCAS Exam Dates                | 15 | Clubs   | 27 |
| AP Exam Dates                  | 15 |   |    |
| Promotion Requirements         | 16 | IX STUDENT RIGHTS   |    |
| Scholarships                   | 16 | Student Rights  | 28 |
| Scholastic Rolls               | 16 |   |    |
| Summer School Courses          | 16 | X STUDENT DISCIPLINE, ATTENDANCE<br>AND TRANSPORTATION RULES    |    |
| Teacher Conferences            | 16 | Admissions Procedures   |    |
|                                |    | Grades 9-12   | 29 |
| III. ATHLETICS                 |    | Non-Resident Admissions   |    |
| Participation Regulations      | 17 | Grades 9-12   | 29 |
| Awards Policy                  | 18 | Withdrawal Procedure K-12                                       | 29 |
| Code of Conduct                | 18 | Other Absences  | 30 |
|                                |    | Dismissals  | 30 |
| IV. AFFILIATED ORGANIZATIONS   |    | In School Illness   | 30 |
| School Council                 | 21 | Tardiness   | 31 |
|                                |    | Consumable Goods-Buying and<br>Selling                          | 31 |
| V. DISCIPLINE                  |    | General Policy Statements                                       | 31 |
| Articles Prohibited in School  | 21 | Transportation Emergency, Safety, and<br>Crisis Response Policy | 32 |
| Exclusion From Class           | 21 | Student Bus Regulations   | 32 |
| Discipline-Forms of Punishment | 21 |   |    |
| Office Detention               | 22 | XI WAREHAM SCHOOL COMMITTEE<br>POLICY STATEMENTS                |    |
| Teacher Detention              | 22 | Civil Rights and Safety Policy                                  | 33 |
| Loitering                      | 22 | Admission Policy  | 34 |
| Alternative Learning Session   | 22 |   |    |
|                                |    |   |    |
| VI. GENERAL                    |    |   |    |
| Cafeteria                      | 23 |   |    |
| Employment                     | 23 |   |    |
| Work Permits                   | 23 |   |    |

|  |    |
|--|----|
| Electronic Portfolio Assessment            |    |
| Practices                                  | 34 |
| Attendance Grades 9-12                     | 34 |
| Daily Attendance                           | 35 |
| Absence from School                        | 35 |
| Prolonged Absence                          | 35 |
| Truancy                                    | 35 |
| Absences Due to Field Trips, School        |    |
| Functions, College Visits, Sports Dismiss- |    |
| als  | 35 |
| Credit Pending/No Credit Policy            | 36 |
| Credit Retrieval                           | 36 |
| Appeals Process                            | 36 |
| Planned Absences/Vacations                 | 37 |
| Search and Seizure                         | 37 |
| Student Code of Conduct                    | 38 |
| Introduction                               | 38 |
| Discipline Code                            | 38 |
| Due Process                                | 40 |
| Student Suspension                         | 40 |
| Student Expulsion                          | 41 |
| Harassment Policy                          | 42 |
| General Statement                          | 42 |
| Definition                                 | 42 |
| Examples of Sexual Harassment              | 44 |
| Complaint Procedures                       | 44 |
| Investigative Procedures                   | 45 |
| State and Federal Remedies                 | 46 |
| Dissemination of Policy                    |    |
| Information                                | 47 |
| Summary of Harassment Reporting/           |    |
| Investigation Process                      | 47 |

### NO SCHOOL INFORMATION

All telephone requests to learn whether Wareham Schools are to be closed or to have a delayed opening because of inclement weather, dangerous driving conditions, or other emergencies are to be made to the following telephone number: **508-291-3510**.

Please **DO NOT** telephone the Police or Fire Departments. Jammed lines could prevent an emergency call from reaching these departments.

A decision is not reached until roads are checked early in the morning of the day in question. You are therefore reminded that we will continue to have

### NO SCHOOL ANNOUNCEMENTS

made on the following media stations:

|          |           |           |
|----------|-----------|-----------|
| WCIB     | WCOD      | WPLM      |
| WFHN     | WBSM      | WCTK      |
| WXTK     | WTWV      | WQRC      |
| WRZE     | WPXI      | WCVB-TV 5 |
| WBZ-TV 4 | WHDH-TV 7 |           |

Parents are reminded to keep your children home if schools are to be in session but conditions are hazardous in your immediate residential area. Parents should, in such cases, send a signed note to the school when the child next attends school. We ask that this practice not be abused.

**Also, parents are alerted to the fact that occasionally because of severe weather or emergency conditions, school may be dismissed DURING the school day at any time. It is impossible for the School Department to notify all parents prior to an emergency dismissal. Therefore, we suggest that parents work out plans with friends or relatives to care for their children in anticipation of emergency dismissals.**

In the event that school is canceled due to inclement weather, dangerous

driving conditions, or other emergencies, all other activities scheduled for that day or evening will be canceled with the exception of PM2 Night School. Cancellation of PM2 Night School will be announced separately.

### PASSING TO CLASSES

When the passing bell rings, students are to leave their classroom and proceed directly to their next classroom.

### REGISTRATION DATA CHANGES

The student is to notify the Principal's Office of any changes in information provided at the time of registration. This information includes such items as address, name, telephone, health status, and name of guardian.

### SECURITY AND SAFETY

Students could be subject to a breathalyzer test at any school function to ensure the safety of all the people that are in attendance. A portable breathalyzer testing instrument is available for use by the principal or designee to ensure the safety of the school population.

Security cameras are mounted throughout the school and school grounds and will monitor school activity. Students are to stay with their class and/or assigned teacher during any evacuation until dismissed by an administrator, principal, assistant principal or Dean.

### BEFORE AND AFTER SCHOOL

1. No student should be in the building before 7:30 AM unless requested by a teacher, his/her bus arrives early or he/she has been issued a pass at the request of his/her parents.
2. After arriving on school grounds, students are not to leave without Administrative permission.

3. No student should be in the building after 2:15 PM unless requested by a teacher or participating in a supervised activity or extra-curricular activity. Students staying after for extra-curricular activities should be with coaches or advisors.

4. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day. A building use form must be submitted to the principal or designee three (3) weeks in advance of use of the building

5. All students who arrive at school late or during the day must sign in at the Main Office and report to the Dean's Office for a pass before going to their locker or class or they will be reported as absent from school.

### **LOCKERS**

Lockers, which are School Department property, are assigned to each student for the safe keeping of personal and school items. **No student should give their combination to another student, nor tamper with another locker.** A locker may be inspected, when approved by the principal, if there is reasonable cause to believe that prohibited articles are stored therein. If feasible, the student should be present when the locker is inspected. The School Department is not responsible for any personal property which is lost, stolen or damaged. Any defacing of the locker is the responsibility of the student. Students are not allowed to go to their lockers during class, materials from lockers should be retrieved during the passing period between classes and before homeroom period.

### **ACADEMIC INTEGRITY**

#### **ACADEMIC HONESTY POLICY**

Wareham High School students are expected to abide by the fundamental principles of honesty with respect to their academic work. Students are expected to put forth their best effort in responding to homework, daily assignments, quizzes, tests, essays, and research papers/projects. Cheating and plagiarism undermine a student's ability to realize his/her full academic potential, destroy the trust between teacher and student, and compromises other students' academic standing. All instances of academic dishonesty will be kept on record and tracked.

**Cheating** is defined as, but not limited to as follows:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Giving a completed homework assignment, essay, or lab report to another student without the teacher's approval.
3. Allowing another student to copy answers during a test or exam.
4. Collaborating with other students on an assignment in direct violation of teacher's instructions.
5. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
6. Accessing, taking, and benefiting from copies of tests and quizzes previously used (or to be used) by teachers. \*

#### **Plagiarism:**

Plagiarism is a serious form of cheating. Plagiarism occurs when a student takes the written, musical, or artistic composition and/or ideas of another person or source and presents them as his/her own. Students at Wareham High School are prohibited from plagiarizing

the work of others. Examples of plagiarism include the following:

1. Copying material from the source, including the Internet, without citing the source (or citing the source but omitting quotation marks).
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or in part, which appear in books, magazines, television, or film.
4. Copying directly, without making changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.\*

*(\*Adapted from A Guide to MLA Documentation, Lexington High School Student/Parent Hand-book, Wellesley High School Student Handbook, and School Principal's Legal Alert Fall 2001 Supplement.)*

**Cheating Offenses**

- 1.) Copying or attempting to copy another student's homework, quiz, test, essay or lab report.
- 2.) Giving a completed homework assignment, essay or lab report to another student without the teacher's approval.
- 3.) Allowing another student to copy his/her answers during a test or exam.
- 4.) Collaborating with other students on an assignment in direct violation of teacher's instructions.
- 5.) Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
- 6.) Accessing, taking, and/or benefiting from copies of tests and quizzes previously used or to be used by the teacher.

**First Offense**

- Student will be written up by the teacher (referral).
- Grade earned: 0
- Parents notified at teacher's discretion.
- Dean of Students, Assistant Principal, and parents notified.

**Second Offense**

- Student will be written up by the teacher (referral).
- Grade earned: 0
- Dean of Students, Assistant Principal, and parents notified.
- On determination of severity, punitive actions are left to the discretion of the principal, Dean of Students or designee.

**Plagiarism Offenses**

- 1.) Inadequate citing of a few instances within a major project including the following:
  - Copying material from the source, including the internet, without citing the source
  - Citing the source but omitting quotation marks
  - Paraphrasing the source text without proper citation

**First Offense**

- Student will be written up by the teacher (referral).
- Some percentage points deducted from final grade of the paper to be determined by the teacher.
- Student cannot make up lost points.
- Dean of Students, Assistant Principal, and parents are notified.

**Second Offense**

- Student will be written up by the teacher (referral).
- Grade earned: 0
- No make-up allowed.
- Dean of Students, Assistant Principal, and parents are notified.
-

2.) Submitting papers or final products on which the student has received substantial and inappropriate assistance from peers and adults which dramatically changes the character of the work so that it is no longer the student's own

- Student will be written up by the teacher (referral).
- Student and parents are notified of suspicions.
- If student agrees/ admits, student will be asked to redo the paper according to the teacher's guidelines or receive no credit for the assignment.
- If student does not agree/admit, teacher and department head will question student orally on contents of paper.
- If there is still doubt, student's paper will be compared to previous writing samples by an impartial committee of teachers to determine originality of content and final grade.
- If the committee decides that the paper is not the student's work, then the student will be asked to redo the paper according to the teacher's guidelines or receive no credit for the assignment.

- Student will be written up by the teacher (referral).
- Grade earned: 0
- No make-up allowed.
- Dean of Students, Assistant Principal, and parents are notified.
- On determination of severity punitive actions are left to the discretion of the principal, Dean of Students or designee.

3.) Taking stories in whole or in part which appear in books, magazines, television or film.

4.) Submitting papers written in whole or in part by someone else, including the internet.

5.) Submitting entire works in whole or in part by someone else, including the internet.

6.) Taking art pieces or any other visual products in whole or in part which appear in books, magazines, television or film

- Student will be written up by the teacher (referral).
- Grade earned: 0
- If a National Honor Society Student, it is reported to advisor for examination
- If the teacher decides that the paper is not the student's work, then the student will be asked to redo the paper according to the teacher's guidelines or receive no credit for the assignment.

- Student will be written up by the teacher (referral).
- Grade earned : "F" for the term
- If a National Honor Society Student, it is reported to advisor for examination
- Dean of Students, Assistant Principal, and parents notified.
- Suspension (3-5 days)

**CLASS RANK**

Wareham High School computes a weighted class rank for its Senior Class. The weighted class rank recognizes courses as weighted or as significantly more demanding than the average courses. Courses are weighted as follows: 1st-Advanced Placement, 2nd-Honors, 3rd-College Prep. The graduating class valedictorian and salutatorian are determined by the average of **weighted grades and up to and including third quarter senior grades.**

**EXAMINATIONS**

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time is provided for semester examinations. Students who fail to take semester examinations without a doctor's excuse or court documented approval will be given a failing grade for the examination. In addition, students tardy to exams will not be admitted to the testing room and will be allowed to make-up only if a valid excuse is cleared through the Principal's Office. Examinations are considered as part of the course. The Administrators reserve the right to require examinations be taken as part of a student assessment.

All examinations, tests, term papers, and major assignments handed in by students will be corrected and available to students.

**GRADING**

Grades A, B, C, and D are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work. A grade of F indicates failure. The grade given at the end of the course is a cumulative grade.

## CONVERSION TABLE- ALPHA/NUMERICAL

|             |            |                 |
|-------------|------------|-----------------|
| A+ = 97-100 | C+ = 77-79 | F = 64 or below |
| A = 93-96   | C = 73-76  | I = Incomplete  |
| A- = 90-92  | C- = 70-72 | M = Medical     |
| B+ = 87-89  | D = 65-69  | W = Withdrawn   |
| B = 83-86   |            | N = Audit       |
| B- = 80-82  |            | NC = No Credit  |

**GRADUATION CEREMONY**

To participate in graduation, Seniors must earn a minimum of 25 credits during their Senior year and complete all academic work by the close of the final exam period. To participate in graduation a student must pass four classes the last quarter of the senior year. Attendance at graduation rehearsals is mandatory. Exception to these rules will have to be approved by the Principal.

**THE GUIDANCE CENTER**

The primary objective of Guidance Center personnel is to help each student understand his/her aptitudes, abilities, and interests so that he/she will be better able to make wise decisions educationally, vocationally and personally.

In order to achieve this objective, individual counseling is the primary factor. Counseling is on an individual basis and each counselor is assigned to a certain number of students. This makes it possible for a counselor to follow his/her

assigned students throughout high school. It also provides the counselor and student the opportunity to work together toward good educational and vocational goals.

Counselors interview students in accordance with planned schedules. At other times students are welcome to meet with their counselor as often as they desire by signing up on the form available in the Guidance Center.

During the year students have the opportunity to meet representatives from schools, colleges, universities, business organizations, and the world of work. The Guidance Center reception room contains a library of educational and vocational materials as well as school, college, nursing, and technical catalogues. These materials are available to students on a lending basis at all times during the day.

The Guidance Center is just one of the many services which the school provides in order to make life more meaningful and worthwhile for each student and we invite each one of you to use our facilities.

#### **HOMEWORK AND MAKE UP**

Home study is a necessary part of each pupil's educational program. EACH STUDENT MUST BE EXPECTED TO SPEND SOME TIME IN ADDITION TO SCHEDULED CLASS INSTRUCTION TO ACHIEVE SATISFACTORY WORK. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Teachers are available for make-up 35 minutes after school on Tuesday, Wednesday and Thursday. Make up work at other than these times must be scheduled by appointment. *In case of excused absences, pupils shall have a period of time equal to the number of days absent plus one, in order to make up work.* The Principal may make exceptions to this rule. Teachers may require students to report to them after school for disciplinary reasons. A homework request must be called into the Attendance Office and requires 24 hours notice. Students are responsible for having requested homework picked up.

#### **LIBRARY**

The library is open from five minutes before homeroom until the end of the teacher workday. Students who wish to use the library facilities must sign up in the morning before homeroom ends. Those students may come directly to the library with out reporting to study.

Library materials circulate for two weeks and may be renewed if necessary. A copier is available to duplicate material from reference books and periodicals which do not circulate. Students who lose library materials must pay the replacement cost. Students are responsible for material charged under their name. Students conducting research will find various tools to locate information, including CD-ROM and On-line databases.

New materials are continuously added to the library collection, reflecting the various interests of all the students at Wareham High. Be sure to visit your school library. We work hard to make it the place for **busy students** to visit.

#### **PHYSICAL EDUCATION**

Physical Education is required by State Law. Grading is based on three com-

ponents: participation, attendance and a student's ability to meet the performance criteria. Therefore, when absent from school, classes must be made up or a suitable work project may be assigned at the discretion of the teacher. A zero will be recorded for unexcused absences. It is a student's responsibility to arrange make-up in his/her "next" scheduled physical education class. All make-up classes must be completed prior to the close of the marking period or within 6 days of the missed class, whichever comes first.

A change of clothing is required for participation. Acceptable clothing consists of athletic shorts and shirt, sweat or running suits, and athletic shoes. Warm-up uniforms are encouraged during colder weather.

The wearing of jewelry is discouraged during physical education class for obvious safety reasons.

Locks and lockers are provided to protect personal belongings needed for physical education class. LOCKERS MUST ALWAYS BE LOCKED WHEN UNATTENDED. Baskets in the boys' locker room must always be returned to the basket room after each physical education class.

#### **PROGRESS REPORTS**

At the mid point of each marking period, progress reports will be available on Power School or parents may request a hard copy. Parents are encouraged to confer with the child's teachers.

#### **IMPORTANT DATES**

#### **PROGRESS REPORTS/REPORT CARDS**

#### **Online Progress can be monitored in PowerSchool**

See the webpage for Important Dates!

A Non-Dismissal Notice will be sent home to all parents for the mid year and final exam dates. Parents who do not wish their children to be dismissed may either send in this slip or leave a message at 291-3510, ext. 391. The student resource room, library, computer labs will be available for those students who prefer to stay in school, for the second half of the day, after exams are over.

#### **MCAS EXAMS**

|                    |                     |                        |
|--------------------|---------------------|------------------------|
| Retest             | Math                | November 9-10          |
|                    | ELA                 | November 14-16         |
| Retest             | ELA                 | February 29, March 1-2 |
|                    | Math                | March 5-6              |
| Biology            |                     | February 1-2           |
| Grade 10 ELA       |                     | March 20-22            |
|                    | Composition make-up | March 29               |
| Grade 10 Test Math |                     | May 15-16              |

Grade 10 Test Science and Tech/Engineering  
June 5 - 6

For AP Exams, SATs, & PSATs dates please visit <http://www.collegeboard.com/testing>.

## **PROMOTION REQUIREMENTS**

To Grade 10-30 credits and pass Grade 9 English and Math  
To Grade 11-60 credits  
To Grade 12-90 credits

All students are required to carry 6 subjects unless approval for less is recommended by the Guidance Department and approved by the Principal. The only exceptions to this rule will occur if all classes are fully enrolled. In this case preference will be given to upper class students.

Students are not allowed to earn more than 30 credits outside of day school. These credits will be limited to courses a student has failed in his/her previous years of high school.

## **SCHOLARSHIPS**

We acknowledge with deep gratitude the generosity of scholarship donors.

Many of our scholarships were founded by means of a bequest left to establish trust funds given by fraternal and service organizations, student organizations of Wareham High School, and other interested individuals. All have one objective in mind, to encourage and aid students to fulfill the realization of their goals in education and life. Information may be obtained from the Guidance Office on individual scholarship amounts and necessary qualifications.

## **SCHOLASTIC ROLLS**

**High Honor Roll**-The student must receive a grade point average 90 or higher. No F's, D's or I's allowed.

**Honor Roll**-The student must receive a grade point average of 85-89. No D's, F's, or I's are allowed.

**Achievement Roll**-The student must receive a grade point average of 80-84. No D's, F's, or I's allowed.

## **FIFTH QUARTER/SUMMER SCHOOL COURSES**

A student may take either one or two courses in summer school per year. In order to receive credit towards graduation, he/she must limit these to courses which he/she has failed in his/her previous high school years. The student will be tested for proficiency before proceeding to the next level. It is the responsibility of the student to assure that the school is notified of courses taken and passed so that his/her record can be updated. In June of each year, the Summer School Director will make students aware of the summer school courses available at Wareham High School. Summer school courses will be taken if the student has a 50 or higher average or is recommended by the subject teacher. Any exceptions to this rule must have Administrative approval.

## **TEACHER CONFERENCES**

Parents are encouraged to call a teacher if a problem exists with their child. Voice mail list is on the Wareham High School Web Site. Parents and students are encouraged to talk with teachers concerning school problems. Telephone 508-291-3510 EXT. 391.

## **ATHLETICS**

For User fees please visit the website at [www.warehamps.org/district/schools/whs](http://www.warehamps.org/district/schools/whs).

### **ATHLETIC PARTICIPATION REGULATIONS**

#### **MIAA**

Wareham High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by the rules and regulations set forth in its "Blue Book".

#### **OVERVIEW**

No group, association, or team can function successfully without rules and leadership. The following regulations will clearly outline the duties and responsibilities an athlete assumes and agrees to when he/she participates in a sport. Participating on an interscholastic team is an optional, extracurricular activity. It is a privilege extended to those who qualify. During practices and games at home or away, all participants are subject to school rules and penalties as printed in this Student Code of Conduct and in the Athletic Code of Conduct.

A student who elects to participate in athletics is voluntarily making a commitment to the rules and regulations, philosophy, and goals of the athletic department and the coaches. We strive for excellence, therefore, we do not want our athletes to compromise with mediocrity.

#### **ATHLETIC PROBATION**

Failure to comply with Student Athlete Policies and Procedures outlined in the WHS Student Code of Conduct will result in Athletic Probation. Once on probation, continued non-compliance will result in the athlete being excluded from the team.

#### **REQUIREMENTS FOR PARTICIPATION**

Athletes are not eligible to practice or participate in any sport until the following requirements have been completed:

1. An Athletic Permission Form to Participate is on file.
2. A physical examination is completed and report on file in the Health Center.
3. All eligibility requirements have been satisfied.
  - a. Academic requirements: A student must pass 4 major subjects each quarter to be eligible. (A major subject is one that carried at least 2.5 credits per semester or 5.00 credits per year.) At the conclusion of the school year in order to be eligible for fall sports, a student must pass at least 4 major subjects for either the year or second semester totaling at least 20 credits.
  - b. Time allowed for participation: No more than 12 consecutive athletic seasons beyond the first completed year of grade 8.
  - c. Age limit: A student is not eligible for freshman level

sports should his/her 16th birthday occur prior to September 1st of that year. A student is not eligible for sports at any level should his/her 19th birthday occur prior to September 1st of that year.

4. User fee requirements have been met and all debts have been paid.

#### **TRANSFER STUDENTS**

A student who transfers is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one year period immediately preceding the transfer. Exceptions to this rule do exist. A written request for a waiver must be approved by the MIAA before participation will be allowed. Students should see the Athletic Director in order to complete the necessary forms.

#### **ATHLETICS AWARDS POLICY**

##### **LETTERS AND CERTIFICATES**

1. In order to receive an athletic award of any type the coach must 1st verify that the athlete has completed the entire season of play.
2. All members of the Freshman and Jayvee teams (boys and girls) and Varsity players who do not play in at least 50% of the regularly scheduled contests will receive a certificate.
3. Varsity players who did participate in at least 50% of all contests shall receive an insert and a varsity certificate. In addition a Varsity "W" will be awarded. Only one "W" will be awarded to any boy or girl athlete, regardless of how many sports or letters he or she earns. For this recognition, he/she will be given a star for captaincy, a symbol of the sport, and a bar for each additional letter he/she earns.
4. A Varsity "W" will be awarded to a varsity player who did not participate in at least 50% of all contests under the following circumstances:
  1. Baseball- A pitcher must pitch in a minimum of 35 innings to receive a letter.
  2. Track (boys and girls)- An athlete must accumulate a total of 25 meet points during the spring season or 20 points during the winter season to receive a letter.
  3. A coach, in extenuating circumstance (injury, etc.) with approval of the Athletic Director, may see that an athlete receives an award without meeting participation requirements.

##### **ATHLETIC AWARDS**

Senior athletes (boys and girls) who have lettered in two or more sports during their high school career will receive a senior award indicating their athletic record at the high school. Athletes who have captained one or more sports will receive a captain's award. Both awards will be presented at the Senior and Captains' Sports Award Banquet in the spring.

#### **ATHLETIC CODE OF CONDUCT**

##### **CHEMICAL HEALTH**

Students and parents/guardians of students electing to participate in athletics will be required to sign an agreement to submit to periodic random screening

for the use of illegal substances. Such screenings will be accomplished at the direction and discretion of the principal with the concurrence of the superintendent of schools when there appears to be sufficient evidence to suspect such use.

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

Please Note: If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

#### **PENALTIES FOR VIOLATING CHEMICAL HEALTH RULE**

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next 2 consecutive interscholastic events, or 2 weeks of a season in which the student is a participant, whichever encompasses the greater number of contests. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation

**Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next 12 consecutive interscholastic events or 12 consecutive weeks, whichever encompasses the greater number of contests in which the student is a participant.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of six (6) weeks or six (6) contests, whichever penalty is greater. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. 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).

#### **PROFANITY AND INSUBORDINATION**

Neither profanity nor insubordination will be tolerated. Dismissal from the team can result if such language is directed towards anyone in authority. Suspension for one week will result in any other situation.

#### **QUITTING AND TRANSFERRING SPORTS**

Student athletes are expected to appreciate the meaning of commitment as it applies to team participation. Quitting a team is intolerable. Transferring from sport to sport during the season is not consistent with our goals. Quitting a team means forfeiture of all athletic rights for the remainder of the season. Not to be unreasonably denied, transferring is discouraged but obtainable, with

permission from both coaches and the Athletic Director. This must be done before the first scheduled contest of each team. User fee is not refundable after first scheduled scrimmage or game.

#### **EQUIPMENT**

Athletes are responsible for the care and return of any uniforms or equipment issued to them. The athlete is to be sure all such items in his possession are secured at all times and returned to the coach at the completion of the season. No uniforms or equipment shall be worn outside of practice or games without permission of the coach. Any items that are lost, stolen, or abused must be replaced with the retail value of a new items for like and kind. An athlete will not be allowed to begin the next season until all debts are paid.

#### **LOCKERS AND LOCKER ROOM FACILITIES**

The athlete is responsible for the care and cleaning of his/her locker and the facilities in locker room. Anyone found guilty of abusing the facilities shall be asked to pay for damages through the Principal.

#### **THIEVERY**

Anyone who steals from Wareham High School and its students or an opponent's school and its students will be dismissed from the team for the remainder of the season.

#### **ABSENTEEISM**

All rules concerning school attendance are published in the Student Handbook and are applicable to all W.H.S. athletes. Students must be in attendance for at least 2/3 of the school day in order to be eligible to participate in a practice or game that day. In an extenuating circumstance, approval to participate must be granted in advance through the Athletic Director. Any student who is absent from school and participates in a practice or game will be:

**First Offense**-Suspended from team for one week.

**Second Offense**-Suspended from team for the rest of the season.

#### **MISSING PRACTICE**

Since missing practice hurts the team effort and the individuals performance, it will not be tolerated. Unless the coach believes the absence is excusable the athlete could be dismissed from the squad for the remainder of the season. Should a student miss a practice or game, the number of days missed must be made up in practice days before game competition is allowed. Should an athlete be absent the day preceding a weekend, vacation or any non-school day, he/she is ineligible for game competition until one school day has been attended and practice days made up. Any injured player, who is not hospitalized or confined to home, must attend practices or games regularly. Only the coach can dismiss an athlete from practice. No student will be discouraged from attending after school clubs or activities. Coaches must be notified in advance so that the practice may be structured to accommodate this situation. Make-up work, extra help and after sessions take precedence over practice.

#### **EMERGENCY TRANSPORTATION**

An injury or sickness may necessitate ambulance transportation to a facility able to handle the injury. Parents will be responsible for any costs of transportation not covered by the school insurance. Every attempt will be made to contact the parent/guardian. No student will be allowed to participate in school sponsored athletic events unless the parent/guardian signs a medical care

authorization slip.

#### **ATHLETIC TEAM TRANSPORTATION**

Only team members, managers and coaches may ride on the team bus and are expected to do so to and from the game site. A letter from a parent or legal guardian stating that the athlete and that athlete only, will be traveling with the parent or legal guardian rather than on the bus is required in advance by the Athletic Director. Proper bus conduct is expected or loss of bus privileges will result. At no time are cleats of any kind allowed to be worn on the bus. The athletes are responsible for leaving the bus in a clean condition at the conclusion of the trip.

#### **AWAY GAME FAN BUS**

At certain times during the school year a special bus may be provided to transport students to away games. This is a privilege granted to those who do not abuse it. A fee will be collected in advance for tickets to the activity and to cover the cost of transportation. All school district bus rules are in effect. Any undesirable behavior will result in loss of privilege to ride and further disciplinary action may result.

### **WAREHAM HIGH SCHOOL AFFILIATED ORGANIZATIONS**

#### **SCHOOL COUNCIL**

This is an advisory group set up in accordance with the educational reform law of the 1993 to advise the administration in all facets of school endeavors.

### **DISCIPLINE**

#### **ARTICLES PROHIBITED IN SCHOOL AND AT SCHOOL FUNCTIONS**

Problems arrive each year because students bring in articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, lighters, matches, water pistols, hard balls, skateboards, stink bombs, firecrackers, laser pens, any gambling devices, and electronic devices, etc., if brought to school, will be confiscated and turned into the Principal's Office. The school is not responsible for confiscated items. In addition, students violating these rules will be subject to the provisions of the student discipline policy.

#### **EXCLUSION FROM CLASS**

When a student is removed from a class for disciplinary reasons, he/she is to be sent to the designated Dean's Office in Room 120, along with a discipline form filled out by the teacher. **THE STUDENT MUST BE SEEN BY THE DESIGNATED DEAN BEFORE HE/SHE IS RETURNED TO CLASS.** A parent conference with the Teacher and the designated Dean may follow.

#### **DISCIPLINE-FORMS OF PUNISHMENT**

Wareham High School enforces a zero tolerance policy on the possession, use, distribution, and possession of paraphernalia relating to alcohol, drugs and tobacco.

If you are going to be suspended from school or suffer other serious loss of

educational benefits, you are entitled to due process of law under the 14th amendment to the U.S. Constitution. This means the school must follow certain fair procedures for due process. Specific procedure for due process are outlined under the section on short-term suspension.

#### **OFFICE DETENTION**

1. Detention begins five minutes after the end of the school day.  
No one tardy will be admitted without a pass.
2. Once in detention room, students will not be allowed to leave.
3. There is no talking, no writing or passing of notes allowed.
4. No radios or food may be brought to the Detention Room.
5. A seating plan and attendance will be taken.
6. Late bus may be provided.
7. Students are required to bring all materials with them that they will need for dismissal.
8. Students are encouraged to use this time effectively.

#### **TEACHER DETENTION**

1. Detention begins five minutes after the end of the school day.
2. Late bus passes must be secured from the teacher.

#### **LOITERING**

Students are not to loiter about the building after their daily programs are finished. Students must have a valid reason for staying in school after their classes are over.

#### **ALTERNATIVE LEARNING SESSION**

Suspension can be served "in-school" if the Administration feels that it is the best interest of the student's remediation and academic progress. "In-school" suspension is not to be a substitute for suspension from school for serious offenses. See the School Discipline section of this hand book.

#### **WAREHAM HIGH SCHOOL - ALS**

Decisions for all student suspensions will be based on, in the opinion of the School Administration, the best interest of the student's social, emotional, and educational development. The objective is to provide consequences for poor conduct and at the same time to allow the student to succeed academically. A student who is suspended from school and is assigned to in school\* (ALS) will be governed by strict rules and regulations.

1. The student will be given full credit for work that is completed in ALS.
2. The student will be required to complete the assignment during the regular school day. The time spent in ALS will be productive in the opinion of the ALS supervisor.
3. The ALS teacher or assigned staff will be responsible for getting assignments for the student. If possible, the ALS list will be ready the afternoon before and assignment sheets will be placed in respective teachers mail-boxes.
4. After the morning attendance the student will report to the Dean's office with all of his/her textbooks and materials. The student will be escorted to the ALS room and remain there for entire day.

5. The students will be required to follow the procedures and directives of the teacher or staff at all times.
6. Lunch of ALS students will be assigned.
7. The ALS teacher will distribute the student's work through staff mail-boxes.
8. The ALS teacher will hold a copy of the assignment sheets and check off assignments as completed.

Disruptive behavior or not following the ALS rules and regulations, may result in out-of-school suspension. Upon return to school the student will serve the original ALS suspension.

#### **CAFETERIA**

All students must report during their assigned lunch period. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at reasonable price.

When using the cafeteria all students:

1. Will deposit all liter in wastebaskets or barrels.
2. Will leave the table and floor around you in a clean condition.
3. Will leave aisles clear.
4. Will not cut or hold places in the lunch line. These practices are unfair to your fellow students. Offenders will be asked to go to the end of the line. Repeated violations will result in disciplinary action.
5. Will not take food from the cafeteria.
6. Will enter and exit cafeteria through the designated doors.
7. Will not panhandle.
8. Will not leave the cafeteria without permission from a teacher.
9. Will not loiter in the hallway before, during or after lunch period.
10. Will not leave the cafeteria to go to their locker.
11. All students should have their student ID handy to purchase lunch.

#### **EMPLOYMENT**

The school frequently receives requests from employers for part-time help. Students are informed of job opportunities via the announcements and the jobs are posted on the bulletin board outside of the Health Office.

#### **WORK PERMITS**

Work permits are issued by the Office of the Superintendent of Schools. A certified copy of your birth certificate, your driver's license or learner's permit will be necessary to acquire a work permit. When completed, the work permit is taken to the Superintendent's Office along with a certified copy of your birth certificate, your driver's license or learner's permit.

If you are between 14 and 17 you must first get a Promise of Employment card from the Superintendent's Office to be completed by your employer. The completed card must be signed by a physician and combined with the certified copy of your birth certificate is then taken to the Superintendent's Office.

#### **FIELD TRIPS**

All field trips planned by a teacher, club, or class must be scheduled at least two weeks in advance and approved by the Principal. A list of names of those students involved with the student's homeroom number must be sent to the Main Office. It will become part of the attendance list two school days before the trip. Each student is expected to return a parental permission slip and to clear all academic responsibilities for the day with his/her other teachers by their signatures on the appropriate form. Any academic work missed because of the trip must be made up. Students in poor academic standing may be removed from the trip roster at the discretion of the faculty. No trips will be planned during the week before or the week of an exam schedule.

#### **LOST AND FOUND**

Students who find lost articles are asked to take them to the Main Office where they can be claimed by the owner.

#### **STUDENT INFORMATION**

On occasion, we receive requests from parent groups, field trip organizers and others for student information. Schools are authorized to release the name, address, telephone number and other information concerning students. If you wish to request that information not be released without prior consent, kindly advise your child's principal in writing.

#### **TELEPHONES**

The office telephone is a business phone for business use only. Parents are requested not to call school with messages, except in case of real emergency. Messages and deliveries from home should be left in the Main Office. Students will be called out of class only in an extreme EMERGENCY. Phones in the rooms are for teacher use only.

#### **TEXTBOOKS**

Books, which are school property, are free of charge to you, and should be returned in GOOD condition, when called for by the teacher or when leaving school. If you fail to return a book, your report card or transfer papers may be delayed until settlement is made. You should expect to pay for school property which has been lost or unnecessarily mutilated. The deadline for payment is June 30th of the current year, graduation for seniors.

#### **VISITORS**

A student who wants to visit for a day, because he/she anticipates transferring to W.H.S., must have his/her parent call the Principal's Office at 508-291-3510 for an interview.

#### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the Principal's Office.

#### **BICYCLES, ROLLERBLADES, SKATEBOARDS**

Bicycles are to be secured in the bicycle rack located at the north end of the building and are NOT to be used until the end of the school day.

#### **BUS PASSES**

If a student needs to take a different bus on any particular day a note from a parent/guardian must be submitted by 8:00 am that morning. The notes must be placed in the

BUSS PASS box located by the gymnasium doors. The note **MUST** contain the address of where the student is going AND the bus number.

### **DRIVING PERMITS**

It should be understood by both parent and student that driving to school is a privilege contingent upon good attendance and proper school ethics. Permission to drive to school will be limited to Juniors, Seniors, Honor Society members and students on OJT. Issuance of a parking sticker does not guarantee a parking space. A full list of rules will be issued with the permit.

In addition the following rules apply:

1. A parental permission form must be on file in the Assistant to the Principal's Office in order to obtain a parking permit tag.
2. The parking permit is to be displayed as outlined in the student parking rules and regulations sheet.
3. Autos must be parked and locked in the designated area.
4. Autos are not to be used as school lockers.
5. Students are NOT allowed in their autos during regular school hours, which includes lunch time.
6. Students must abide by Athletic requirements. See pg. 19.

Failure to comply with these rules will result disciplinary action as described in the Discipline Policy and Suspension or revocation of the student's driving privilege.

NO VEHICLE WILL BE ALLOWED TO LEAVE THE STUDENT PARKING LOT FROM 2:00 P.M. UNTIL THE SCHOOL BUSES HAVE LEFT THE SCHOOL GROUNDS.

Violation of this regulation will result in the following:

**First Offense**-Suspension of driving privilege for two (2) weeks

**Second Offense**-May result in suspension of driving privilege for the rest of the school year subject to recommendation of the High School Principal

### **HEALTH SERVICES**

If a student becomes ill in school, the teacher will call the health office first and then the student should report to the Health Office with a pass. The nurse will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not in, someone in the main office will handle the situation. In the event of illness or accident, school personnel give emergency care only. Parents are responsible for additional care needed.

Only those adults listed on the Emergency Health Form will be allowed to pick up or dismiss ill students. Exceptions to this rule can be made by the nurse. The nurse's decision in medical matters is final.

### **LAVATORY POLICY**

Only the designated lavatory will be open during class periods. No lavatories will be open during passing time. All students must have a pass and must be signed in and out with the staff member on duty outside of the lavatory. The lavatory is closed 10 minutes after the period starts and 10 minutes before the period ends. Abuse of the lavatory policy may result in disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not considered proper behavior. Students who continue to practice such behavior will be subject to the provisions of the Discipline Policy.

### **SCHOOL INSURANCE**

The Wareham School Committee has provided all high school students with accident insurance, at no cost to the student. When the student is injured, he/she will be given a Claim Form after a written report is turned into the Main Office by the person witnessing (coach, teacher, etc.) the accident. This form must be completed by the student's parents in accordance with the instructions on the form. THE SCHOOL MERELY ACTS AS A MEDIUM in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. It is very IMPORTANT that the parent follow through with getting the claim form to the Insurance Company to establish the claim. This is the parent's responsibility, not the school's.

If you have had an injury and the office has not provided you with the Claim Form, after a reasonable length of time, please check with the faculty member (coach, teacher, etc.) who witnessed the injury to be sure the report has been turned in.

**SCHOOL COLORS** - Blue and White

**SCHOOL DANCES**

For each dance the band or DJ first must be approved by the Principal and the Advisor of the club. A teacher or chaperone must be at the door where the tickets are sold, and there will be at least one policeman at each dance. The discipline policy is in force at all school functions. No use of alcohol, drugs, or tobacco products. Wareham High School policies also apply to guests at a school function. Guests must complete the Guest Attendance form.

A Wareham High School student may bring a guest to the dance. The name of the guest must be placed on the Guest List at school on the day before the dance.

Any person wishing to leave the dance for a short period of time may get permission from the advisor in charge only if he/she has a good reason to leave. If the advisor gives permission to leave the dance, no charge will be made for re-admission.

Dress for a school dance is expected to be in good taste.

A list of students who were discipline problems will be turned in to the Principal by the sponsoring club after each dance. A violation of any of the rules may result in the student's suspension from all school dances for the remainder of the year.

**SCHOOL MASCOT/NICKNAME**—"VIKINGS"

**SCHOOL SEAL**—The Viking

**SCHOOL SPIRIT**

1. Courtesy toward teachers, fellow students, the administration, and the officials of school athletic activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship toward fellow teammates, competitors, and athletic officials.

## **EXTRACURRICULAR ACTIVITIES**

You are urged to join activities that interest you. When you commit yourself to an activity, you owe the club your best efforts, not only to benefit the club, but yourself. Requirements for eligibility to participate in Extracurricular Activities is the same as athletics.

During a student's membership in any extracurricular activity, he/she shall not (regardless of the quantity) use/consume, possess, buy/sell or give away marijuana or any other controlled substance. 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.

During a student's membership in any extracurricular activity, he/she shall not (regardless of the quantity) use/consume, possess, buy/sell or give away any beverage containing alcohol.

The penalties for the violations of the preceding two paragraphs are the same as those described under DRUGS and ALCOHOL in the CODE OF CONDUCT section of the Athletic Policy.

If you fall behind in your school work, extra help and teacher conferences take precedence over any extracurricular activity, and you may be requested to drop extra activities.

However, while there is no disputing the important place grades have in education today, the most vital factor is the total education that an individual acquires. In order to take advantage of extra learning opportunities, plan your activity schedule carefully. Don't become overloaded. Obligations at home, church, and in the community should be considered in arriving at a program that will be most suitable for you. Discuss this with your parents. They are to be fully informed of each extracurricular activity in which you participate, its hours, schedules, practice sessions and performances.

Activities will be scheduled during the day or after school at time convenient to the group and its advisor. Only officially recognized school groups may use the school building or its facilities.

Eligibility for participation in ALL WHS activities for incoming 9th graders is dependant upon passing all included sections of the 8th grade MCAS tests. Students who have not met this requirement will not be allowed to participate in any extra-curricular activity unless deemed otherwise by the Principal or designee.

## **CLUBS AND ACTIVITIES**

Each student has the opportunity to join the club open every year. It is possible for students to request a new club or activity, if enough students are interested, a faculty sponsor is available and if space and facilities can be provided. Activities now available include:

|                  |                      |                        |
|------------------|----------------------|------------------------|
| Art Club         | Jazz Choir           | National Honor Society |
| Audio/Video Club | Junior Honor Society | Chess Club             |
| Science Fair     | Student Council      | Code Club              |

|                                     |                        |                      |
|-------------------------------------|------------------------|----------------------|
| Literary Magazine                   | SADD                   | Color Guard          |
| Multicultural Club                  | World Language Club    | WHS Newspaper        |
| Garden Club                         | Yearbook               | Medical Careers Club |
| Book Club                           | Safe Schools Alliance  | Debate and Speech    |
| F.A.I.T.H. Club                     | Viking Theater Company | Quilting Club        |
| Peer Leaders/Mediation/Best Buddies |                        | Engineering Club     |

In order to be an officer in any club or activity, a student must have a cumulative C average or above and must be passing at least four (4) academic subjects at the time of his/her election. If during the course of the school year, a student should fail to meet this requirement, he/she will be placed on probation for one marking period. If at the end of this probationary period, the student still is not passing four (4) academic classes, he/she will be removed from office. These same requirements apply to all class officers, as well. A student running for a class office must also be a bonafide member of the class in terms of credit and be clear of all financial obligations to the class. Advisors are responsible for checking eligibility of student candidates.

## STUDENT RIGHTS

### STUDENT RIGHTS

1. Every student has the right to become involved in the school community to the extent that he/she may:
  - (a) vote in class elections,
  - (b) hold student office, provided that he/ she meets the eligibility requirements,
  - (c) use school facilities for approved activities which have faculty supervision,
  - (d) participate in the development of curriculum, regulations and a school atmosphere conducive to a positive and worthwhile educational experience.
2. All rules and regulations necessary to maintain the process or education will be announced to students in either written or verbal form prior to their implementation.
3. Parents have the right to know the certification of their children's teachers. Requests may be made in writing to the Principal.

**Students and Special Needs:** Under Chapter 766 of the Acts of 1972, the Massachusetts Comprehensive Special Education law, you must be given and adequate education even if you need special services instead of, or in addition to, the school's regular program.

**Entitlement to Special Educational Services:** You are entitled to special educational services if you meet all three requirements: 1) you are between the ages of 3 and 21 years old, 2) you have not obtained a high school diploma or its equivalent (you do not qualify if you have graduated), 3) and you have a disability (physical, emotional, or otherwise) that keeps you from progressing effectively in a regular class.

## **STUDENT DISCIPLINE, ATTENDANCE AND TRANSPORTATION RULES**

### **WAREHAM PUBLIC SCHOOLS ADMISSION PROCEDURES - GRADES 9-12**

1. Students under 18 years of age must be accompanied by a parent, legal guardian, or adult responsible for the education of the student. Eighteen year old students may register themselves.
2. Immunization records must be presented. The Health Office shall determine whether immunizations are up-to-date. Students meeting State immunization requirements will be enrolled. The entry date shall be the first day that the student is physically present in school.
3. Pupils previously enrolled out-of-state or in a private school which does not issue a transfer card shall present the following information:
  - Discipline File
  - Immunization Records
  - Name and Address of Previous School
  - Academic Record, i.e. Report Card, Permanent Record, temporary Record
4. Pupils who have received special education services must present a current, signed Individual Educational Plan. Special education services will not begin until receipt of the IEP.
5. Proof of residency may be verified by the School Attendance Officer.
6. The parent/guardian and the student(s) entering WHS agrees that each student may be required to submit to a screening for the use of illegal substances to be accomplished at the direction and discretion of the principal with the concurrence of the superintendent of schools when there appears to be sufficient evidence to suspect such use.

### **NON-RESIDENT ADMISSIONS - GRADES 9-12**

Any student intending to enroll in the Wareham Public Schools whose parents or guardians do not reside within the community shall submit a letter to the Superintendent detailing the reasons for the said request. Each case shall be decided on its merits by the Superintendent.

### **WITHDRAWAL PROCEDURE - K-12**

1. Students will return all books and materials. Secondary students shall complete and turn in a check-out sheet.
2. Students transferring will be issued:
  - Immunization Records
  - Grades to the date of leaving
  - Current IEP if applicable
3. All academic and health records will be forwarded to the new school according to the Student Record Regulations.

**A. ABSENCE FROM CLASS OR (OTHER ASSIGNED LOCATION)**

1. When a student is missing from any class or assigned location the Principal or Designee shall be notified in writing. The office will investigate the situation, and if a class cut occurred, the pupil will be assigned an office detention and the parents will be notified. Students who continue to cut classes after two office detentions have been assigned, shall receive a suspension.

**B. DISMISSALS**

The school shall assume that each parent has a legal custody of a child unless the school principal is otherwise notified in writing by a parent or by a guardian having legal custody. Dismissal of a child to an individual other than a parent or guardian will not be permitted unless a written notice or permission is provided by a parent or by a guardian having legal custody. The parent claiming custody will be obligated to provide legal evidence to the school Principal in the case of a dispute. Any class missed due to a dismissal will be counted as an absence for that class.

1. Students shall not be permitted to leave the school grounds at any time during the school day without approval from the school office.
2. All dismissals notes shall be given to the Main Office prior to the beginning of school and **MUST INCLUDE** the student's first and last name, reason for dismissal and a telephone number that the parent can be called for verification. If the telephone number is omitted and/or a parent or guardian cannot be reached, the student shall not be allowed to leave school. **NO TELEPHONE DISMISSALS SHALL BE ACCEPTED** unless approved by Administration/Deans.
3. **NO DISMISSALS WILL BE AUTHORIZED FOR ANY OF THE FOLLOWING REASONS:**
  - "PERSONAL"
  - "SICK" (STUDENTS WHO ARE ILL MUST REPORT TO THE NURSE'S OFFICE.)
  - "WORK"
5. If it is determined that a student left the school with a false, forged, or no note, the immediate penalty shall be an after-school session for each class missed plus two, and parental notification. Additional offenses will result in suspension from school.

**C. IN-SCHOOL ILLNESS**

1. Students who do not feel well enough to attend class must obtain a pass from a teacher and then report to the Health Office.
2. If a student remains in the Health Office due to illness, a phone call shall be made to inform the parents. A log shall be kept listing the time of arrival and departure of all students who leave a class due to illness.
3. Dismissals for illness shall be issued through the Health Office and can be made only to the parent or person(s) authorized on the

EMERGENCY FORM in the Health Office. It is EXTREMELY IMPORTANT TO KEEP DATA UPDATED THROUGHOUT THE YEAR.

**D. TARDINESS**

Students are expected to arrive at school on time and to be inside their first period class when morning attendance is taken. All students who arrive late or during the school day are to report to the Main Office sign in and report to the Dean's Office for a pass before going to their locker or class. For students who are chronically tardy consequences will be determined by administration/ Deans.

**E. CONSUMABLE GOODS - BUYING OR SELLING IN SCHOOL, ON BUSES, SCHOOL GROUNDS OR AT SCHOOL SPONSORED EVENTS WITHOUT THE CONSENT OF THE SUPERINTENDENT OR DESIGNEE**

First Offense

- Counsel by Principal or Designee
- Suspension 1 day
- Parent Conference

Second Offense

- Counsel by Principal or Designee
- Suspension 3 days
- Parent Conference
- Further offenses repeat above procedures and suspensions incurred up to 9 days
- Parent Conference
- Principal or Designee shall notify Superintendent or Designee who may request a School Committee Disciplinary/Exclusion Hearing

**GENERAL POLICY STATEMENTS**

1. Students who have been suspended from school shall have the option of making up work missed under the following terms:

- A. Assignments may be obtained through the office using the absentee homework procedure. High school students are required to call the homework extension.
- B. Such assignments must be completed and turned in upon return from suspension.
- C. Test and/or quizzes missed due to suspension must be made up within two school days of the students return to school.

2. An out-of-school suspended student may not ride the school bus, loiter or appear on school property or at any other school sponsored activity. Students who do so will be subject to further disciplinary action, as well as possible police action for trespassing.

3. Any disciplinary action for behavior not defined in this handbook shall be consistent with the philosophy established in this policy and shall be left to the judgment of the principal or designee. This disciplinary action includes, but is not limited to participation in all school functions. Policies and regulations of this handbook apply to students on field trips, overnight field trips, or school

sponsored activities and athletic events.

4. Nothing in this policy is intended to foreclose the referral of alleged violations of the law to appropriate non-school authorities when, in the opinion of the Principal, such action is warranted.

5. The Principal or Designee with the approval of parent may assign school based activities to make up for extensive office detentions or suspension. This will be done on a case by case basis.

#### **TRANSPORTATION EMERGENCY, SAFETY, AND CRISIS RESPONSE POLICY**

In the event of an emergency, safety, or crisis situation during the discharge of students from the bus, the bus driver must establish immediate radio contact, first with the school administrator and then with the transportation department. The bus driver will not discharge students from the bus without receiving instructions from the school administrator or Director of Transportation. The administrator or Director of Transportation will direct the bus driver in accordance with the Emergency/Safety Guidelines.

#### **STUDENT BUS REGULATIONS**

The Wareham School Department operates and maintains its own transportation system. More than ninety percent of our students are transported to and from school by bus. It is hoped that the students will treat this portion of their day as a time to relax and enjoy the company of their friends.

In order to insure the safety of our students at all times, there are certain rules and regulations that must be strictly followed by all who ride the buses. School authorities govern the conduct of students on school buses and at bus stops.

The overriding philosophy behind the rules and regulations of bus conduct which follows is the each student must respect the rights and safety of all others on the bus and that he/she will do nothing to endanger others.

1. Pupils should arrive at the bus stop five minutes before the bus arrives. They should wait in a safe place, clear of traffic and away from where the bus stops. "Horseplay" is not permitted at the stop, on the bus, or when leaving the bus.
2. Student should be sure that the bus has come to complete stop before approaching and attempting to board.
3. When entering the bus, students per direction of the driver, are to go directly to an available or assigned seat. Students are to remain seated and keep aisles and exits clear.
4. Emergency doors are not to be used unless an emergency exists and only by driver direction.
5. Students are to observe classroom conduct and obey the driver's directions.

6. Profane language, eating, smoking, and drinking, of any type is prohibited on the bus.
7. Pupils may carry only objects that can be held in their laps.
  
8. Hazardous materials, objects, and animals are not permitted on the bus.
  
9. Leaving or boarding the bus at locations other than the assigned home stop or assigned school is prohibited unless approval has been received from the Principal, his/her Designee, or Director of Transportation.
  
10. Putting your head, arms or objects out of bus windows is prohibited.
  
11. All buses to games or field trips are scheduled by the school and each bus is under the direction of a school assigned chaperone. All students are required to return to school on their assigned bus unless approval by the Principal, her/his assignee or Director of Transportation is received.
  
12. Hitching rides via rear bumper or holding on to any part of the bus is prohibited.

Any behavior or disciplinary action not defined in the listing will be consistent with the philosophy stated above and will be left to the judgment of the appropriate School Administrator.

#### **CIVIL RIGHTS AND SAFETY POLICY**

It is the policy of Wareham High School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

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

Wareham High School is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming, such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings. The principal of the high school is available to receive reports and complaints of civil

rights violations from students, faculty, and staff.

#### **ADMISSION POLICY**

This policy is established in accordance with the General Laws of Massachusetts which states:

"Every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, sexual orientation, religion or national origin." Chapter 76, Section 5.

#### **ELECTRONIC PORTFOLIO ASSESSMENT PRACTICES**

Wareham Public Schools is developing Electronic Portfolio Assessment practices. Electronic Portfolios collect student work using computer disks, video clips, audiocassettes, and camera images. As part of this process, some examples of student work and pictures/videos of students will be captured using technology. The collections gathered in this way will be used for student and teacher presentations, cable television, and to show student work in the final published product at exhibitions. **If you would not like your child to participate in any video or camera work, please notify the school principal in writing.**

#### **ATTENDANCE GRADES 9-12**

**For purposes of this policy and meeting the guidelines set by the state, there is no differentiation between excused and unexcused absences.**

The faculty and administration of Wareham High School strongly believes in the correlation between good attendance and success for our students. Additionally, as part of the school's mission to prepare students for the world beyond secondary school, it is appropriate for high school students to begin to take responsibility for their own behavior and choices. This policy is designed to improve attendance and therefore improve the chances at success for all Wareham High School students.

While a student may make-up paperwork missed, he/she can rarely duplicate the learning experiences lost by that day's absence. Absence from a class for any reason is detrimental to students. Since education is a cooperative effort and students gain from their interactive discussion with one another, their absences can also hinder the class.

For the purpose of this attendance policy and its record keeping, Wareham High School adheres to the Massachusetts Department of Education guidelines on attendance.

Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that, maximum allowable absences in a given student's circumstances. **Perfect attendance**

**should be the goal for all students.**

**A. DAILY ATTENDANCE**

Daily attendance shall be taken in first period classes. A student who fails to report to class is recorded as absent for the day. A student who reports to school but fails to report to first period class or the office for a tardy will receive an office detention.

**B. ABSENCE FROM SCHOOL**

On any day a student is absent from school a parent/guardian must phone the school at 508-291-3510 ext. 311 by 8:00 a.m. to report the student as absent. Any student who is absent without this phone call will be considered truant.

Within five (5) days of returning to school after an absence, a student shall present to the homeroom teacher a note of explanation signed by a parent/guardian (and/or a doctor if appropriate) stating the reason for the absence, the date(s) of the absence and a phone number where the parent/guardian can be contacted. This note shall be forwarded to the Attendance Office and kept on file. Only documentation submitted in this manner shall be allowed for the appeals process should a student be in jeopardy of receiving a Credit Pending (CP) or No Credit (NC) for a course.

**Notes will not be accepted after the five day time frame.**

**C. PROLONGED ABSENCE**

If for a medical or other valid reason a student is absent from school for an extended period (three or more days), the parent/guardian shall contact the Attendance Office 508-291-3510 ext. 708. (Extended absences for medical reasons may require home tutoring and this service is available if the school warrants it.) Upon return to school after a prolonged illness, the student shall bring a doctor's note verifying such absences to the Attendance Office. These notes will be kept on file for possible appeals to the Attendance Review Committee. Requests for homework will be honored: work can be picked up 24 hours after the request is noted.

**D. TRUANCY**

Students absent from school not for medical, religious holiday, court, or registry, will be considered truant. Students classified as truant will not be allowed to make-up work missed and will receive a zero (0) for class work missed. In addition, they will be required to serve one after-school session per class missed. (One day truant equals five (5) after-school sessions.) The parent/guardian will be notified by principal or designee.

**E. ABSENCES DUE TO FIELD TRIPS/SCHOOL FUNCTIONS/COLLEGE VISITATIONS/SPORTS DIMISSALS**

Students may be excused from strict adherence to this attendance policy for some special school-sponsored programs, (e.g. college visits) approved by the principal. However, the intention of the grading/attendance policy is to limit the number of classes missed in a subject. It is the responsibility of

the student to see that the combination of different circumstances does not exceed the number of days set forth in this policy. Students will be responsible for keeping up with any work missed while they are on a school-related trip. On the day following such a trip, students shall take any previously announced tests. **Students planning on an absence for a college visitation are to bring a parental note to his/her guidance counselor forty-eight (48) hours before the absence. The counselor will issue the student a college visitation notice which the student will show to each of his/her teachers in order to be eligible to receive advance assignments. The student is responsible for turning in the parental note and the counselor slip to the Attendance Office prior to the absence.** Students may not make more than three college visits during school time unless pre-approved by the principal or his designee.

All missed classes must be approved by the teacher one day prior to missing said class covered in this section. Forms will be obtained from the advisor of the school function by the student.

#### **F. CREDIT PENDING/NO CREDIT POLICY**

1. A student absent from four or more classes in a marking period (exclusive of approved school-related activities) will receive Credit Pending (CP) for that marking period. The grade of CP (Credit Pending) shall be issued on a class by class basis.
2. During fourth quarter, seniors will be limited to three absences.
3. The grade CP (Credit Pending) will appear on the report card in lieu of a letter grade.
4. A student (9-11th grade) absent from school for more than 15 days for the school year and a student (grade 12) absent more than 14 will receive No Credit (NC) for all courses. For semester long courses, absences may not exceed seven days.
5. Parents/guardians will be notified at the close of each term if a student is receiving Credit Pending (CP) or No Credit (NC).
6. If a student doesn't receive an NC, all previous CPs for that course will be restored to the letter grade.

#### **G. CREDIT RETREIVAL**

Options for credit retrieval should be discussed with the Dean of Students (or designee) to determine the best resolution for the student. All credit retrieval must be approved by the principal (or designee) prior to implementation. A student, who receives No Credit (NC) in a course, may elect to retrieve those credits by one of the following means:

1. Repeat the same course if the grade received is significantly low.
2. Take another course during the school year or subsequent year to make-up the lost credit.
3. Attend summer school or night school to receive promotional credits or to pass a required course.
4. Attend after school, Saturday school, or before school sessions as available.

#### **H. APPEALS PROCESS**

An appeals process and an Attendance Review Committee to appeal the designation of Credit Pending (CP) or No Credit (NC) will be established. The com-

mittee will consist of an administrator (the principal or designee), the school nurse, teachers and students unless confidentiality will be violated. The committee will meet quarterly and hear appeals on an individual basis.

A request for an appeal must be made in writing to the Attendance Office within five (5) school days of the issuance of report cards. **Only documentation submitted within five (5) school days of any absence will be allowed for consideration in the appeals process.**

#### **I. PLANNED ABSENCES/VACATIONS – WPS Pre-K through 12**

The Wareham Public School System develops a school calendar that includes student vacation periods in December, February, April, and during the summer. Students and parents/guardians are urged to consider seriously the importance of a good record of attendance. Aside from the difficulty of make-up requirements, it is detrimental to a student when he/she is not present for comprehensive and sequenced presentations, for carefully planned experiences designed for students, and for the benefit of the teacher-to-pupil and pupil-to-pupil interactions that take place daily in each classroom. This is the essence of the learning process which can never be completely duplicated through the assignment of class work before an absence or the make-up after an absence.

Attendance during State Comprehensive Exams (MCAS) is critical. State Comprehensive Exams are scheduled 1 year in advance and are included in the published Wareham School Calendar.

Vacation trips with parents/guardians at times when school is in session are strongly discouraged because the continuity of the student's educational program is disrupted. Make-up of exams is not allowed for students who are absent for vacations during mid-term and final exam weeks. Teachers shall not be required to provide work for any student prior to planned absences.

#### **SEARCH AND SEIZURE**

**Wareham School Committee Policy, amended March 12, 2008 (no changes)**

School Administrators maintain the right to seize items in a student's possession and to search school property (lockers, desks, etc.) assigned to a student and any vehicle parked on school property under the following guidelines:

1. There is reasonable cause to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to health and safety of the students or others.
2. **Lockers remain the property of Wareham Public Schools** and we maintain the right to open any locker at any time for inspection purposes. This may be done, if possible, in the presence of the student and shall be done under the direction of the School Administrator.
3. In cases of searches that include a dog team, the officer and dog team will be accompanied by a School Administrator. The contact between dogs and students will be strictly avoided.
4. All searches will be conducted with respect to all safety considerations and with the least disruption, intrusion and intimidation possible.
5. In the event that students are found in possession of an illegal item, the parent/guardian will be notified immediately.

Students who, in the opinion of the School Administrator, may be in possession of, or under the influence of, any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions. Examples of items subject to this regulation include, but are not limited to, drugs, alcohol, weapons, pornography, stolen goods, fireworks and explosives.

In keeping with all applicable Federal and Massachusetts State Laws, the law requires that minors cannot be questioned by police without being read their Miranda Rights and without a parent/guardian present.

It is not the intention of the School District to violate individual liberties; however, the obligation of the school is to provide a safe environment conducive to learning for all students.

**Wareham Public Schools**  
**Student Code of Conduct**  
June 2005

Students in grades pre-K through 12

**Introduction**

All members of the school community have the responsibility to conduct themselves with respect for individuals, their rights, and their property in school and during all school-sponsored activities, both on and off campus, including those times when they are riding school busses or other school-provided vehicles. Therefore, the behavior of students shall be regulated during all of the aforementioned activities. It is specifically noted that, for the purposes of these rules and regulations, buses and other school transportation vehicles are considered school property and bus drivers are considered school personnel. Students are expected to behave in accordance of the rules and regulations and to remove themselves from situations which involve illegal activity, and possession or use of illegal drugs, alcohol, or weapons, or the violations of these rules and regulations. Every effort will be made by school officials to help students solve problems or behavior without interruption of the daily program of studies. However, certain types of behavior identified below are unacceptable and may, and in some instances shall, result in disciplinary action.

In addition to the disciplinary action, violation of the Student Code of Conduct may result in police notification pursuant to state statute.

**Discipline Code**

**Group A:**

1. Behavior which disrupts the educational process (e.g. inappropriate physical contact, misuse of school equipment, disrespectful treatment of school property, dress code violations, using cellular phones or portable electronic devices etc.)
2. Being late to school without a legitimate excuse (office detention assigned for that day). Tardiness to class will be subject to teacher discipline.
3. Failure to report for a teacher detention.
4. Failure to sign in when tardy.

5. Possession of cigarettes, smokeless tobacco, and/or lighters.
6. Cheating or plagiarism or forgery. (WHS will adhere to school policy.)
7. Use of obscene, abusive or profane language or gestures, or rude or defiant behavior, either of which disrupts the educational process or school activity.

Consequence: Detention, Saturday detention, or suspension.

**Group B:**

1. Inappropriate class behavior. (If a student is told to leave a classroom by a teacher, the consequence will be a Saturday detention. High School will use administrative action.)
2. Forging or willfully misusing a school related document, tampering with a school record, or misrepresentation of parent/guardian communication.
3. Being in an unauthorized or restricted area, especially areas affected by construction.
4. The use of racial, religious, ethnic, or sexual slurs which substantially disrupt the good order of the educational process.
5. Non-compliance with any reasonable request from any member of the school staff. Students are to respond in a courteous and respectful manner. When doubt exists as to reasonableness from a staff member, students are encouraged to consult with a school administrator after compliance with the request.
6. Failure to identify oneself or giving false information upon request by any member of the school staff.
7. Cutting class(es). A loss of credit for all work will result for class(es) missed.
8. Truancy.
9. Failure to serve an office detention.
10. Smoking and/or using smokeless tobacco is not allowed on school buses, school property before, during, or after school, or at co-curricular or athletic activities.

Consequence: Saturday detention (grades 6-12) or one to three days suspension.

**Group C:**

1. Theft of school or personal property or receipt of such stolen items including, but not limited to, possession of an answer key, teacher manual, or test not yet taken.
2. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property.
3. Fighting. "Self-defense" may be used as a defense in a hearing procedure. However, it is the responsibility of students claiming self-defense to prove that they had no route of escape. (See definition of self-defense in the glossary).
4. Leaving school grounds without permission.
5. Embarrassment or harassment of any student, staff member or other member of the school community which is of an insightful/abusive nature or disrupts the good order of the school.

Consequence: Three days suspension, restitution for any damage, involvement of the Police and/or Fire Departments.

**Group D:**

1. Assault and/or battery on any member of the school community.
2. Threat of violence directed toward any member of the school community.
3. Obtaining money, material goods, or favors by threat of physical harm.
4. Willful destruction or damage to school or personal property.
5. Possessing, using or being under the effect following the use of an alcoholic beverage.
6. Possessing, using or being under the effect following the use of an illegal drug.
7. Selling, giving, or distributing an alcoholic beverage.
8. Selling, giving, or distributing an illegal drug.
9. Act of arson (i.e., setting something on fire), or the use of explosives (including fireworks).
10. Possession and/or use of a weapon including, but not limited to, a knife, club, slingshot, shod foot, bracelet, chain or other article that can be deemed dangerous or physically threatening to others.
11. False bomb threat or fire alarm.
12. Participation in the act of hazing, which is any conduct or method of initiation into any student organization or team that endangers the physical or mental health of a student (Chapter 269, Section 17 of Massachusetts General Law).

Consequence: Minimum of five days out of school suspension with restitution for any damages, involvement of the Police and/or Fire departments. Leadership roles in athletics, co-curricular, and student government will be terminated. Five additional days may be imposed by the Principal or designee with the possibility of an expulsion hearing being held. Some offenses are not subject to Massachusetts General Laws, Chapter 71, Section 37H and 37H ½ ; therefore, a final determination may be made by the School Committee.

**Due Process**

The Discipline Code of Wareham Public Schools is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that students facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against them, explanation of the basis for the accusation(s), and an opportunity to present their version of the facts. In addition, the court holds that unless the students' continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow the suspension.

The Court points out that Due Process does not require that hearings in connection with suspensions be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross-examine witnesses supporting the charges, or to call their supporting witnesses.

**Student Suspension**

When a student is suspended, the following procedures will be followed:

1. Students will not be suspended before having an informal meeting with the

Principal or Assistant Principals/Housemasters. At this meeting, students will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In an emergency situation, which requires the immediate removal of students, the informal meeting will be held as soon after the suspension as possible.

2. The Principal and Assistant Principals/Housemasters will notify parent/guardians of the students about the suspension and state of the cause(s) leading to it. If the suspension is imposed during the school day, the parent/guardians may be required to transport the student home.
3. The Principal or Assistant Principals/Housemasters will send a letter to the parent/guardians confirming the suspension. This notification shall contain:
  - a. The number of days of suspension;
  - b. The reason(s) for suspension as provided in the *Code of Conduct*;
  - c. The readmission date and conference procedures;
  - d. A copy of the suspension procedures.
4. Students will be given an opportunity to complete for credit any class work including, but not limited to, examinations that may have been missed during the period of suspension. Students are responsible for bringing all books and materials home, obtaining assignments, and completing schoolwork during the suspension.

#### **Student Expulsion**

Expulsion is defined as a long term or permanent dismissal. Generally, expulsion is the very last measure. It will be reserved for instances of serious infractions or cases of chronic behavior for which there is little hope for improvement under school conditions and where the welfare of other students is seriously endangered.

The M.G.L. chapter 71, section 37H and 37H1/2 subject to possible expulsion from the school by the Principal anyone who is found on the school premises or at any school related event, including athletic games, in possession of a dangerous weapon, whether a knife or gun or some other type of weapon considered to be dangerous under the law. Anyone in possession of a controlled substance in the school or at any school event is also subject to expulsion. A controlled substance includes, among other things, marijuana, cocaine, and heroin, with such substances defined under Chapter 94C of the General Laws of Massachusetts.

Students who assault any staff member on school premises or any school related event may be subject to expulsion by the school Principal.

Students charged with a violation of any of these offenses shall be notified in writing of an opportunity for a hearing and may have someone else represent them at such hearing. They may call witnesses or present other evidence in their behalf before the Principal. Such a hearing is a chance to be heard, not a court proceeding even though some of the rights of a court proceeding do apply. The Principal may, after hearing, choose to suspend or expel the student (s).

If a criminal complaint charging students with a felony or delinquency complaint is issued by a court, the Principal may suspend such students for a period of time determined to be appropriate if the Principal determines that the student's continued presence in the school would have a substantial detrimental effect on

the general welfare of the school. A felony is a serious criminal offense that carries a possible sentence by a court to state prison. The Principal must notify the student in writing of the charges and the reasons for the suspension prior to the suspension taking effect as well as their right to appeal to the Superintendent of Schools within five days following the suspension. Such a suspension will remain in effect prior to any appeal hearing conducted by the Superintendent within three calendar days following the request for hearing. The Superintendent shall conduct a hearing if so requested in writing by the student at which the students may have their parent/guardians present, have the right to counsel, and present oral and written testimony on his/her behalf. The Superintendent shall then have five days to sustain, overturn, or change the Principal's decision, including possibly recommending an alternative educational program for the students.

Except for expulsions, pursuant to M.G.L. chapter 71, section 37H and 37H1/2, in any instance where a student's principal believes that expulsion proceedings should be initiated, the principal shall refer the student to the Superintendent of Schools for a hearing. The purpose of the hearing is to determine whether the student should be referred to the School Committee for expulsion proceedings and/or whether the Superintendent shall impose additional disciplinary penalties. The student shall have the same procedural due process rights at the hearing before the Superintendent of Schools as he or she has at a hearing in which a suspension in excess of 10 days might occur.

Pursuant to M.G.L. chapter 76, section 17, "a school committee shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent/guardian an opportunity to be heard."

**HARASSMENT POLICY**  
**Wareham School Committee Policy, amended MARCH 23, 2011**

**I. GENERAL STATEMENT**

The Wareham Public School System is committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, or disability. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, pupil, visitor to the school, administrator, or other school personnel to harass, in any way on school grounds or during school activities, any person associated with the system. This policy precludes any sexual relationship between an employee of Wareham Public Schools and any current pupil. The system will address all complaints of harassment. A violation of this policy will result in appropriate action(s) by the Wareham Public School System. Discipline of employees will be in accordance with the respective collective bargaining agreements.

It is the responsibility of all members of the school community to treat each other respectfully. In addition, all members are expected to become familiar with this harassment policy and to report incidents of harassment to school authorities.

**II. DEFINITION**

Harassment is defined as conduct that:

- 1) unreasonably interferes with an individual work or educational performance or
- 2) creates an intimidating, hostile, or offensive work or educational environment.

While this policy on harassment goes beyond the issues of gender and sexual harassment to include race, religion, national origin, ethnic background, color, age, or disability, there are specific laws and regulations relating to gender and sexual harassment that are of prime importance and these are reviewed briefly below.

Federal and State Law on Harassment: Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Title IX of the federal Education Amendments of 1972 (20 U.S.C. 1681) states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Actions which constitute different treatment based on sex, such as denial of the opportunity to participate in courses, activities, and sports or different treatment in grading or discipline, are prohibited under Title IX.

The federal law protecting school employees from discrimination based on gender is Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) has developed guidelines that define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- 1) submission to such conduct is made, either explicitly or implicitly, a requirement of employment
- 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

Although the EEOC guidelines were written for employment situations, they have generally been adopted for the educational environment as well, and provide the basis for defining sexual harassment as it involves students.

Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws) defines sexual harassment as follows: any sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) submission to or rejection of such advances, requests or conduct is made, either explicitly or implicitly, a term or condition of the provision of the benefits, privileges or placement services, or as a basis for the evaluation of academic achievement; or
- 2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

### **III. EXAMPLES OF SEXUAL HARASSMENT**

Telling sexual jokes or stories  
Making sexual comments about a person's clothing, anatomy, or appearance  
Repeatedly asking out a person who is not interested  
Telling lies, spreading rumors, or gossiping about any person's sex life  
Whistling, catcalls, making kissing sounds, smacking lips  
Name calling, teasing, or other derogatory or dehumanizing sexual remarks  
Following a person or blocking a person's path  
Drawing or displaying sexually explicit or suggestive posters, cartoons, pictures, calendars, designs on clothing, or other similar materials  
Making sexual gestures with hands or body movements  
Giving unwanted gifts of a personal or suggestive nature  
Unwanted touching of people, their hair, or their clothing  
Unwanted hugging, kissing, pinching, patting, or stroking  
Inappropriate displays of affection  
Assault, attempted rape, or rape

### **IV. COMPLAINT PROCEDURES**

Any student, staff member, or visitor to our community who believes that s/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator or other personnel of the Wareham Public Schools should report the incident within one month of the occurrence, or as soon as possible. Those who have knowledge of any harassment must report an incident immediately. Reports made outside this time frame will be considered on a case by case basis.

Depending on the circumstances and seriousness of the incident, interventions can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If such a mediation does not work or if the situation warrants further action, a formal harassment complaint can be made.

A harassment complaint may be made to the principal, equity coordinator, teacher, counselor or any other school personnel with whom the complainant feels comfortable. If the report is to someone other than the principal it becomes the responsibility of that person to report the complaint to the principal in writing using the forms that are available in every principal's office or in the Office of the Superinten-

dent of Schools.

So that all members of the school community will be made secure in bringing forth complaints, a volunteer member of the faculty from each building will be designated as an equity coordinator. Ideally, the equity coordinator will not be of the same gender as the principal. If the complaint involves the principal/supervisor, then the complainant may file the complaint with the Superintendent of Schools (508-291-3500) or the Title IX/Chapter 622 Coordinator (508-291-3540).

Upon receiving a complaint, the equity coordinator, or other member of the school community shall immediately notify the building principal who shall serve as the complaint hearing officer.

The building principal or designee will **immediately** address the concern. Within twelve (12) working days, the principal shall forward all complaints to the Superintendent of Schools and the Title IX/Chapter 622 Coordinator/Director of Special Education (508-291-3540).

The hearing officer shall respect, as much as possible, the privacy of the complainant, the person against whom the complaint is filed, and all witnesses. **ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.**

In the event that students are involved in serious allegations as victim, perpetrator, or witnesses, the principal/designee will notify the parents and/or guardians of the allegations in a timely manner using appropriate discretion in the notification.

All complaints will be taken seriously. While the rights of all individuals will be protected, a program for monitoring an alleged situation of harassment will be developed immediately to prevent the possibility of any recurrence of the behavior. **Retaliation against a complainant will not be tolerated.** Appropriate disciplinary action will be taken against any party involved in the retaliation.

The penalty for harassment of member(s) of our school community will reflect the severity of the offense. Penalties may include, but will not be limited to any one or combination of the following: verbal admonition, written reprimand, suspension or expulsion from school, and/or counseling. Employees may be suspended without pay and/or terminated in accordance with procedures specified in the respective bargaining agreements.

#### **V. INVESTIGATIVE PROCEDURES**

The principal or designee shall consider every report of harassment seriously and shall investigate all reports immediately. The Title IX/622 Coordinator and other staff (e.g. school psychologist) shall assist the school hearing officer, as needed, in the investigative procedures and the identification and delivery of all necessary services to concerned individuals.

The person issuing the complaint as well as the individual against

whom the complaint is filed shall be separately interviewed, with the goal of resolving the complaint at this level. If resolved, parties will be notified and documentation describing the incident and subsequent resolution shall be kept by the principal for one academic year. If the complaint is not successfully resolved, the principal shall continue with the investigation by interviewing other knowledgeable parties. Documentation supporting or discounting the allegation shall become part of the investigation process.

The principal shall complete the investigation and report within twelve (12) working days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. During the hearing process, the cross examination of witnesses may be restricted at the discretion of the hearing officer. **If the allegations are substantiated, the principal or, in a case against an employee, the Superintendent (or his or her designee) must take immediate corrective and/or disciplinary action to resolve the situation.** Such action may include, but is not limited to, requiring an apology, direction to stop the offensive behavior, counseling or education, warning, suspension, exclusion, transfer, expulsion, or discharge. Follow up will be conducted to insure that neither continued harassment nor retaliation occurs. Follow-up procedures shall be documented.

As soon as the report is completed, it shall be filed with the Superintendent of Schools and the Title IX/622 Coordinator. Written findings will be provided to the concerned parties upon request and shall not deny the individual's right to pursue other avenues of recourse. All records of harassment shall be forwarded to the Superintendent and Title IX/622 Coordinator and shall be kept in a separate file, and only the Superintendent and the Title IX/622 Coordinator shall have access to these files.

Concerned parties will have the right of appeal to the Superintendent of Schools within ten (10) working days of receipt of the concluding report.

Alleged abuse by a parent, guardian, school staff, or other caretaker will be reported to the Department of Social Services according to school policy and procedure. If allegations warrant, the sexual abuse unit of the local law enforcement agency shall be notified.

#### **VI. STATE AND FEDERAL REMEDIES**

In addition to the above, if you believe that you have been subject to sexual harassment, you may file a complaint with either of the government agencies set forth below. Using the complaint process of the Wareham Public Schools does not prohibit the filing of a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days and MCAD - 6 months).

US Equal Employment Opportunity Commission  
JFK Federal Bldg.  
475 Government Center

Boston, MA 02114  
617-565-3200  
Massachusetts Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, MA 02108  
617-994-6000

**VII. DISSEMINATION OF POLICY INFORMATION**

This policy shall be included in all handbooks (faculty and student) and shall be made available in all main offices. Faculty members, parents, and students will be informed of this harassment policy.

Faculty members will be provided with training helpful in the identification and prevention of harassment. Parents will be requested to acknowledge the harassment policy through a signature process. The students (K-12) will receive age appropriate harassment training.

Faculty members will be provided with training helpful in the identification and prevention of harassment. Parents will be requested to acknowledge the harassment policy through a signature process. The students (K-12) will receive age appropriate harassment training.

**VIII. SUMMARY OF HARASSMENT REPORTING/INVESTIGATION PROCESS**

**Student Code of Conduct 2011-2012  
Addendum**

(changes/additions are underlined)

**WAREHAM HIGH SCHOOL**

Scott Palladino, Principal  
Deborah Freitas, Assistant Principal  
Phone: 508-291-3510  
Fax: 508-291-3577

7 Viking Drive  
Wareham, MA 02571



**This Agenda belongs to:**

Name \_\_\_\_\_

Student # \_\_\_\_\_ Advisory Room# \_\_\_\_\_

**Wareham High School  
Core Values and Beliefs**

The mission of Wareham Public Schools is to educate all students for life's responsibilities, challenges and opportunities.

We believe...

All children can achieve

Education is key to a successful life

Education sets high expectations for each individual in the school  
community

Education requires respect for one another, the community, and ourselves

Education requires a commitment to life-long learning

Education requires diligent effort and responsibility

Education is a partnership among home, school, and community

Communication is a cornerstone to fulfilling our vision

**Wareham High School will prepare its students for further academic and occupational opportunities, social responsibility, and commitment to community. By maintaining high academic standards through a rigorous course of study, students will be expected to apply effective effort in order to master skills and to value scholarship, citizenship, craftsmanship, and sportsmanship. Students will demonstrate that they are independent and critical thinkers who can make sound judgments and decisions as citizens, consumers, and life-long learners.**

**Wareham High School 21<sup>st</sup> Century Learning Expectations**

Wareham Students Will *ACQUIRE* Information in a Variety of Ways

- A.1 By actively and critically reading, listening, discussing, observing, and participating
- A.2 By questioning appropriately
- A.3 By researching independently
- A.4 By locating and retrieving information through appropriate use of technology

Wareham Students Will *INTERPRET* Information in a Variety of Ways

- I.1 By employing critical thinking and problem solving skills
- I.2 By evaluating for trends, patterns, comparisons, and relationships
- I.3 By making inferences and drawing conclusions

Wareham Students Will *COMMUNICATE* Information in a Variety of Ways

- C.1 By writing and speaking clearly
- C.2 By selecting and applying effective techniques in performance tasks and demonstrating proficiency
- C.3 By presenting creatively in a variety of media, including Technology

Wareham Students Will *ACT RESPONSIBLY AND RESPECTFULLY* in a Variety of Ways

- R.1 By demonstrating academic integrity
- R.2 By participating and working cooperatively in school groups
- R.3 By demonstrating the correlation between effort and achievement by meeting or exceeding academic expectations
- R.4 By understanding the achievements and traditions of a multicultural and global society
- R.5 By engaging in the democratic process

Wareham High School's 21<sup>st</sup> Century Expectations for Student Learning are demonstrated in the Comprehensive Student Portfolio.

## IMPORTANT DATES 2011 -2012

### Terms/Semesters

| Term              | Start Date | End Date  | Number of Days |
|-------------------|------------|-----------|----------------|
| Term 1            | 8/31/2011  | 11/4/2011 | 45             |
| Term 2            | 11/7/2011  | 1/23/2012 | 45             |
| <i>Mid-Terms</i>  | 1/24/2012  | 1/27/2012 | 4              |
| Term 3            | 1/30/2012  | 4/05/2012 | 42             |
| Term 4            | 4/09/2012  | 6/12/2012 | 41             |
| <i>Finals</i>     | 6/13/2012  | 6/15/2012 | 3              |
| <b>Total Days</b> |            |           | <b>180</b>     |

*Note - Term 4 is NOT based on any additional snow days, so the end date is subject to change.*

### Open House

Open House will take place on Thursday, 11/17/2011 from 6 - 8 PM.

### Report Cards

| Terms          | Term Grades Close | Input Grades - Deadline | Report Cards Issued |
|----------------|-------------------|-------------------------|---------------------|
| T1             | 11/4/2011         | 11/9/2011               | 11/14/2011          |
| T2             | 1/23/2011         | 1/27/2012               | 2/1/2012            |
| T3             | 4/5/2012          | 4/10/2012               | 4/13/2012           |
| T4             | 6/8/2012          | 6/15/2012               | Will be mailed      |
| <i>Seniors</i> | 5/21/2012         | 5/25/2012               | 6/1/2012            |

*Note - Term 4 is NOT based on any additional snow days, so the end date is subject to change. Underclassmen report cards will be mailed home.*

### Thanksgiving Recess 11/23/2011 - Early Release Schedule

Period 1: 7:40 - 8:57

Period 2: 9:00 - 10:15 (approximate dismissal time, pending bus arrival)

### Exam Schedules

#### **2012 Mid Term Exam Schedule**

Tuesday, 1/24/2012—Full Day C—Exams 2 & 1

Wednesday, 1/25/2012—Study/Early Release Day D—Exams 6 & 5

Thursday, 1/26/2012—Study/Early Release Day A—Exams 3 & 4

Friday, 1/27/2012—Study/Early Release Day B—Exams 7 & 8 and Make up

#### **2012 Final Exam Schedule**

Monday, 6/11/2012—Full Day D—Exams 6 & 5

Tuesday, 6/12/2012—Full Day A—Exams 1 & 2

Wednesday, 6/13/2012—Study/Early Release Day B—Exams 7 & 8

Thursday, 6/14/2012—Study/Early Release Day C—Exams 4 & 3 and Make up

Friday, 6/15/2012—Make-up Exams—Final Grade Input and Verification

USE THIS PAGE FOR NOTES

## DAILY ROTATION SCHEDULE 2011-2012

| Term 1 |                       | Term 2 |                             | Term 3 |                | Term 4 |                      |
|--------|-----------------------|--------|-----------------------------|--------|----------------|--------|----------------------|
| 8/31   | A                     | 11/7   | B                           | 1/30   | C              | 4/9    | A                    |
| 9/1    | B                     | 11/8   | C                           | 1/31   | D              | 4/10   | B                    |
| 9/2    | C                     | 11/9   | D                           | 2/1    | A              | 4/11   | Early Release - C    |
| 9/5    | Labor Day             | 11/10  | A                           | 2/2    | B              | 4/12   | D                    |
| 9/6    | D                     | 11/11  | Veteran's Day               | 2/3    | C              | 4/13   | A                    |
| 9/7    | A                     | 11/14  | B                           | 2/6    | D              | 4/23   | B                    |
| 9/8    | B                     | 11/15  | C                           | 2/7    | A              | 4/24   | C                    |
| 9/9    | C                     | 11/16  | D                           | 2/8    | B              | 4/25   | D                    |
| 9/12   | D                     | 11/17  | A                           | 2/9    | C              | 4/26   | A                    |
| 9/13   | A                     | 11/18  | B                           | 2/10   | D              | 4/27   | B                    |
| 9/14   | B                     | 11/21  | C                           | 2/13   | A              | 4/30   | C                    |
| 9/15   | C                     | 11/22  | D                           | 2/14   | B              | 5/1    | D                    |
| 9/16   | D                     | 11/23  | 1/2 Day A                   | 2/15   | C              | 5/2    | A                    |
| 9/19   | A                     | 11/28  | B                           | 2/16   | D              | 5/3    | B                    |
| 9/20   | B                     | 11/29  | C                           | 2/17   | A              | 5/4    | C                    |
| 9/21   | Early Release - Day C | 11/30  | D                           | 2/27   | B              | 5/7    | D                    |
| 9/22   | D                     | 12/1   | A                           | 2/28   | C              | 5/8    | A                    |
| 9/23   | A                     | 12/2   | B                           | 2/29   | D              | 5/9    | B                    |
| 9/26   | B                     | 12/5   | C                           | 3/1    | A              | 5/10   | C                    |
| 9/26   | B                     | 12/6   | D                           | 3/2    | B              | 5/11   | D                    |
| 9/27   | C                     | 12/7   | Early Release - Day A       | 3/5    | C              | 5/14   | A                    |
| 9/28   | D                     | 12/8   | B                           | 3/6    | In-service Day | 5/15   | B                    |
| 9/29   | A                     | 12/9   | C                           | 3/7    | D              | 5/16   | C                    |
| 9/30   | B                     | 12/9   | C                           | 3/8    | A              | 5/17   | D                    |
| 10/3   | C                     | 12/12  | D                           | 3/9    | B              | 5/18   | A                    |
| 10/4   | D                     | 12/13  | A                           | 3/12   | C              | 5/21   | B                    |
| 10/5   | A                     | 12/14  | B                           | 3/13   | D              | 5/22   | C                    |
| 10/6   | B                     | 12/15  | C                           | 3/14   | A              | 5/23   | D                    |
| 10/7   | In-service Day        | 12/16  | D                           | 3/15   | B              | 5/24   | A                    |
| 10/10  | Columbus Day          | 12/19  | A                           | 3/16   | C              | 5/25   | B                    |
| 10/11  | C                     | 12/20  | B                           | 3/19   | D              | 5/28   | Memorial Day         |
| 10/12  | D                     | 12/21  | C                           | 3/20   | A              | 5/29   | C                    |
| 10/13  | A                     | 12/22  | D                           | 3/21   | B              | 5/30   | D                    |
| 10/14  | B                     | 1/3    | A                           | 3/22   | C              | 5/31   | A                    |
| 10/17  | C                     | 1/4    | B                           | 3/23   | D              | 6/1    | B                    |
| 10/18  | D                     | 1/5    | C                           | 3/26   | A              | 6/4    | C                    |
| 10/19  | A                     | 1/6    | D                           | 3/27   | B              | 6/5    | D                    |
| 10/20  | B                     | 1/9    | A                           | 3/28   | C              | 6/6    | Early Release- Day A |
| 10/21  | C                     | 1/10   | B                           | 3/29   | D              | 6/7    | B                    |
| 10/24  | D                     | 1/11   | C                           | 3/30   | A              | 6/8    | C                    |
| 10/25  | A                     | 1/12   | D                           | 4/2    | B              | 6/11   | Exams Day D (6 & 5)  |
| 10/26  | B                     | 1/13   | Early Release - A           | 4/3    | Election Day   | 6/12   | Exams Day A (1 & 2)  |
| 10/27  | C                     | 1/16   | MLK Day                     | 4/4    | C              | 6/13   | Exams Day B (7 & 8)  |
| 10/28  | D                     | 1/17   | B                           | 4/5    | D              | 6/14   | Exams Day D (4 & 3)  |
| 10/31  | A                     | 1/18   | C                           | 4/6    | Good Friday    | 6/15   | Exams Make-up        |
| 11/1   | B                     | 1/19   | D                           |        |                | 6/18   | A +1                 |
| 11/2   | C                     | 1/20   | A                           |        |                | 6/19   | B +2                 |
| 11/3   | D                     | 1/23   | B                           |        |                | 6/20   | C +3                 |
| 11/4   | A                     | 1/24   | Exams Day C (2 & 1)         |        |                | 6/21   | D +4                 |
|        |                       | 1/25   | Exams Day D (6 & 5) 1/2 Day |        |                | 6/22   | A +5                 |
|        |                       | 1/26   | Exams Day A (3 & 4) 1/2 Day |        |                |        |                      |
|        |                       | 1/27   | Exams Day B (7 & 8) 1/2 Day |        |                |        |                      |

## TABLE OF CONTENTS

|                                |    |
|--------------------------------|----|
| Core Values and Beliefs        | 2  |
| Expectations                   | 3  |
| Important Dates                | 4  |
| Daily Rotation                 | 6  |
| I. GENERAL                     |    |
| Cafeteria Debit System         | 8  |
| School Meals                   | 8  |
| II. RULES AND REGULATIONS      |    |
| Dress Code                     | 9  |
| Electronic Media & Comm.       | 10 |
| III. ATHLETICS                 |    |
| Requirements for participation | 11 |

### **FOOD SERVICES—CAFETERIA DEBIT SYSTEM**

WHS cafeteria uses a computerized debit system in the breakfast/lunch program. The computers help prevent fraudulent use of accounts, record student participation, and provide confidentiality to all students regarding their meal status.

Deposits to accounts are encouraged, and while cash is accepted, bank checks, money orders and on line deposits are preferred. **NO PERSONAL CHECKS WILL BE ACCEPTED.** It is the responsibility of the students and their parents/guardians to be aware of account balances and make sure funds are available for purchases. Money which has been deposited into student accounts is to be used for breakfast, lunch, and a la carte items only and is NOT available for withdrawal.

WHS Students are allowed to charge the price of two (2) lunches to their account. No a la carte items may be charged. **Repayment in full is to be made at the time of the next transaction.** Students are reminded that charging is a privilege, and said privilege may be revoked at any time at the discretion of the cafeteria manager.

Applications for FREE & REDUCED school meals are available at each school office as well as on-line. Completed applications should be turned in at the beginning of each school year. In addition, any time the family income changes during the school year, a new application may be submitted.

### **SCHOOL MEALS**

School ID number is required to buy the school lunch and breakfast. Your school must serve a meal that meets federal nutrition standards.

### **FOOD AND DRINK**

ALL food and drinks, including products bought and sold at WHS, must be consumed in the cafeteria. Students choosing to bring food in prior to the start of school must consume it in the cafeteria. Students not complying will have items confiscated. Repeated offenses will result in disciplinary action.

## **DRESS CODE**

1. In the interest of maintaining the required school climate essential to meaningful teaching and learning, the principal may ban dress that is inappropriate due to health, safety, and/or disruption to the educational process. The principal is authorized to send offending students home to change their clothing if such clothing is determined by the principal or designee to be inappropriate for educational purposes.
2. Standard of Dress for students shall comply with the following guidelines:
  - A. Dress must not interfere with the educational process or the rights of others to secure an appropriate education. Dress must not be destructive of school property nor pose threat or pose a safety issue (i.e., shoes or cleats, oversized or wallet chains, flip flops).
  - B. Clothing that is transparent or exposes the midriff, back, navel, or cleavage are not allowed.
  - C. Headgear or head coverings (hats, bandanas, hoods, sweatbands, sunglasses, scarves, combs, picks, curlers, rakes) are not allowed.
  - D. Tank tops, tube tops, halter tops, one shoulder tops, spaghetti straps, strapless or backless tops are not allowed.
  - E. Dresses, skirts or shorts that do not reach at least mid-thigh or have slits above mid-thigh are not allowed. No garment should be worn too tight and or higher than mid-thigh.
  - F. Stretch lycra, spandex, tights, leotards, biker pants, underwear, or leggings worn as outer garments are not allowed.
  - G. Pants, skirts or shorts are to be worn and fastened at the waistline. No pajamas/sleepwear of any kind are allowed. Cut-up shorts or pants with slits, rips or holes above the mid-thigh are not allowed.
  - H. Clothing or jewelry with obscenities, profanity, pictures or references regarding drugs, alcohol, weapons, sexual innuendo or tobacco not allowed.
  - I. Coats, jackets, gloves, are not to be worn in school during the school day. Exceptions to this policy will be made by the administration should heating or weather conditions warrant.

**Any student who violates the dress code will be subject to the disciplinary action identified below. Students in violation of the dress code will be required to cover or change into appropriate clothing as needed. Inappropriate items will be confiscated.**

### **Appropriate Action**

**1st Offense—Assigned Detention**

**2nd Offense—Administrative referral, parent contact, conference with Dean and detention**

**3rd Offense—Formal conference (involving Dean, student and parent) and possible suspension**

## **ELECTRONIC MEDIA AND COMMUNICATION DEVICES**

Texting will be permitted during lunch ONLY. Phones MUST BE shut off at all other times during the school day.

If a student uses a phone/device during class (including, but not limited to, a phone vibrating or ringing, even by "accident".) or if a student leaves class for a specified purpose and then uses their phone/device the following consequences will be implemented:

1st Offense: Confiscation of phone/device; student must serve one detention in order to get his or her phone/device.

2nd Offense: Confiscation of phone/device; student must serve two detentions in order to get his or her phone/device back.

3rd Offense: Confiscation of phone/device; student will be suspended for one school day. Also subsequent offenses will have one day of suspension added to each additional infraction.

Note: The tally of offenses will be renewed for each year at WHS. Also, students must clear all previously assigned detentions in order to retrieve a confiscated electronic device.

Disclaimer: Wareham High School advises all students not to have cell phones and electronic devices in school. WHS will not assume responsibility/liability for the security of these expensive items. Students bring these devices on campus at their own risk. Requests to investigate the theft of cell phones or personal electronic devices will not be independently investigated by WHS.

Additional notes:

\*\*\*Any student photographing/filming/recording a physical or verbal altercation will be suspended.

\*\*\*Any student photographing/filming/recording within a classroom, changing room, locker room, or restroom will be suspended and/or expelled.

\*\*\*Any student photographing/filming/recording anyone without that person's prior permission will be suspended and/or expelled.

\*\*\*Any confiscated cell phone or electronic device is subject to search.

\*\*\*Any student caught using a cell phone or electronic device for the purposes of cheating will be subject to the Academic Integrity Policy.

## ATHLETICS

### REQUIREMENTS FOR PARTICIPATION

Athletes are not eligible to practice or participate in any sport until the following requirements have been completed:

1. An Athletic Permission Form to Participate is on file.
2. A physical examination is completed and report on file in the Health Center.
3. All eligibility requirements have been satisfied.
  - a. Academic requirements: Currently, a student must pass 4 major subjects each quarter to be eligible. (A major subject is one that carried at least 2.5 credits per semester or 5.00 credits per year.) At the conclusion of the school year in order to be eligible for fall sports, a student must pass at least 4 major subjects for either the year or second semester totaling at least 20 credits. Beginning with the Winter 2011-2012 season a student will be required to pass 6 major subjects each quarter to be eligible. At the conclusion of the school year in order to be eligible for fall sports, a student must pass at least 6 major subjects for either the year or second semester totaling at least 30 credits.
  - b. Time allowed for participation: No more than 12 consecutive athletic seasons beyond the first completed year of grade 8.
  - c. Age limit: A student is not eligible for freshman level sports should his/her 16th birthday occur prior to September 1st of that year. A student is not eligible for sports at any level should his/her 19th birthday occur prior to September 1st of that year.
4. User fee requirements have been met and all debts have been paid.

