

**WAREHAM HIGH SCHOOL
HANDBOOK
2019-2020**

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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 a 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 21st Century Learning Expectations

A. Students will be active learners and **ACQUIRE** information through technology and other appropriate 21st Century tools, demonstrating innovation and adaptability in authentic learning opportunities.

C. Students will **COMMUNICATE** by writing and speaking clearly and effectively in an appropriate manner.

I. Students will **INTERPRET** information by applying the processes of analysis, evaluation and critical thinking to problem solve independently and collaboratively.

R. Students will **RESPECTFULLY** and **RESPONSIBLY** demonstrate character through:

- ◆ Personal responsibility
- ◆ Cultural appreciation
- ◆ Ethical behavior
- ◆ Academic integrity

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School Contact Information

School Phone Number 508-291-3510
School Fax number 508-291-3577
Website: www.warehamps.org

ADMINISTRATION

Mr. Scott Palladino Principal 508-291-3510 x 718
Mrs. Kimberly Cavicchi Assistant Principal 508-291-3510 x 725

CAFETERIA MANAGER

Mrs. Christine Laperriere Cafeteria Manager 508-291-3510 x 733

GUIDANCE COUNSELOR

Ms. Meaghan Downey A-L 508-291-3510 x 721
Mrs. Allison Medeiros M-Z 508-291-3510 x 724
Ms. Courtney Gregoire Gr. 8 508-291-3510 x 702
Mrs. Erin Guise School Psychologist 508-291-3510 x 723

SECRETARIES

Mrs. Sandra Munson Main Office Secretary 508-291-3510 x 700
Ms. Jennifer Lefrancois Principal's Secretary 508-291-3510 x 760
Mrs. Christine Abraham Asst. Principal's Sec. 508-291-3510 x 708
Mrs. Eileen Mendonca Special Ed. Secretary 508-291-3510 x 706
Mrs. Sandra Barboza Guidance Secretary 508-291-3510 x 391

NURSE

Mrs. Marianne Iacobucci 508-291-3510 x 711

SCHOOL RESOURCE OFFICER

Karl Baptiste Resource Officer 508-291-3510 x 701

SCHOOL CALENDAR

2019-2020

August 20 & August 21, 2019 NEW Staff Orientation
 August 26 & August 27, 2019 STAFF INSERVICE
 August 28, 2019 – Half-day First Day - Schools Open
 September 9, 2019 First Day - Kindergarten/Preschool Open

HOLIDAYS AND VACATIONS :

NO SCHOOL – Friday, August 30, 2019	August	2 Days
Labor Day – September 2, 2019		
<i>Early Release Day - Tuesday, September 17, 2019</i>	September	20 Days
STAFF INSERVICE – Friday, October 4, 2019	October	21 Days
Columbus Day – October 14, 2019		
<i>Early Release Day - Thursday, October 31, 2019</i>		
Veterans Day - November 11, 2019		
Thanksgiving Recess - Schools Close November 27, 2019 Half-day		
Schools Open December 2, 2019	November	18 Days
<i>Early Release Day - Tuesday, December 10, 2019</i>		
December Vacation - Schools Close December 20, 2019 Half-day	December	<u>15 Days</u>
		76 Days



New Year's Day – January 1, 2020		
Schools Open Thursday, January 2, 2020		
STAFF INSERVICE – Friday, January 17, 2020		
Martin Luther King's Birthday - January 20, 2020	January	20 Days
February Vacation - Schools Close February 14, 2020 at the end of the school day		
Schools Open February 24, 2020	February	15 Days
<i>Early Release Day - Tuesday, March 17, 2020</i>	March	22 Days
Good Friday – April 10, 2020		
April Vacation - Schools Close April 17, 2020 at the end of the school day		
Schools Open April 27, 2020	April	16 Days
Memorial Day - May 25, 2020	May	20 Days
<u>Graduation Day</u> - June 5, 2020 (rain date June 6, 2020)		
Schools Close June 22, 2020; Half day for all schools	June	<u>16 Days</u>
*5 snow days included, deduct for each day not used		* 185 Days

MCAS Retests High School -November
 MCAS Test High School
 Biology -February
 MCAS Retests ELA &
 Math -March
 MCAS ELA Grade I0 -March
 MCAS Test Elementary & Middle
 Gr. 3-8-April -May MCAS Test
 Math Gr. I0 -May
 MCAS Tests STE High School -June
 MCAS Biology and Physics Field Test -May -June

Town Elections April 7, 2020 - Vacations may be cancelled or shortened if multiple school days have to be made up.
 Approved by School Committee: February 28, 2019

**Wareham High School
Term Schedule
2018-2019**

Term 1

TBD

Term 2

TBD

Term 3

TBD

Term 4

TBD

GENERAL INFORMATION

NO SCHOOL INFORMATION

Inclement Weather – Power Announcement will notify students of school closings. Students should ensure that their contact numbers are updated in the office.

Please DO NOT telephone the school, 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:

WFXT-FOX 25 / WCVB-TV 5 / WBZ-TV 4 / WHDH-TV 7

Parents are reminded to keep children home if schools are to be in session but conditions are hazardous in one's 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. Parents should also be aware that occasionally, because of severe weather or emergency conditions, school may be dismissed DURING the school day. It may be impossible for the School Department to notify all parents prior to such 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.

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.

FOOD SERVICES—CAFETERIA DEBIT SYSTEM

WHS cafeteria uses a computerized debit system for its 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.

SCHOOL MEALS

A student's School ID number is required to buy the school lunch and breakfast. Public schools must serve a meal that meets federal nutrition standards.

FOOD AND DRINK

Due to issues with food allergies and for the general maintenance of our school facility, ALL food and drinks bought and sold at WHS must be consumed in the cafeteria.

Students choosing to bring in food prior to the start of school must consume it in the cafeteria.

Appropriate Disciplinary Action:

First Offense: Confiscate food item and assign detention

Second Offense: Administrative referral, parent contact, office detention, conference with Dean

Third Offense: Formal conference involving dean, parent/guardian and student; Friday detention or possible suspension

REGISTRATION DATA CHANGES

The student is to notify the Guidance 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 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, Hold in Place or Lock Down until dismissed by an administrator, Principal, Assistant Principal or Dean.

BEFORE AND AFTER SCHOOL

1. No student should be in the building before 7:20 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 2:10 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 the use of the building.
5. All students who arrive at school late during the school 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.** *Students are NOT to share lockers.* 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 Advisory.

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 make-up only if a valid excuse is cleared through the Principal's Office. Examinations are considered as part of the course.

Administration reserves the right to require examinations be taken as part of student assessment. Seniors with an 80% or higher average for the year will not be required to take a final exam (mid-terms for Semester 1 class).

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

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 and library will be available for those students who prefer to stay in school, for the second half of the day, after exams are over.

GRADING

Term 1-4 equals 20% each

Mid-terms equal 10%

Finals equal 10%

Grades A, B, C, and D are passing. An A indicates exceptionally fine work; a B represents better than average work; a C indicates average work; a 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		<u>CP = Credit Pending</u>
		NC = No Credit

The weighted class rank recognizes courses as weighted or as significantly more demand than the average courses. Courses are weighted as follows: 1st-Advanced Placement, College Dual Enrollment and IB, 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.

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 must be approved by the Principal. Students must meet attendance requirements of school to participate.

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 focus. Counseling occurs on an individual basis, and each counselor is assigned to a certain number of students. Students are welcome to meet with their counselor at any time by requesting an appointment on the form available in the Guidance Center. 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 appropriate educational, post-secondary & vocational goals.

Students are all presented with a Course of Studies overview throughout early spring by the guidance department. After the presentation the student receives a course selection sheet; this is turned in to the student's advisory teacher. On the selection sheet the students prioritize their elective or vocational classes based on their preferences and future goals.

The student information system, PowerSchool, builds the schedule by maximizing the students' course requests. There will be a 2 week drop period at the beginning of the school year. After this time, no changes will be made. Changing courses to achieve teacher preference will not be tolerated.

During the year students have the opportunity to meet representatives from technical schools, colleges, universities, business organizations, and the world of work. The Guidance Center contains a library of educational and vocational materials as well as college, nursing, and

technical school catalogues. These materials are available to students on a lending basis at all times during the day.

The Naviance program is a tool for both students and parents that helps streamline the college application process and a means to help students recognize their strengths and to determine their future trajectory.

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 as they navigate their way through high school and prepare for their next journey. The Guidance Staff invites each student to use their 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 AT HOME, 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 and stress in completing an assignment the day before it is due.

Teachers are available for make-up work for 35 minutes after school on Tuesday and Thursday. Make up work 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 or assessments.* The Principal or designee may make exceptions to this rule. Teachers may require students to report to them after school for disciplinary reasons or for extra help.

A homework request must be called in to the Attendance Office and requires 24 hours notice. Students or their guardians are responsible for having requested homework picked up.

LIBRARY

The library is open from five minutes before classes start until the end of the teacher workday. No food or drink is allowed in the library. Students who wish to use the library during class time may do so by obtaining a pass from their teacher. Students must sign in upon arrival.

Library materials circulate for two weeks but may be renewed if necessary. Students who lose library materials must pay the

replacement cost. Students are responsible for materials loaned under their name.

New materials are continuously added to the library collection, reflecting the various interests of all students at Wareham High. Students are encouraged to visit their school library. The library staff and administration work hard to make it the place for busy students to work and visit.

Online learning courses are available to most students and are administered in the library.

Technology/Equipment (Chromebooks, Chargers, headphones)

1. All technology borrowed from the library must be returned that day, prior to leaving the building at 2:10 p.m.
2. If a student has more than 4 Chromebook rentals in a single months' time, the student's borrowing privileges will cease until the first day of the following month.
3. If borrowed equipment is not returned at the end of the day, the student will be placed on a list to be reported to the main office. If the Chromebook or charger is not back to the library within **5** school days, this will result in the student being placed on the school debt list for the cost of the Chromebook (\$160).

If the Chromebook is damaged prior to or during student use, it needs to be reported so that the student is not charged for the damages.

PHYSICAL EDUCATION

Physical Education is required by State Law. Grading is based on three components: participation, attendance and a student's ability to meet 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 during 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 in physical education class. Acceptable clothing consists of athletic shorts and shirt, sweat or running suits, and athletic shoes. Warm-up clothing is encouraged during colder weather.

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

PROMOTION REQUIREMENTS

To Grade 10: 30 credits **and** passing grades in English 9 and Algebra I

Grade 11: 60 credits

To Grade 12: 90 credits

All students are required to carry 8 subjects unless authorized 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 40 credits outside of day school (exception: college-level dual enrollment classes). These credits will be limited to courses a student has failed in his/her previous years of high school. Promotional movement after the first day of school is determined by administration.

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.

Non-discriminatory administration of scholarships, prizes and awards

Scholarships, prizes and awards sponsored or administered and shared by Wareham Public Schools are free of restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation or disability. The schools post and print information regarding private restricted scholarships and assure that no preferential treatment is given to any particular scholarship offered. The school does not endorse or recommend any such scholarship nor advise or suggest to a particular student that he or she apply for such a scholarship.

Accordingly, scholarship applications are placed in the scholarship rack in the guidance office where students have full access to all of them. Students are reminded through classroom presentations and announcements to check the scholarship racks to take copies of scholarships they would like to apply for. All scholarships are located in the scholarship racks and no preference is given to any one scholarship. No student is endorsed or recommended for any scholarship. The recipients of the scholarships are selected by the providers of the scholarship.

State Requirements:

Mass. Const. amend. art. 114; M.G.L. c. 76, s. 5; 603 CMR 26.07(7)

Federal Requirements (IDEA-97)

Title VI: 42 U.S.C. 2000d; 34 CFR 100.3; Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.37;

Section 504: 29 U.S.C. 794; 34 CFR 104.4(b)(1)(v); Title II: 42 U.S.C. 12132; 28 CFR 35.130(b)(1)(v)

SCHOLASTIC ROLLS

High Honor Roll - The student must receive all As.

Honor Roll -The student must receive all As and Bs.

Achievement Roll- The student must receive all As and Bs and can have one C.

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 two 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. Students who have 20 or more unexcused absences are not allowed. Students with 20 or more unexcused absences are not eligible for summer school.

PARENT TEACHER CONFERENCES

Parents are encouraged to call a teacher if a problem exists or concern arises with their child. A voice mail list is on the Wareham High School Web Site. Parents and students are encouraged to talk with teachers concerning school problems. Telephone the Guidance Secretary, Mrs. Barboza, at 508-291-3510, x 391.

STATE & STANDARDIZED TESTING

For AP, SAT, & PSAT Exam Dates please visit:

<http://www.collegeboard.com/testing> OR
<http://www.warehamps.org/district/schools/whs/index.htm>

MCAS EXAMS	Grade 8	
ELA		
Math		
Science, Technology & Engineering		
MCAS EXAMS	Grades 9-12	
Retest	ELA	
Retest	Math	
February Biology	Biology	
Retest	ELA	
Retest	Math	
Grade 10	ELA	
Grade 10	Math	
Grade 10	Science and Technology	

DRESS CODE

- 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.

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 a threat or a safety issue (i.e. shoes with cleats, oversized clothing, or wallet chains).
- b. Clothing that is transparent or exposes the midriff, back, navel, or cleavage is 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. The shoulder straps of sleeveless tops must be at least two (2) inches wide.
- 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. Under NO circumstance should undergarments of any kind be visible.
- g. Pants, skirts or shorts are to be worn and fastened at the waistline. No pajamas or sleepwear of any kind is 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 are not allowed.
- i. Coats, jackets, gloves, and hats, 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.
- j. Student identification cards must be worn on breakaway lanyards. They must hang over each student's chest area. Refusal to wear the identification will result in the following consequences.
 - i. First Offence: Office detention with parent council
 - ii. Second Offence: Friday detention with parent consult
 - iii. Third Offence: Suspension up to 3 days with parent meeting
- k. Failure to have student identification will result in the following consequences:
 - i. More than three (3) times in a term - office detention and a new ID will be made for the student who will be charged \$5
 - ii. More than four (4) times in a term - Friday detention

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 may be confiscated.

Appropriate Action

First Offense: Assigned detention

Second Offense: Administrative referral, parent contact, conference with Dean and detention

Third Offense: Formal conference (involving Dean, student and parent) and possible suspension

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 compromise other students' academic standing. All instances of academic dishonesty will be kept on record and tracked.

Cheating is defined as, but not limited to, the following:

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

Student will be written up by the teacher (referral).

- 1) Grade earned: 0%
- 2) Parents notified at teacher's discretion
- 3) Dean, Assistant Principal, and parents notified

Second Offense

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

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 directly 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 assignments 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.

Plagiarism Offenses:

A. 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

Student will be written up by the teacher (referral).

- 1) Some percentage points will be deducted from final grade of

the paper and will be determined by the teacher.

- a. Student cannot make up lost points.
- 2) Dean, Assistant Principal, and parents are notified.

Second Offense

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

B. 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.

First Offense

- 1) Student will be written up by the teacher (referral).
- 2) Student and parents are notified of suspicions.
- 3) If student agrees/ admits to the offence, the student will be allowed to redo the paper according to the teacher's guidelines or receive no credit for the assignment.
- 4) If student does not agree/admit to the offense, the teacher and Department Chair will question student orally on contents of paper.
- 5) If there is still doubt, the student's paper will be compared to previous writing samples by an impartial committee of teachers to determine originality of content and final grade.
- 6) 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.

Second Offense

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

C. Taking stories in whole or in part which appear in books, magazines, television or film without citation

D. Submitting papers written in whole or in part by someone else, including the internet without citation

E. Submitting entire works in whole or in part by someone else, including the Internet without citation

F. Taking art pieces or any other visual products in whole or in part which appear in books, magazines, television or film without citation

First Offense

- 1) Student will be written up by the teacher (referral).
- 2) Grade earned: 0
- 3) If a National Honor Society Student, it is reported to advisor for examination
- 4) 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.

Second Offense

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

DISCIPLINE

ARTICLES PROHIBITED IN SCHOOL AND AT SCHOOL FUNCTIONS

Problems arise 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, stink bombs, firecrackers, laser pens, any gambling devices, and electronic devices, unless the student has permission to use the device for educational purposes, if brought to school, will be confiscated and turned in to 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.

SUSPENSION

Some disciplinary infractions may result in suspension. Wareham High School follows due process procedures in accordance with applicable state and federal law.

ALTERNATIVE LEARNING SESSION

Suspension can be served in an alternative learning session or "in-school suspension" if the administration feels that it is in 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 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 suspension" or Alternative Learning Session (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. The student will report to ALS at the start of the day with all of his/her textbooks and materials.
5. The student will be required to follow the procedures and directives of the teacher or staff at all times.
6. Lunch of ALS students will be administered during 3rd lunch.
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.
9. Students who refuse to do work in ALS will receive a zero.

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.

OFFICE DETENTION

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

TEACHER DETENTION

Detention begins five minutes after the end of the school day.

LOITERING

Students are not to loiter about the building after their daily programs are finished. **Students must** be with a staff member or exit the building.

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 litter in wastebaskets or barrels.
2. Will leave the table and floor around them 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 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 leave cafeteria only to use the lavatory or with permission of an administrator or 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. Will have their student ID handy to purchase lunch.

Wareham Public Schools Student Code of Conduct

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 as described in Groups A-D. 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, Electronic cigarettes or vapor producing devices, or lighters.
6. Cheating or plagiarism or forgery. (WHS will adhere to school policy) Use of obscene, abusive or profane language or gestures, or rude or defiant behavior, either of which disrupts the educational process or school activity
7. Possession of a gambling device
8. Eating or drinking outside the cafeteria without staff authorization.
9. Electronic device in sight or in use.

Consequence: Office detention, Friday 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. Wareham 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
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 whether the request from a staff member is reasonable, 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
11. Use of a gambling device
12. Buying, selling or trading of any merchandise on school property without administration permission.
13. Use of electronic cigarettes or vapor producing apparatus

Consequence: Friday 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 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
2. 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.)
3. Leaving school grounds without permission
4. Embarrassment or harassment of any student, staff member or other member of the school community which is of an inciting/abusive nature or disrupts the good order of the school

5. Disrupting standardized testing. Possession of a prohibited electronic device during standardized testing
6. Sexting/Possession of pornography
7. Electronic device in sight or in use during standardized testing, mid-terms and final exams.

Consequence: Three to five 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), the use of explosives (including fireworks) and stink bombs
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)
13. **Lewd and lascivious conduct**

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 3/4; therefore, a final determination may be made by the School Committee.

**Group E:
Discrimination, Harassment, and/or Bullying**

The penalties for discrimination, harassment, and/or bullying 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. [Please refer to School Committee Policy on Harassment; and Wareham's Bullying Prevention and Intervention Plan]

Dangerous Weapons

Dangerous weapons include but are not limited to: guns, knives, toy guns, replica guns, paintball guns, water pistols, toy knives, slingshots, pea shooters, fire crackers, M-80's, stink bombs, snap caps, chains, brass knuckles, batons, etc.

STUDENT DISCIPLINE

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed.

Suspension

A suspension is a short term or long term removal from regular classroom activities.

Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The Principal or his/her designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

In School Suspension/Alternative Learning Session

At the discretion of the Principal, in-school suspension may also be imposed for violation of the Student Code of Conduct. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for not more than 10 consecutive school days. In-school suspension for less than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 days shall be deemed a long-term suspension.

Alternative Learning Session (ALS) Wareham High School

A student who is suspended from school and is assigned to 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.
3. The time spent in ALS will be productive in the opinion of the ALS supervisor.
4. The ALS supervisor or assigned staff will be responsible for getting assignment 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.
5. 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 may remain there for the entire day.
6. The students will be required to follow the procedures and directives of the teacher or staff at all times.
7. The lunch period of ALS students will be assigned.
8. The ALS teacher will distribute the student's work through staff mail-boxes.
9. 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.

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

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

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal, if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by another method of delivery agreed to by the Principal and the parent.

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.

STUDENT DISCIPLINE, ATTENDANCE AND TRANSPORTATION RULES

WAREHAM PUBLIC SCHOOLS ADMISSION PROCEDURES - GRADES 8-12

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:
 - a) Name and Address of Previous School
 - b) Birth Certificate
 - c) Discipline and Attendance Files
 - d) Immunization Records
 - e) Academic Record, i.e., Transcript, Transfer Grades, Report Card, Permanent Record
 - f) Two (2) proofs of residency
 - g) Proof of Guardianship, if applicable
 - h) Proof of foster placement, if applicable
4. Pupils who have received special education services must present a current, signed Individual Educational Plan. Comparable Special education services will begin upon the school's receipt of the IEP.
5. Proof of residency may be verified by the School Attendance Officer.

The parent/guardian and the student 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.

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

Entitlement to Special Educational Services: Students are entitled to special educational services if they meet all three requirements: 1) they are between the ages of 3 and 21 years old, 2) they have not obtained a high school diploma or its equivalent (students do not qualify if they have graduated), and 3) they satisfy eligibility requirements set out in state and federal law.

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 that 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. Students should be sure that the bus has come to a 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 one's 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.

Opportunity for Academic Progress during Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

STUDENT DUE PROCESS RIGHTS

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H½).

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and Principal's Meeting:

For any suspension under this section, the Principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive

written notice of the charges and the opportunity to meet with the Principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The Principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent (s)/guardian(s) so long as if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

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

The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

Short Term Suspension

The Principal or designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate. The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal or designee should consider in determining consequences for the student.

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

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

Long Term Suspension

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

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

Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days, beginning on the first day the student is removed from the building.

Emergency Removal

The Principal or designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's or designee's judgment, there is no

alternative available to alleviate the danger or disruption. The Principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

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

The Principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

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

Superintendent's Hearing

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not filed in a timely manner, the superintendent may deny the appeal, or may allow the appeal according to his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the Principal's hearing for long-terms

suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities [Includes students currently on 504 accommodation plans or Individual Educational Programs.]

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) Cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate, interim setting for up to forty-five (45) school days. A memorandum of understanding exists between the Wareham Public Schools and the Wareham Police Department to maintain and enhance their established formal working relationship to provide a safe educational setting free of drugs and violence.

Through this memorandum Wareham public schools and Wareham police department agree to develop, coordinate and implement their response to violent, delinquent, or criminal acts by students, including weapons reporting, alcohol and other drug use, which occur on school premises or at school related events.

For further information, please see the memorandum which is available on

the District Website.

ADMISSION POLICY

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

"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.

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 Guidance Office.

Hiring and Employment Practices of Prospective Employers of Students

Wareham Public Schools has updated its form to comply with applicable Federal and State laws prohibiting discrimination in hiring or employment practices, and the statement specifically includes the following protected categories: race, color, national origin, sex, gender identity, handicap, religion, age, ancestry, ethnicity, military or veteran status, pregnancy, pregnancy related conditions or participation in discrimination-complaint related activities and sexual orientation. Prospective employers will sign a copy of this document; this will include those participating in the high school's School to Career Program, in career days, work-study and apprenticeship training programs, as well as those offering cooperative work experiences.

State Requirements:

M.G.L. c.76, §5; 603 CMR 26.07(5)

Federal Requirements (IDEA-97)

WORK PERMITS

The Office of the Superintendent of Schools issues Work Permits. Students between the ages of 14 and 17 years old may obtain an Employment Permit Application from the Superintendent's Office at the Multi-Service Center between 7:30 a.m. and 3:30 p.m., Monday through Friday, or download the application from the district website under Students and Parents, Student Work Applications. The student should have the prospective employer complete the Promise of Employment section of the application form; have it signed by the parent/guardian/custodian of the student; and sign it as the minor student. If a student is 14 or 15 years old, the student must have the Physician's Certificate of Health portion of the application completed prior to bringing the application to the Superintendent's Office. The Student then brings the completed application along with a certified copy of one of the following: student's birth certificate, or a driver's license or a driver's permit, or passport to the Superintendent's Office before obtaining an Employment Permit. There is no cost to the student to obtain a work permit.

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 must be sent to the Main Office one week before the field 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 of an exam schedule. No faculty or staff will be permitted to transport students in their personal vehicle.

LOST AND FOUND

Students who find lost articles or electronics 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 the 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.

ELECTRONIC MEDIA AND COMMUNICATION DEVICES

Texting and phone calls will be permitted DURING LUNCH and during passing time between classes. One ear bud only may be used during that time. Utilizing electronics is not an excuse for being late to class. Phones MUST BE shut off and out of sight at all other times during the school day unless the student has permission to use phone for educational purposes.

If a student uses a phone/device or misuses their Chromebook 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 disciplinary consequences will follow, including confiscation, detention and suspension at the discretion of the Principal.

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.

Internet Usage: The use of the Internet is a privilege, not a right. This privilege may be revoked at any time for abusive conduct. Please refer to the *Wareham Acceptable Use Policy* in this Wareham School District Handbook. Below are examples of behavior resulting in loss of Internet privileges and/or disciplinary action:

1. Sending hate mail, making discriminatory remarks, or other antisocial language or behavior
2. Creating web sites that contain inappropriate content
3. Using the internet for illegal activities such as accessing or processing pornographic materials
4. Using the internet for financial or commercial gain (ex.— gambling)

5. Giving out personal information, including but not limited to, name, address, age, sex, telephone number and email address
6. Playing games on the internet
7. Using the internet for personal email, instant messenger or chat rooms
8. Using the internet to harm other people
9. Interfering with other people's computer work
10. Trespassing in other people's files
11. Using someone's name without his or her permission
12. Not conforming with copyright laws
13. Engaging in plagiarism
14. Using other people's computer resources without authorization
15. Accessing inappropriate test files, or any files dangerous to the integrity of the local network
16. Participating in acts of vandalism - vandalism includes willful destruction or abuse of hardware, software, data and network integrity of the school network and internet, and spreading harmful programs such as viruses

Social Media: Negative posting to social media about school, classmates, and /or staff members is prohibited as it may disrupt the good order of the school. (See Code of Conduct.)

Additional notes:

1. Any student photographing/filming/recording a physical or verbal altercation will be suspended.
2. Any student photographing/filming/recording within a classroom, changing room, locker room, or restroom will be suspended and/or expelled.
3. Any student photographing/filming/recording anyone without that person's prior permission will be suspended and/or expelled.
4. A confiscated cell phone or electronic device is subject to search.
5. Any student caught using a cell phone or electronic device for the purposes of cheating will be subject to the Academic Integrity Policy.

TEXTBOOKS

Books, which are school property, are free of charge to students, and should be returned in good condition, when called for by the teacher or when leaving school. If a student fails to return a book, report cards or transfer papers may be delayed until settlement is made. Students 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, and prior to graduation for seniors.

VISITORS

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

ACCIDENTS

Every accident in the school building, on 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 (front) of the building and are NOT to be used until the end of the school day. Use of rollerblades and skateboards on school property are not allowed.

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. Notes must be placed in the BUS PASS box located by the Main Office and 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 (School to Career). Issuance of a parking sticker does not guarantee a parking space. A full list of rules will be issued with the permit. The cost of the permit is \$25.

In addition, the following rules apply:

1. A parental permission form must be on file in the Dean'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 include lunch time.
6. Students must abide by athletic requirements.
7. Possession of illegal substances will result in revoking parking permit.
8. Excessive tardiness to school will result in revoking a parking permit.

Failure to comply with these rules will result in disciplinary action as described in the Discipline Policy and Suspension section of this handbook 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/Designee.

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 may give emergency care only. Parents are responsible for any 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. 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.
Backpacks are not allowed in lavatory.

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 schools.

If a student sustains an injury and the office has not provided him/her 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 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 will be tolerated. Wareham High School policies also apply to guests at any school function. Guests must complete the *Outside Guest Attendance Form*.

A Wareham High School student may bring a guest to the dance. No less than two weeks before a dance, an *Outside Guest Form* must be completed and submitted with a copy of the guest's picture ID for approval by the Principal or designee.

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 SPIRIT - DEFINED

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.

SCHOOL COLORS - Blue and White

SCHOOL MASCOT/NICKNAME - "VIKINGS"

SCHOOL SEAL - The Viking

EXTRACURRICULAR ACTIVITIES

Students are urged to join activities that interest them. When students commit themselves to an activity, they owe the club their best efforts, not only to benefit the club, but themselves. Requirements for eligibility to participate in extracurricular activities is the same as for 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.

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 a student should fall behind in his/her school work, extra help and teacher conferences take precedence over any extracurricular activity, and he/she 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, students should plan their activity schedules carefully to avoid becoming overloaded. Obligations at home, church, and in the community should be considered in arriving at a program that will be most suitable for any individual student. Students are encouraged to discuss this with their parents. Parents/ guardians are to be fully informed of each extracurricular activity in which students participate, its hours, schedules, practice sessions and performances.

Activities will be scheduled during the day or after school at a 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 extra-curricular activities: A student must pass 7 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 clubs, a student must pass at least 7 major subjects for either the year or second semester totaling at least 35 credits. A student who passes 6 courses for winter & spring season may apply for a one time (in their high school career) appeal to the Principal. This must be done in writing and include the mitigating circumstances that cause the student to be ineligible. Students not on the roster by the first game will not be permitted to play that season. Students not on the roster by the first game will not be permitted to play that season. The Principal’s decision is final.

CLUBS AND ACTIVITIES

Each student has the opportunity to join the clubs 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 space and facilities can be provided. Activities now available include:

Art Club	DECA	JROTC
Global Education Club	Junior Honor Society	National Honor Society
Key Club	Badminton Club	Viking Theater Company
Random Acts of Kindness	Foreign Language Club	Safe School Alliance
Model UN Club	Color Guard	Yearbook
NOW Club	Astronomy	WHS Newspaper
Code Club	Band/Choir	Student Council
Audio/Video Club	Best Buddies	Chess Club

ATHLETICS PARTICIPATION REGULATIONS

User Fees please visit the website
www.warehamps.org/district/school/wh

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.

ATHLETIC SUSPENSION

If a student is suspended from school he or she will be suspended from the next athletic contest. If a student has alternative learning session for the entire school day he or she will be suspended from the next athletic contest.

REQUIREMENTS FOR PARTICIPATION

Athletes are not eligible to practice or participate in any sport or extra-curricular activities until the following requirements have been met:

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 7 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 7 major subjects for either the year or second semester, totaling at least 35 credits. A student who passes 6 courses for winter & spring season may

apply for a one time (in their high school career) appeal to the Principal. This must be done in writing and include the mitigating circumstances that caused the student athlete to be ineligible. The Principal's decision will be final.

- b. Time allowed for participation: No more than 15 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.
 5. No students will be allowed to be added to a team roster once the first game has been played.

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 first verify that the athlete has completed the entire season of play.
2. All members of the Freshman and Junior Varsity 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:
 - a. Baseball - A pitcher must pitch in a minimum of 35 innings to receive a letter.
 - b. 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.

- c. A coach, in extenuating circumstances (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; use 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 violation has 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 the school's 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/her 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 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 the 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 WHS athletes. Students must be in attendance before 9:30 a.m. and cannot be dismissed until 12:00 p.m. 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 the team for one week

Second Offense: Suspended from the team for the rest of the season

MISSING PRACTICE

Since missing practice hurts the team effort and the individual's 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. No coach should be transporting a student in their personal vehicle.

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.

NON-RESIDENT ADMISSIONS - GRADES 8-12

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 and meet with an administrator.
2. Students transferring will be issued:
 - a) Immunization Records
 - b) Grades to the date of leaving
 - c) Current IEP, if applicable
3. The Wareham Public Schools may provide access to authorized school personnel of a school to which a student seeks or intends to transfer provided that Wareham Public Schools gives notice to the student and his/her parents or legal guardian that it forwarded student records to schools in which the student seeks or intends to enroll.

A. ABSENCE FROM CLASS OR (OTHER ASSIGNED LOCATION)

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 may 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 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 so 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 and may be dismissed at that time if warranted by the nurse)
 - Work
4. 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 may result in suspension from school.
5. Parent/Guardian consent is required for all dismissals.

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. FOOD & DRINK CONSUMPTION

Food and drink are to be consumed in the CAFETERIA ONLY. Students arriving to school after the start of the school day must consume food and drink before coming into school. Failure to follow the rule will result in disciplinary action.

F. CONSUMABLE GOODS

Buying selling or trading in school, on buses, school grounds or at school sponsored events without the consent of the Superintendent or designee is prohibited and subject to disciplinary proceeding.

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.

Please refer to School Committee Policies on Harassment, Discrimination and Bullying, the District Handbook of Policies and Procedures for staff and students.

ELECTRONIC PORTFOLIO ASSESSMENT PRACTICES

Wareham Public Schools has developed Electronic Portfolio Assessment practices. Electronic Portfolios collect student work using computers, video clips, scanning devices and apps, 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. Portfolio Exit Interviews are a requirement for graduation. If you would not like your child to participate in any video or camera work, please notify the school's Principal in writing by September 15th of the current school year.

ATTENDANCE GRADES 8-12

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 believe 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 assignments 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 Elementary and Secondary 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 slip 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 Main Office Secretary 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 timeframe.

C. ATTENDANCE REQUIREMENTS

Teachers will take daily attendance in each class period and maintain attendance records. Parents/guardians will be notified if a student has two or more unexcused class periods over at least 5 days or who has missed 5 or more school days unexcused in a school year.

Parents/guardians will be notified of a student absence if the school has not received notification of the absence from the parent/guardian within three days of the absence.

Upon reaching the fifth unexcused absence in a school year, parents/guardians will be notified. Students will be required to develop an action plan for student’s attendance with the Principal or designee, Guidance Counselor and their parents/guardians. The Principal or designee, or Guidance Counselor shall make a reasonable effort to meet with the parent or guardian of a student who has 5 or more

unexcused absences.

D. PROLONGED ABSENCE

If for a medical or other valid reason a student is absent from school for an extended period (3 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. This service is available upon receipt of a valid physician's statement for Home or Hospital Tutoring.) 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 appeal to the Attendance Review Committee. Requests for homework will be honored: work can be picked up 24 hours after the request is noted.

E. TRUANCY

Students absent from school for any reason other than medical, religious holiday, court, or a Registry of Motor Vehicles appointment 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. Additionally, they will be required to serve one after-school session per class missed. (One day truant equals four after-school sessions.) The parent/guardian will be notified by Principal or designee.

F. 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.

1. 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.
2. 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 have signed by the parent.
3. The notice must also be signed by each of the student's teachers in order to be eligible to receive advance assignments.
4. The student is responsible for turning in the parental note and the counselor slip to the Attendance Office twenty-four (24) hours

- prior to the college visit.
5. Students are responsible to provide proof of attendance for the school-related function or college visit.
 6. 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.

G. CREDIT PENDING/NO CREDIT POLICY

1. A student absent from 3 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. The grade CP (Credit Pending) will appear on the report card in lieu of a letter grade.
3. A student (8th-12th grade) absent from a class for more than 9 days for the school year will receive No Credit (NC) for that course. For semester long courses, absences may not exceed 4 days. Parents/guardians have access to PowerSchool to determine if a student is in danger of Credit Pending (CP) or No Credit (NC).
4. A student (8th-12th grade) absent from a whole day of school for more than 9 days for the school year will receive No Credit (NC) for all courses.
5. If a student doesn't receive an NC, all previous CPs for that course will be restored to the letter grade.

H. CREDIT RETREIVAL

Options for credit retrieval should be discussed with the Guidance Counselor (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 following 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.

Note: Any student who has 20 or more unexcused absences will not be able to participate in credit retrieval.

I. 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 committee 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.

J. 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 midterm 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 April 26, 2017 (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. Wareham Public Schools maintains the right to search a student's possession 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 and whenever possible, in the presence of a second administrator or designee.
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 or 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.

DISCRIMINATORY HARASSMENT

Wareham School Committee Policy, amended March 14, 2019

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, gender identity or disability, ancestry, genetic information, military or veteran status, marital status, pregnancy or pregnancy related condition or participation in discrimination-complaint-related activities. 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 prohibits 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's 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, ancestry, genetic information, military or veteran status, marital status, pregnancy or pregnancy related condition or participation in discrimination-complaint-related activities 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 unreasonable 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 he/she 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 will be considered on a case by case basis.

Depending on the circumstance 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 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 Superintendent 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 the same gender as the principal. If the complaint involves the principal/supervisor, then the complaint may file the complaint with the Superintendent of School (508-291-3500) or the Title IX/Chapter 622 Coordinator (508-291-3500).

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/Chapter 622 Coordinator/Director of Special Education (508-291-3540).

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 subjected to sexual or other discriminatory harassment or relations, you may file a formal complaint with either or both 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 requires that claims be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

US Equal Employment Opportunity Commission
One Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

Massachusetts Commission Against Discrimination
1 Ashburton Place, Room 601
Boston, MA 02108
617-727-3900

VII. DISSEMINATION OF POLICY INFORMATION

This policy shall be included in all handbooks (faculty and student) and shall be 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.

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The students (K-12) will receive age appropriate harassment training.

Staff shall annually acknowledge receipt of this policy by signing and returning an acknowledgment form.

**VIII. SUMMARY OF HARASSMENT
REPORTING/Investigation**

1	Victims of harassment should report allegations within one month or as soon as possible.
2	Witnesses of harassment are expected to report immediately the occurrence of harassment.
3	Informal interventions such as mediation or discussion may be used to resolve the matter.
4	A Harassment Report must be filed with the Principal indicating an informal resolution or the need for investigation and a hearing if informal resolution is not successful.
5	In the event of serious allegations the Principal will notify parents of all involved students in a timely fashion.
6	Investigation will include separate interviews with the alleged victim and perpetrator. Other knowledgeable parties may be interviewed.
7	Within 12 working days of the initial reporting the Principal must conclude the investigation and provide reports to the Superintendent and Title IX/622 Coordinator. Written findings will be given to concerned parties upon request.
8	Concerned parties have the right to appeal to the Superintendent within 10 working days. The discipline of personnel will conform to bargaining agreements.