WAYLAND HIGH SCHOOL 2012-2013

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper

WHS BELL SCHEDULE (New for 2012-2013)

Bell 1

	First Lunch	Second Lunch	Third Lunch
I	7:30-8:27	I 7:30-8:27	I 7:30-8:27
II	8:32-9:29	II 8:32-9:29	II 8:32-9:29
III	9:39-10:36	III 9:39-10:36	III 9:39-10:36
1st Lunch	10:41-11:09	IVA 10:41-11:09	IV 10:41-11:38
IV	11:14-12:11	2nd Lunch 11:11-11:39	3rd Lunch 11:43-12:11
V	12:16-1:13	IVB 11:42-12:11	V 12:16-1:13
VI	1:18-2:15	V 12:16-1:13	VI 1:18-2:15
		VI 1:18-2:15	

Bell 2 with Advisory

	First Lunch	Second Lunch	Third Lunch
I	7:30-8:22	I 7:30-8:22	I 7:30-8:22
II	8:27-9:19	II 8:27-9:19	II 8:27-9:19
Advisory	9:29-9:54	Advisory 9:29-9:54	Advisory 9:29-9:54
III	9:59-10:51	III 9:59-10:51	III 9:59-10:51
1st Lunch	10:56-11:23	IVA 10:56-11:22	IV 10:56-11:49
IV	11:28-12:21	2nd Lunch 11:24-11:51	3rd Lunch 11:54-12:21
V	12:26-1:18	IVB 11:54-12:21	V 12:26-1:18
VI	1:23-2:15	V 12:26-1:18	VI 1:23-2:15
		VI 1:23-2:15	

Bell 3 Wednesdays

	First Lunch	Second Lunch	Third Lunch
I	7:30-8:15	I 7:30-8:15	I 7:30-8:15
II	8:20-9:05	II 8:20-9:05	II 8:20-9:05
III	9:15-10:00	III 9:15-10:00	III 9:15-10:00
1st Lunch	10:05-10:35	IVA 10:05-10:27	IV 10:05-10:50
IV	10:40-11:25	2nd Lunch 10:30-11:00	3rd Lunch 10:55-11:25
V	11:30-12:15	IVB 11:02-11:25	V 11:30-12:15
VI	12:20-1:05	V 11:30-12:15	VI 12:20-1:05
		VI 12:20-1:05	

Block	A	B	C	D	E	F	G	H
I	1	2	3	4	1	2	3	4
II	2	3	4	1	2	3	4	1
III	3	4	1	2	3	4	1	2
IV	5	6	7	8	5	6	7	8
V	6	7	8	5	6	7	8	5
VI	7	8	5	6	7	8	5	6

TABLE OF CONTENTS

WHS BELL SCHEDULE (New for 2012-2013) 2
CALENDAR 2012-2013 6
MISSION AND EXPECTATIONS STATEMENT 7
WAYLAND HIGH SCHOOL HONOR CODE 8

SCHOOL PROCEDURES 9

A. LOCKERS 9
B. STUDENT EMAIL 9
C. iSTUDENT 9
D. FIELD TRIP GUIDELINES 9
E. NON-SCHOOL CONNECTED ACTIVITIES 9
F. BOOKS AND EQUIPMENT POLICY 9
G. WORK PERMITS 10
H. VISITORS 10
I. WITHDRAWING FROM SCHOOL 10
J. CHANGE OF VITAL INFORMATION 10
K. STUDENT RECORDS 10

ACADEMIC PROCEDURES AND POLICIES 12

A. MID-YEAR AND FINAL EXAMINATIONS 12
B. TESTING DAYS 12
C. ACADEMIC WARNINGS 12
D. PROMOTION REQUIREMENTS 12
E. EXPLANATION OF ALTERNATIVE GRADES 12
F. HONOR ROLL 13
G. COURSE CHANGES 13
H. COURSE CREDIT FROM INSTITUTIONS OTHER THAN WHS 13
I. TUTORING 14
J. STUDENTS ATTENDING SPECIAL SCHOOLS DURING THE ACADEMIC YEAR 14

ATTENDANCE 15

A. DAILY ATTENDANCE 15
B. EXCUSED ABSENCES 15
C. DISMISSAL 15
D. EMERGENCY DISMISSAL 15
E. FAMILY TRIPS AND PLANNED EXTENDED ABSENCES 16
F. UNEXCUSED ABSENCES and CUTS 16
G. EXCESSIVE EXCUSED ABSENCES 16
H. TRUANCY 16
I. TARDINESS 16
J. IMPACT OF ABSENCES AND CUTTING ON QUARTER GRADES 17
K. IMPACT OF TARDIES AND ABSENCES ON DAILY TESTS AND ASSIGNMENTS 17

L. ATTENDANCE AND PARTICIPATION IN CO-CURRICULAR ACTIVITIES...17
M. JUNIOR PRIVILEGES 17
N. SENIORS PRIVILEGES - OPEN CAMPUS 18
O. COMMUNITY SERVICE REQUIREMENT 18

STUDENT CONDUCT 18

A. STUDENT RIGHTS and RESPONSIBILITIES 18
B. ACADEMIC INTEGRITY 19
C. DRESS CODE....19
D. AREAS OPEN TO STUDENTS DURING NON-CLASS TIME 20
E. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION 20
F. STUDENT PARKING 20
G. SCHOOL TRANSPORTATION 21
H. FOOD 21
I. USE OF PERSONAL LISTENING DEVICES, CELL PHONES, ETC. 21
J. PUBLIC DISPLAYS OF AFFECTION 21
K. FAILURE TO FOLLOW DIRECTIONS OF A STAFF MEMBER....21
L. GAMBLING....21
M. THEFT 21
N. VANDALISM 22
O. TOBACCO POLICY 22
P. DRUG AND ALCOHOL USE 22
Q. WEAPONS 22
R. FIGHTING 23
S. ASSAULT OF STAFF 23
T. BULLYING and CYBERBULLYING....23
U. HAZING 23
V. HARASSMENT 24
W. DISCRIMINATION....24

EXPLANATION OF CONSEQUENCES 24

A. DUE PROCESS RIGHTS AND PROCEDURES....24
B. SEARCH AND SEIZURE 25
C. TABLE OF CONSEQUENCES (Partial List) 25
D. WARNING....26
E. TEACHER DETENTION....26
F. DEMERITS and RESTRICTED STUDY....26
G. PROBATION and ACCUMULATION OF EXCESSIVE DEMERITS....26
H. REDUCING DEMERITS 27
I. SUSPENSION....27
J. EXPULSION 27
K. IMPACT OF INFRACTIONS ON STUDENT LEADERSHIP POSITIONS:....27
L. END OF YEAR....27

SCHOOL SERVICES 28

ACADEMIC CENTER 28
MEDIA CENTER 28
ADVISORY PROGRAM (New for 2012-2013) 28
HEALTH SERVICES 29
A. SCHOOL NURSE and FIRST AID 29
B. REQUIRED PHYSICAL EXAMS 29
METCO PROGRAM 29
LEARNING RESOURCE TEAM 29

GUIDANCE AND COUNSELING 30
A. COLLEGE ENTRANCE EXAMINATION BOARD TESTS 31

CO-CURRICULAR ACTIVITIES 31

A. 2012-2013 CLUB ADVISORS 31
B. LIST OF CLUBS 32
C. MUSIC DEPARTMENT ACTIVITIES 34
D. MUSIC DEPARTMENT JACKETS 34

INTERSCHOLASTIC SPORTS RULES AND PROCEDURES 35

A. PURPOSE OF ATHLETICS 35
B. GOVERNANCE 35
C. REQUIREMENTS FOR PARTICIPATION 35
D. TIME ALLOWED FOR PARTICIPATION 37
E. LOYALTY TO THE HIGH SCHOOL TEAM 37
F. PROCEDURE TO MEET NEEDS OF THE EXCEPTIONAL ATHLETE 37
G. ATTENDANCE 37
H. TRANSPORTATION 37
I. GENERAL TRAINING RULES FOR ALL SPORTS 38
J. DRUG AND ALCOHOL POLICY 38
K. INJURY 39
L. CODE OF CONDUCT 39
M. ATHLETIC PROGRAM CONFLICT RESOLUTION PROCESS 39
N. ATHLETIC AWARDS POLICY 41
O. EQUIPMENT 41
P. PROGRAM OFFERINGS 41
Q. THE FUNDAMENTALS OF SPORTSMANSHIP 42

APPENDIX 43

I. STUDENT GOVERNMENT 43
II. CONSTITUTION OF WAYLAND HIGH SCHOOL 43
III. STATE LAW AND SCHOOL COMMITTEE POLICY REGARDING ATTENDANCE 48
IV. LAW GOVERNING THE DISCIPLINE OF SPECIAL NEEDS STUDENTS 48
V. LAWS PROHIBITING DISCRIMINATION IN THE PUBLIC SCHOOLS .. 49
➢ DISCRIMINATION COMPLAINT PROCEDURE 49
VI. POLICY ON HARASSMENT 50
➢ PROCEDURES FOR RESOLVING COMPLAINTS OF HARASSMENT 51
VII. AN ACT PROHIBITING THE PRACTICE OF HAZING 54
VIII. WHS SUBSTANCE ABUSE PREVENTION POLICY 55
IX. WAYLAND PUBLIC SCHOOLS ACCEPTABLE USE POLICY 60
X. PERSONAL COUNSELING AND OTHER RESOURCES 65
XI. DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES 66

CALENDAR 2012-2013

August 29	Wednesday	All staff reports for preparation
August 30	Thursday	Staff preparation
August 31	Friday	**NO SCHOOL**
September 3	Monday	Labor Day – **NO SCHOOL**
September 4	Tuesday	First Day of Classes – 9th Grade Orientation
September 17	Monday	Rosh Hashanah – **NO SCHOOL**
September 26	Wednesday	Yom Kippur – **NO SCHOOL**
October 8	Monday	Columbus Day – **NO SCHOOL**
November 21	Wednesday	Thanksgiving recess (early release/no lunch)
		High School @ 11:10 a.m.
		Middle School @ 11:15 a.m.
		Elementary Schools @ 12:00 p.m.
November 26	Monday	Classes resume
December 21	Friday	Holiday season recess (begins at close of normal school day)
January 2	Wednesday	Classes resume
January 21	Monday	Martin Luther King Day - **NO SCHOOL**
February 15	Friday	Winter recess (begins at close of normal school day)
February 25	Friday	Classes resume
March 29	Friday	Good Friday – **NO SCHOOL**
April 12	Friday	Spring recess (begins at close of normal school day)
April 22	Monday	Classes resume
May 27	Monday	Memorial Day - **NO SCHOOL**
June 9	Sunday	W.H.S. Graduation (3:00 p.m.)
June 17*	Monday	Last day for students (if no earlier school cancellations
June 18*	Tuesday	Last day for teachers (if no cancellations)
June 20*	Thursday	Last day for students if 3 earlier school cancellations occur*

*Tentative date-actual last day for students and teachers would depend upon completion of 180 scheduled class days. June 18, 19, and 20 appear in brackets on the second page and will be removed from the calendar if not needed for school cancellations. Parents are asked to avoid planning prior to the 180th school day. Given that this is New England, school closings are possible, though Wayland's past practice is to avoid unscheduled closings.

WAYLAND HIGH SCHOOL

MISSION AND EXPECTATIONS STATEMENT

Approved by Faculty and School Committee 5/03

Personal and civic responsibility, love of learning, and empathy for others: these are the qualities that Wayland High School seeks to instill in its students. At its core, our mission is to provide a rigorous and stimulating academic environment that promotes the acquisition of knowledge and skills. Yet we deem it equally important to nurture self-confident, collaborative, and conscientious individuals. We strive to create a climate where risk-taking is safeguarded, open expression is encouraged, and free association is protected. Our goal is to advance our students' growth into principled, informed, and capable citizens who will help guide a democracy that follows humanitarian principles in the global forum, and shape a just society where individuals may reach their full potential.

Expectations for Student Learning

Academic Expectations

Wayland High School students will:

- read actively and critically
- communicate effectively in both written and oral forms
- understand and interpret the cultural and historical contexts of the world
- use scientific and mathematical approaches to interpret information and solve problems
- seek and use information effectively, creatively, and ethically to construct knowledge

Social Expectations

Wayland High School students will:

- treat teachers, staff, other students, and themselves with respect
- exhibit honesty and integrity in all aspects of school life (curricular, extracurricular, and social)
- take responsibility for themselves within Wayland High School and the greater community
- demonstrate empathy with people of different abilities, backgrounds, and cultures and appreciate the commonality and interdependence of all communities.
- show an ability to work collaboratively
- appreciate the importance of a sound mind and body

Civic Expectations

Wayland High School students will:

- serve their community and society actively through volunteerism
- develop an awareness of local, national, and global issues
- know their rights and responsibilities
- value and respect the environment
- engage in the democratic process in school and in society

WAYLAND HIGH SCHOOL HONOR CODE

Written for students by students

The Wayland High School Honor Code enables students to work together as a community. The Code will work if each member of the school community abides by it. If each person follows the Code, there will be an atmosphere of respect, trust, and consideration.

General Responsibilities and Expectations

1. Property -- Respect for individual and school possessions
Wayland High School is a place for personal and academic growth, and destruction of the school's property reduces its worth to me. My actions affect everyone around me, and I agree to protect my school knowing others are helping me with my goal of maintaining the school's valuable property.

2. Personal -- Respect for individuals as people
I agree to respect all members of the Wayland High School community knowing they, in turn, agree to respect me.

3. Academic -- Respect for individual effort
Wayland High School cannot provide an education for those who will not submit their own work. To enforce the Personal aspect of the Code, I will not give myself an unfair, dishonorable academic advantage (by cheating) over those trusting me to respect the community. Academic dishonesty undermines the respect I deserve. I will maintain honest academic behavior for the benefit of myself and others.

After considering these principles that ensure each student's well-being, I, of my own free will, agree to sign and abide by this document.

❑ I also acknowledge receiving the student handbook and reviewing the school rules.

_____	_____
Signature	***Date***
_____	_____
Name Printed	***Homeroom***

SCHOOL PROCEDURES

A. LOCKERS

Upon entering school all students are assigned a locker and they keep this locker for the duration of the time they are enrolled in the school. Care of the locker is each student's responsibility. Malfunctions or damage to lockers are to be reported in writing to the office at once. These lockers are the property of Wayland High School and the students are the caretakers of this property. As school property, these lockers are subject to periodic search by school officials.

B. STUDENT EMAIL

Each student receives a school email account. Students should check their email accounts every day. Administrators use email to notify students of discipline infractions and teachers often use email to communicate changes in assignments.

C. iSTUDENT

Each student has an iStudent account which should be used to review one's academic, disciplinary, and attendance records. iStudent is also used for course registration. Except for the final quarter of the year, report cards will not be distributed at school or mailed home. Students are to use iStudent to view their grades.

D. FIELD TRIP GUIDELINES

1. All participants must have permission slip absolving the Wayland school system and the chaperones of any responsibility for any accidents, losses, etc., which may occur during the trip.
2. All school and bus company rules must be observed and will be strictly enforced.
3. Chaperones shall be extended every courtesy and must be informed of the general whereabouts of each student at all times.
4. Students must arrange for their own transportation between the high school and their home.
5. Students are expected to meet all departure times promptly.
6. No student permission will be granted by telephone.
7. Field trip organizers may exclude any student whose behavior has proven to be chronically disruptive over a period of time or whose academic grades would be undermined by taking part in the field trip. The advisor, in consultation with the administration, will make this determination.

E. NON-SCHOOL CONNECTED ACTIVITIES

Every year a number of opportunities to participate in non-school sponsored activities are presented to parents by their sons and daughters. These activities run the gamut from visits to theaters in Boston, to European trips and ski trips. Parents often wonder who sponsors these trips because sometimes teachers are involved in their planning. The parent should investigate non-school connected activities. The following points should clarify the school's position:
All school-connected activities will be designated as such.
Permission slips are required for all school-connected activities.

F. BOOKS AND EQUIPMENT POLICY

All students are responsible for all books, materials and equipment issued to them. If the item issued to the student is misplaced, stolen, or damaged, the student will be required to pay for

the item and charged the full replacement cost. Once a student has lost a book, he/she will not receive another one until payment is received for the lost book.

Students are responsible for book damage not noted at the date of issue. Books which are damaged beyond use, such as pages missing, undesirable marking, charts and diagrams altered etc., will be charged in the same fashion as lost books. Books that can be repaired or rebound will be charged at the current price for these repairs.

Seniors will not receive a diploma until all school materials are returned or paid for.

G. WORK PERMITS

According to law, persons under 18 years of age who obtain employment must secure a work permit, which may be obtained at the guidance office Monday through Friday no later than 3:30 P.M. You must bring a birth certificate, passport, or valid driver's license with you when you apply. A work permit is a privilege, which can be revoked if a student does not meet all school commitments.

H. VISITORS

All visitors to Wayland High School must report to the administration office to obtain a visitor's pass. Students who wish to invite a guest to school must obtain permission at least forty-eight hours in advance from the administration office and from teachers whose classes they intend to visit. **All guests must be of high school age and their school must not be in session on the day of the visit.**

I. WITHDRAWING FROM SCHOOL

Parents must notify the office whenever a student is withdrawn from school. The student will obtain from the office a withdrawal form, which must be completed before departing. Withdrawing students are obligated to return all school property. Payment must be made for lost or destroyed property. Records may not be released until the school receives withdrawal notification, signed by parents.

J. CHANGE OF VITAL INFORMATION

Any student, who has a change of address, phone number, parent or guardian name is to notify Mrs. Keegan immediately of any such change.

K. STUDENT RECORDS

The student's personal record includes results of standardized test scores, attendance data, and report cards from previous years. If you desire to see your personal record, please schedule an appointment with your guidance counselor. Refer to the Appendix for complete policy.

Student Rights - Rights belong to students upon reaching 14 years of age or upon entering the ninth grade, whichever comes first.

1. Student records consist of two parts: the transcript (contains minimum information necessary to reflect the student's educational progress – name; address; course titles; grades course credit, grade level completed; year completed) and the temporary record (contains all other information – standardized test results; class rank; school-sponsored extra-curricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records).
2. Student transcripts may only be destroyed 60 years following graduation, transfer, or withdrawal from the school system.

3. When a student transfers, the school district should keep the original transcript and send a copy of the transcript to the new school.
4. School districts must provide written notification of the anticipated date of destruction of students' temporary records. Notice in the newspaper is not sufficient. Notice should be included in graduation packets, and must also be given to a student at the time of transfer or withdrawal from the school system. (When a student leaves the system to begin home schooling, the principal should provide written notice.)
5. School districts must keep temporary records for seven years after the submission of the annual End of Year Pupil and Financial Reports. The data to keep pertains to registers, pupil census, IEPs, etc. that substantiate figures on reports.
6. If immunizations are administered in the district, documentation must be kept for ten years following the calendar year in which the vaccine was administered.
7. The school nurse should send health records of a transferring student directly to the school nurse of the new school.
8. As per 603 CMR 23.00: Student records, except for the provisions of CMR 23.07(4)(a) through 23.07(4)(h), no third party should have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. Exceptions include the policy of this school to forward student's records to schools in which a student seeks or intends to enroll. For a complete copy of regulations regarding the release of student records, you may contact your child's school or see the regulations at: www.doe.mass.edu/lawsregs/603cmr23/studrecscmr.html.

If you have any questions regarding the student records policy or desire more detailed information concerning the state regulations, please contact the guidance office.

ACADEMIC PROCEDURES AND POLICIES

A. MID-YEAR AND FINAL EXAMINATIONS

At the end of each semester, a comprehensive examination is given in most subjects. The grade on a mid-year or final counts one-tenth of the end of the year grade in full-year courses. The schedule for these examinations is published in advance. During the exam period no classes are held. Students are only required to attend school when they have an exam. It is extremely important that students take their exams at the scheduled time if at all possible. The school is to be notified if a student is going to miss a scheduled exam. Make-up examinations due to excused absences may be taken on a specified future date. Examinations **will not** be administered before the exam period.

B. TESTING DAYS

In the eight-day cycle prior to the end of each marking term, departments will be assigned four testing days. These days will be announced.

C. ACADEMIC WARNINGS

In the middle of each marking period students in academic trouble are notified by means of an academic warning. Every student who is receiving an "F" or "D" at this point in the term in any subject will be notified of this condition. Students who begin to fail after this point may also be notified up to and including the week before the end of the quarter.

D. PROMOTION REQUIREMENTS

Students may be advanced to the next grade level according to the following credit schedule:

Grade 10 - 13 credits
Grade 11 - 31 credits
Grade 12 - 53 credits
Graduation- 76 credits

In order to affect a student's grade level, credits must be recorded in the guidance office by September 1.

E. EXPLANATION OF ALTERNATIVE GRADES

I—Incomplete: Typically given to students who have missed a substantial number of days due to illness or family crises and, thus, have not completed all the necessary assignments for a particular subject. The student must make up all work missed to change an incomplete to a letter grade within a time frame negotiated with the teacher (typically two weeks). Failure to complete makeup work within agreed time frame, will result in the student receiving an "F" for that quarter.

P/F—Pass/Fail: This is an extremely rare grade designation, typically only given to speakers of a second language, students interested in auditing a course, or students experiencing a long-term health or family crisis. A "Pass" indicates that full credit is to be awarded.

N—No Grade: This is an extremely rare grade designation, typically only given to new students who arrive near the end of quarter or students experiencing serious short-term health or family crisis situations which prevent students from completing work in a timely manner. Ns may not constitute any more than 30% of a student's final grade. Ns are ignored in the calculation of final grades.

W—Withdrawal: A student will receive a "W" on his/her report card and transcript if he/she drops a course after fifty percent of the course is over.

F. HONOR ROLL

An honor roll list is processed at the end of each marking period and includes those students who have earned an unweighted 3.0 grade point average on an A = 4.0 scale in graded subjects except gym. Students who receive an incomplete, or less than a C in any subject may not qualify. To be eligible, a student must be taking a minimum of 16 credits in graded courses. Students who earn a 3.6 grade point average and meet the requirements for the honor roll are named to the high honors list. Courses that are pass-fail are not considered graded courses.

G. COURSE CHANGES

To add, delete or change a course during the school year, students must obtain a "Request to Change Program" form from the guidance office. A counselor should check the master schedule to see if the change is possible and note the course name and section number on the request form. Students must get parental approval of the change. The form should then be presented to the appropriate teachers and department heads of the courses involved for their signatures. When all information and signatures have been obtained, the form should be returned to the guidance secretary for the final stages of the course change process. **Students are not to change classes until they receive an updated schedule.**

Deadlines and Guideline for Making Course Changes:

1. Wayland High School's policy precludes requests for change of teacher.
2. Students may not enter a quarter course after one week of the course has elapsed.
3. Students may not enter a semester course after two weeks of the course have elapsed.
4. Students may not enter a year course in a different subject after four weeks of the course have elapsed.
5. Students may not change from Honors to College Prep of the same subject in which they are enrolled after the third week of the 3rd quarter.
6. Students may not change from College Prep to honors of the same subject in which they are enrolled after the first week of the 2nd quarter. This change is possible only if they have followed all of the procedures outlined in the section entitled Honors and Advanced Placement Levels in the Program of Studies.
7. When a student changes to a lower level of a class the current cumulative average from the original class will be adjusted to reflect this move. For a student going from a honors/AP level to a college level class or a college level class to an introduction level class their average grade will be adjusted 10 points up (e.g., - a 82 average will become a 92).
8. A student will receive a "W" on his/her report card and transcript if he/she drops a course after fifty percent of the course is over.

H. COURSE CREDIT FROM INSTITUTIONS OTHER THAN WHS

1. Course credit will be awarded to students moving into Wayland High School from other accredited institutions. The number of credits to be awarded will be assessed at the time of transfer by Wayland High School staff.
2. **Summer School Makeup** - If a student received a final grade of "F" at Wayland High School or from a sending institution in the case of transfer students, he/she is eligible to make up the course at summer school. Courses in summer school are designated as makeup and review courses.
3. **Original Credit Courses** - Students may take up to eight original credits at summer school, evening school or at local post secondary institutions

providing they have received prior permission from the principal and the department head to take such course(s) and that the course is not offered at WHS. Students should identify the course and review their course choice with their counselor and the appropriate department head prior to registration.

Original credit courses will be awarded credit on the basis of the following procedures:

a. If a course is available to the student at Wayland High School, it may not be taken for credit at another institution.
b. Courses meeting for 60 hours during a semester will be awarded two credits.
c. Courses meeting for 30 hours during a semester will be awarded one credit
d. A course is open for credit review if it is meeting for less than 60 hours and more than 30 hours.

I. TUTORING

Tutoring will be provided by the school for a student who, in the judgment of the child's physician, will have to remain at home or in the hospital for a period of 14 or more consecutive school days. The parent should provide the guidance department with appropriate documentation, so that early arrangements can be made for tutoring.

J. STUDENTS ATTENDING SPECIAL SCHOOLS DURING THE ACADEMIC YEAR

Recognizing that Wayland High School students with exceptional talent in a particular field should not be denied the opportunity to attend specialized schools during the regular academic year, but also maintaining that the parents electing this option for their children must accept the consequences that decision has for the quality of the children's education, the following procedures will be in effect:

1. A student will be officially withdrawn from the high school while attending he special school.
2. Direct responsibility for educating the student while attending a special school rests with that school. In order to ensure curricular continuity in the student's total Wayland education, teachers of each course a student is enrolled in will provide the special school or attending tutor with curricular goals, a syllabus, and materials (where feasible). The teachers will also (if requested) consult with the school or tutor before the student begins attending the special school. Teachers have no further responsibilities while the student attends the special school. They will not provide daily lesson plans, teaching strategies, or quizzes and tests; they will not grade any of the work the student completes at the special school.
3. The grade for the terms, term, or partial term completed at these special schools will be determined by that school or tutor. The grade will be recorded on a P/F basis on the WHS transcript.
4. When re-enrolled in Wayland, a student will take whatever quarterly, mid-term, or final exam is administered to the regular classes.

ATTENDANCE

Regular and punctual school attendance is essential for success in school. Parents and students have the responsibility of ensuring that students attend school regularly in accordance with state law (see Appendix for complete policy). Missing class, even for excused absences or school-approved reasons, is generally never an acceptable excuse for not completing school work.

A. DAILY ATTENDANCE

Attendance is taken in every class. Any student who is absent for 50% or more of his/her classes will be considered absent for the day.

B. EXCUSED ABSENCES

Students may be excused temporarily from school attendance for the following school committee-approved reasons:

1. Illness or quarantine and medical appointments,
2. Bereavement or serious illness in family,
3. Weather so inclement as to endanger the health of the child,
4. Observance of major religious holidays,
5. Approved school-related activity, and
6. College visits (not mentioned in School Board Policy, but allowed at WHS).

Parents must notify the main office in writing or by phone (**508-358-5861 and 358-7746**). If a student's absence is due to a medical appointment, the student must present proof of his/her appointment upon return to school. Notes to excuse absences are required if verbal contact is not made and are due the day the student returns. The note must state the reason for absence (school committee approved) or will not be accepted.

C. DISMISSAL

- A note from the parent or guardian requesting dismissal from school should be presented to the main office by 9:00 A.M. Dismissal is subject to administrative approval. Parents should remember that dismissals are to be made only for those reasons approved by the School Committee for "Absences", i.e., illness, medical appointments, religious holidays, approved school-related activity.
- A student granted dismissal must sign out at the main office before leaving the school grounds. If the student returns to school before the end of the school day he/she must sign in at the main office upon returning to the campus. Failure to sign out/sign in will result in demerits. The administration has the discretion to impose consequences retroactively.
- A student who does not abide by these rules can expect to have the missed classes counted as unexcused absences. (see academic rules)

D. EMERGENCY DISMISSAL

Should emergencies arise, a student may be dismissed from school in the following manner.

1. A parent or guardian coming personally to the office and leaving a note of request.
2. A parent or guardian calling the school and requesting the dismissal. This call will be verified by a call from the school at the time of dismissal.
3. By reporting to the health office when ill.

E. FAMILY TRIPS AND PLANNED EXTENDED ABSENCES

Family trips and other non-school committee approved absences must be approved by the administration two weeks prior to the absence. Requests should be made in writing to the administration.

F. UNEXCUSED ABSENCES and CUTS

A student's absence from school or class will be considered "unexcused" when;

1. The student is on the campus during school hours, but fails to attend class;
2. The student is absent from school without parent permission; or
3. The student is absent from school for a reason that does not meet school-committee guidelines (see above).

Students who are present in school but not attending class or classes will be considered to have "Cut Class". A student who cuts class can expect the following:

1. Demerits
2. Loss of free periods and privileges
3. Parent notification
4. An "F" grade for that quarter (for second cuts).
5. Suspension or alternative disciplinary action (for excessive cuts).

G. EXCESSIVE EXCUSED ABSENCES

In instances of chronic or irregular absence reportedly due to illness, the school administration may request the following:

1. A physician's statement certifying such absences to be warranted
2. Proof that the student is undergoing appropriate treatments (e.g., therapy, counseling, etc.)
3. Referral to SST (Student Study Team) for a recommendation of appropriate interventions, modifications, or accommodations including failure, No Grade, Pass/Fail, or withdrawal from the student's classes

H. TRUANCY

A student is considered truant if he/she misses an entire school day without parent, guardian or school authorization. A student who is truant may be required to bring a parent or guardian to school when he or she returns and can expect the following:

1. An unexcused absence for each class missed.
2. Disciplinary action including demerits, suspension, parent conference.
3. Home visit by the district truancy officer

I. TARDINESS

1. Students are tardy if they arrive at school after 7:30 A.M.
2. Students who arrive before 8:00 should report directly to class if they have one. Any student arriving after 8:00 who has missed class should report to the office.
3. Students must have a note indicating a school committee-approved reason for the tardiness.
4. Students with unexcused tardiness may be assigned a teacher detention.
5. After three unexcused tardies, the administration will assign demerits.
6. Students tardy to class or to homeroom because of being detained in a preceding class should be admitted without penalty or homeroom if proper written permission is submitted. Teachers are encouraged to minimize delaying students beyond the end of the normal class period.

7. Excessive tardiness may result in assignment of additional demerits and/or a parent meeting. Chronic tardiness may result in loss of privileges, or suspension.

J. IMPACT OF ABSENCES AND CUTTING ON QUARTER GRADES

1. Students who accumulate 2 or more unexcused absences in a class in a marking period, regardless of the total number of absences, will receive an "F" in that course for that quarter. The teacher will notify the parent. The office receives a copy of this notification.
2. If a student misses, for any reason (either excused or unexcused), more than 4 classes in a quarter the teacher will notify the parent. The office receives a copy of this notification.
3. If a student misses, for any reason (either excused or unexcused), 8 or more classes in a quarter the teacher will notify the parent and may recommend a grade of an "F" based upon the teacher's assessment of the level of knowledge acquired by the student for that quarter. The office receives a copy of this notification.

K. IMPACT OF TARDIES AND ABSENCES ON DAILY TESTS AND ASSIGNMENTS

1. Students who have an **unexcused tardy or absence** will receive "0" credit for all assignments missed or due, including papers, quizzes, tests, and presentations.
2. Students who have an **excused tardy or absence** from class must make up the work the day they return to class, unless otherwise negotiated with the teacher.
3. Students who have an **excused tardy, absence, or dismissal—but are in school** for any part of that day, will be expected to submit major assignments or take the test during or after the school day, unless otherwise negotiated with the teacher. Otherwise, the student will receive a 0.

L. ATTENDANCE AND PARTICIPATION IN CO-CURRICULAR ACTIVITIES

1. A student is required to be in school by the end of second block if he or she intends to participate in any after school or evening activity. This rule covers sports, club activities, class activities, rehearsals, practices, performances; exceptions to this must have prior approval from the principal, assistant principal or dean of students.
2. Excessive unexcused absences will result in students being barred from participating in co-curricular activities.
3. Students who miss class due to illness will not be allowed to participate for their health's sake.
4. Students violating these rules can expect the following penalties:
   1st Offense - No admittance to the activity or suspension for one day from the activity.
   2nd Offense - No admittance to the activity or suspension from the activity for 3 days.
   3rd Offense - Possible suspension from the activity for its duration.

M. JUNIOR PRIVILEGES

Late Arrival and Early Dismissal

Eligible students must be a member of the junior class, and have parental and administrative permission. They are allowed to arrive to school after 7:30 A.M. (if they are not missing classes) and leave school after their last class of the day has finished. Students leaving campus may not return to campus until after the final bell of the day. These privileges will be suspended in cases of excessive tardiness or other rule infractions.

N. SENIORS PRIVILEGES - OPEN CAMPUS

Students who meet the following criteria are free to leave campus when they do not have a scheduled class:

1. Fourth year of high school and members of the senior class
2. Parental approval
3. A minimum of completed 30 hours of community service
4. Completion of the Senior Privileges Form (available in main office), including administrative approval.

Students who violate their Senior Privileges can expect to have these privileges revoked. These privileges will be also suspended in cases of excessive tardiness or other rule infractions.

O. COMMUNITY SERVICE REQUIREMENT

Wayland High School has a long-standing commitment of encouraging community service as a powerful learning experience for our students. We realize that the vast majority of our students are already involved in numerous activities that are valuable services to both the town and the school communities. Requiring thirty hours of community service as a condition for senior privileges is the recognition that for every privilege there is a responsibility. While we realize the limitations of only doing thirty hours of service, it is our expectation and hope that performing this service will be the start of a life-long habit.

When applying for open campus permission each student must submit a school community service form to guidance testifying that they have completed a minimum of thirty (30) hours of community service signed by the supervisor of the project and the student's parents. A list of approved areas may be obtained from the guidance office.

If a student performs community service that is not on the approved list they must receive approval from the principal or assistant principal prior to completing their thirty hours. Please remember that the approved list is only a partial listing of possible ideas. We encourage students to use their interest, imagination and talents towards developing the ideal community service that meets their individual needs.

STUDENT CONDUCT

A. STUDENT RIGHTS and RESPONSIBILITIES

At Wayland High School, we provide our students with a greater degree of freedom than many of our peer institutions. We do this because we want to provide our young adults with opportunities to practice making responsible decisions, working cooperatively, and affording one another the respect and consideration that is essential to good communication and productive human relationships.

With this relative freedom, students and staff have the responsibility to contribute to an environment that is safe, comfortable and conducive to productive and satisfying work. In particular, we all have the responsibility to conduct ourselves in a manner that respects the following rights of other students and staff:

- the right to a safe, non-threatening environment
- the right to courtesy at all times
- the right to protection of private property
- the right to have a clean school
- the right to hear only acceptable language

Our school, like the larger community, needs guidelines and rules to protect these rights. The following rules and the consequences for breaking these rules are meant to provide clear guidelines for our conduct. **All rules and regulations pertaining to the general school day will be enforced during field trips and at all evening activities**.

B. ACADEMIC INTEGRITY

Wayland High School is deeply committed to the principle that every student takes full responsibility for submitting work that he or she alone has prepared, and for giving due credit to sources he or she has used in his or her research. Student who violate our Academic Integrity policy can expect the following:

1. Receive "0" credit for work in which either plagiarism or cheating has been found.
2. Parent notification.

Violations of Academic Integrity include, but are not limited to, the following acts:

Quizzes or Tests

- Looking at someone else's paper
- Using "cheat notes"
- Allowing another to see your paper
- Talking to another student
- Writing formulas, codes, key words on yourself or objects
- Using programmed material in watches or calculators (when prohibited)
- Passing on information, answers, details or format of test or quiz to another student
- Text messaging or using a smart phone during quiz or test

Assignments

- Taking credit for group work when little or no contribution was made
- Letting someone copy your homework

Plagiarism

- Copying, paraphrasing, or summarizing published work as your own (e.g., books, magazine, internet materials, periodicals, etc.)
- Permitting someone else to use one's work
- Copying another's homework
- Use of fax or copy machine to duplicate assignments or tests
- Use of printouts, disk transfer, or e-mail to exchange or copy assignments
- Use of Internet to buy or copy tests, quizzes, projects, papers or homework
- Submitting someone else's work, be it a friend's, a family member's or a tutor's

Theft and/or Profiteering

- Stealing, selling or giving a test or answer sheet
- Making copies of tests or assignments
- Stealing teacher editions of textbooks

C. DRESS CODE

The Wayland High School dress code is based on the belief that what a student wears is primarily a family decision. Thus, parents are responsible for the attire of their children and ensuring that students arrive at school dressed in clothes that are safe, clean, neat, and decent. If, in the opinion of a staff member, dress is not appropriate or detracts from the teaching-

learning environment, the student will be asked to change his/her attire. These rules apply to all school events.

D. AREAS OPEN TO STUDENTS DURING NON-CLASS TIME

1. The media center and the Student Learning Centers (SLC's) are set aside as areas for quiet study and are available to students in their free time.
2. Students wishing to use classrooms for quiet study and/or working with other students must obtain permission from the department head in that building before using such rooms.
3. During unscheduled times the following areas are available for conversation: **commons**, the **patio behind the media center, and the courtyard between North and South buildings**.
4. Students are expected to behave in a quiet and non-disruptive manner in halls, near classrooms and areas where students and teachers are in class, studying and/or working.
5. Students are not to congregate in bathrooms.
6. During lunch periods students are not to be in the building ten minutes before the end of class. They may obtain books and other materials from their locker up to 10 minutes before the end.
7. Students may go to their cars to get items, but are not to loiter in the parking lot.
8. The Field House is open for student use during the school day during designated blocks.

All other areas of the campus, including the turf field, are off limits unless explicit permission is granted.
Students who are in areas of campus which are unavailable for use can expect the following penalties:

1st Offense - Warning
Subsequent Offenses - Demerits, parent conference, suspension

E. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Students leaving school grounds during the school day without permission can expect:

Each Offense –Demerits
Subsequent Offenses – Loss of privileges

Students who leave school campus without permission or who fail to follow proper sign-out procedures will be subject to search. Any food or drink purchased while off campus without permission will be confiscated.

F. STUDENT PARKING

1. Students must register their car and/or motorcycle with the main office for an annual fee of $220.00.
2. Students must follow the guidelines of the driving contract.
3. No student cars are to be parked in the fire lane at any time.
4. Students must park their vehicles in the designated student parking lots. Failure to follow the school rules relative to this area will result in loss of driving privileges.
5. All unregistered cars are subject to towing at the owner's expense.

Student parking privileges may be revoked if a student is excessively tardy to school or classes.

G. SCHOOL TRANSPORTATION

1. Good behavior on buses is required. Any act which distracts the bus driver endangers the lives of the riders. Smoking is not permitted. Failure to comply with good behavior rules will result in the loss of bus privileges.
2. Seat Belt Policy –Use of seat belts is encouraged. However, a student's use of seat belts is neither guaranteed nor compulsory.

H. FOOD

1. In accordance with state health regulations, all food must be consumed in the commons.
2. Food deliveries for students are not permitted during the school day. Violations of this rule can result in confiscation of food and additional disciplinary action.

I. USE OF PERSONAL LISTENING DEVICES, CELL PHONES, ETC.

The use of personal listening devices, cell phones, etc. during the school day is forbidden in academic buildings **unless specifically authorized by a staff member**. These devices may be used **outside (and away from) academic buildings and in the commons**. The only exception is that students may use personal listening devices in the Media Center or study hall if used at a low volume and so as not to distract others. Students who violate this rule can expect to receive demerits and have their device confiscated and held in the main office for 24 hours.

J. PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate in the school setting. Those engaging in such behaviors will be asked to stop. Failure to do so will be brought to the attention of the administration for disciplinary action.

K. FAILURE TO FOLLOW DIRECTIONS OF A STAFF MEMBER

Students must follow all directions issued by a staff member. Failure to do so will result in the following:

1. Notification of parents
2. Demerits
3. Suspension

L. GAMBLING

Gambling in any form is forbidden on the campus. Students found gambling can expect the following penalties.

1. Parent conference
2. Suspension

M. THEFT

Any student involved in the act of stealing or in possession of school or stolen property can expect the following penalties:

1. Demerits
2. Notification of parents
3. Return or restitution of property
4. Notification of police
5. Suspension from school

N. VANDALISM
Students found in possession of keys to school facilities and/or who have vandalized or destroyed school property will be subjected to the same penalties as under theft.

O. TOBACCO POLICY
Students who **use** tobacco products of any type on school grounds during normal school hours can expect the following:

1st Offense - One day suspension and parent notification.
2nd Offense - Three day suspension and parent meeting.
Subsequent Offenses - Extended suspension, meeting with parents and referral to the superintendent of schools.

Any student found to be **in possession** of any tobacco product on school property can expect the following:
1st Offense – Demerits
2nd Offense – Increased demerits
3rd and Subsequent Offenses – One-day suspension

P. DRUG AND ALCOHOL USE
Students shall not, regardless of quantity, possess, use, consume, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; drug paraphernalia; or any controlled substance. This policy includes products such as "NA or near beer". Students may not be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctors; prescribed medication must be controlled by the school nurse.

A student who is found to be under the influence of drugs or alcohol **on school grounds** or at school functions can expect the following consequences:
1. Notification of parents
2. Notification of police
3. Suspension and/or expulsion from school
4. Conference with student, parents and principal or assistant principal
5. Notification of the intervention team

A student who is found to be using or under the influence of drugs or alcohol **off school grounds** or at a non-school function will lose the privilege of participation in all extracurricular activities, including clubs, drama performance, music, school sponsored events, and athletics, for a length of time to be determined by the administration. Students found in the presence of those using or under the influence of drugs or alcohol shall receive a warning on the first offense and community service. On subsequent offences, the students will lose the privilege of participation in all extracurricular activities, including clubs, drama performance, music, school sponsored events, and athletics for a length of time to be determined by the administration. (See Appendix for full policy and MIAA policy specific to athletics).

Q. WEAPONS
Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife may be subject to expulsion from the school or school district by the principal.

R. FIGHTING
Students whose behavior is threatening or detrimental to the physical safety of others can expect the following penalties:

1. Demerits
2. Parent Conference
3. Suspension

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

T. BULLYING and CYBERBULLYING
Students may not engage in bullying or cyber-bullying. Massachusetts law gives school officials the power to investigate and discipline bullying that occurs **on or off school grounds** (e.g., cyberbullying from a home computer) if that bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

Targets of bullying should seek the help of an adult in the school community whom s/he trusts (in person or use the Confidential Safety Reporting Form on the WHS home page). That adult will immediately inform the administration. Students who bully other students can expect a full investigation by administration, parental contact, and—depending on the severity of the bullying—remediation and disciplinary action ranging from warnings and behavior agreements to suspension and police notification.

Definition of Bullying: Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (must include at least one of the following)

- causes physical or emotional harm to the victim or damage to the victim's property;
- places the victim in reasonable fear of harm to himself or herself or damage to his or her property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.
- *Involves an imbalance of perceived or real physical or social power between victim and perpetrator(s)* (condition to be approved by school committee)
- Retaliation from reporting of previous incident

(NOTE: Per state law, the district is currently revising its policies regarding bullying and must submit a complete anti-bullying plan by December 31, 2010 . The probation against bullying goes into effect immediately, but will be amended on an on-going basis. Updates will be posted to the school website.)

U. HAZING
Wayland High School will not tolerate any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers

the physical or mental health of any student or other person. (See full definition and policy in appendix). Students who engage in hazing can expect:

1. Suspension from school for a period not to exceed five days.
2. Additional penalties as required by state law, including police notification.

V. HARASSMENT

Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, and disability for any reason or in any form is prohibited and will not be tolerated. Targets of harassment should seek the help of an adult in the school community whom (s)he trusts. That person will immediately inform the administration and where specific names and offenses are stated, due action will be taken. This would include:

1. Mediation
2. Suspension
3. Parent conference

Definition of Harassment: Harassment is any verbal, electronic, or physical action by one person toward another which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Harassment includes verbal or physical conduct which may or does unreasonably offend, denigrate, or belittle any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited remarks, jokes, comments, innuendoes, gestures, or physical contact; or the display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disabled individual groups. (See the Appendix for a full description of the Harassment Policy.)

W. DISCRIMINATION

Every student will be given equal opportunity in school admission, admissions to courses, access to learning, course content, discipline procedures, guidance, and extracurricular and athletic activities regardless of race, color, sex, religion, national origin, sexual orientation, or physical differences. If you feel you have been discriminated against, please contact an administrator or counselor in person or use the Confidential Safety Reporting Form on the WHS home page. (See the Appendix for the formal discrimination complaint procedure.)

EXPLANATION OF CONSEQUENCES

Wayland High School has a progression of disciplinary measures ranging from warnings and teacher assigned detentions to permanent expulsion from school. Each is to be taken seriously as a deterrent and corrective measure. We will not permit students to disrupt the learning environment or to behave in ways that are harmful to other students or staff. Please see Appendix XI for a description of Disciplinary Procedures for Students with Disabilities.

A. DUE PROCESS RIGHTS AND PROCEDURES

Due process refers to the rights of a pupil to a hearing before being suspended or expelled from school. At Wayland we believe students also have due process rights in cases of other extreme disciplinary actions (e.g., long-term suspension from athletics, exclusion from special events, etc.).

1. Before suspension, the principal or designee must give the pupil an informal hearing at which the pupil will be notified of the charges and given the opportunity to defend him or herself.
2. In the case where the assistant principal is suspending a pupil and the pupil has serious questions about the fairness of the charges, that pupil has a right to request a hearing with the principal.

3. In the case where the principal is suspending a pupil and the pupil has serious questions about the fairness of the charges, that pupil has a right to request a hearing with the superintendent of schools.
4. Any student who is charged with weapon, drug, or assault violations shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

B. SEARCH AND SEIZURE

School officials may search a student when they have **reasonable grounds** for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may include, but are not limited to clothing, bags, lockers, personal computers, cell phones, school issued network accounts, school-issued email accounts, and vehicles parked on school grounds.

- Members of the administrative team or their designee (e.g., school nurse) will be responsible for conducting all searches.
- Evidence and items found during the search my be held by the school until turned over to the police or returned to the student or a parent/guardian.
- A warrant is not required for searches of students suspected of violating a school rule or criminal status.
- Following any search, parents/guardians will be notified.
- Students who refuse a search will be suspended pending a meeting with their parent/guardian

C. TABLE OF CONSEQUENCES (Partial List)

INFRACTION	CONSEQUENCE
Tardy to class, homeroom, or school	Admin. Warning (first 3) Teacher detention 2 Demerits (after 3)
Unexcused absence from class or homeroom (Cut)	3 demerits Failure on 2nd cut of same class
Failure to sign in or sign out	2 demerits
Took student off campus without permission	Up to 6 demerits
Leaving campus without permission	3 demerits
Missed teacher detention	2 demerits
Left class without permission	3 demerits
Discourteous behavior/language	Up to 6 demerits
Lying/Forgery	Up to 6 demerits
Failure to follow staff directions	Up to 12 demerits Possible Suspension
Inappropriate use of listening device or phone	2 demerits 24 hour confiscation
In unauthorized area	2 demerits
Driving/parking infractions	Up to 6 demerits
Fighting or disruptive behavior	Up to 12 demerits, Suspension
Theft or vandalism	12 demerits, Suspension
Smoking	6 demerits, One day suspension
Possession of drugs or alcohol	Suspension and/or expulsion
Under the influence of drugs or alcohol	Suspension

D. WARNING
Conference with an administrator who will explain reason(s) for rule and outline penalties if infraction is repeated.

E. TEACHER DETENTION
Teachers can assign students teacher detention - usually for tardies, incomplete work, or inappropriate behavior in the classroom. Detention is to be served with the teacher. One day of grace is allowed the student so that he/she may notify parents and arrange transportation.

F. DEMERITS and RESTRICTED STUDY
Students who violate our code of conduct will earn demerits for offenses according to the table on page 25. Each demerit is equal to one block of restricted study in the Commons Annex room. Students are expected to serve their restricted study assignments starting the day following notification and continue attending restricted study until all assigned restricted study blocks have been served. **Demerits will double at the end of each quarter.** Failure to serve restricted study will result in a doubling of assigned restricted blocks, assigned in-school community service, after school detention, and/or in-school suspension. Unserved restricted study obligations are carried over until the next year

G. PROBATION and ACCUMULATION OF EXCESSIVE DEMERITS
Students who accumulate excessive demerits will be put on probationary status as described in the table below. Students on probation lose all privileges starting on the date of notification. The administration reserves the right to exercise discretion as necessary to accommodate individual situations that arise.

Demerits	Probation Period and Further Actions
12	• One week, notification of parents
18	• Two weeks, notification of parents
24	• Three weeks, notification of parents
30	• One month • One day of suspension • Re-entry meeting with parent (by discretion of administration)
36	• One month (including practices)
42	• One month (including practices)
48	• Permanent loss of privileges, (including participation in extracurricular activities, sports practices and games). • One day of suspension • Re-entry meeting with parent and/or referral to SST)

Being on probation impacts all student privileges including, but not limited to the following:

- parking
- late arrival, early dismissal
- open campus
- drama rehearsals and performances
- club activities
- class activities such as trips, dances (including, but not limited to, the cotillion, semi-formals, the junior prom), class night, senior cruise, and graduation.
- the right to free blocks (in extreme cases)

- some school field trips (in extreme cases)
- sports practices (and games, in extreme cases)

H. REDUCING DEMERITS

Students can reduce their demerits and avoid probationary consequences by doing all of the following:

1. Negotiating a written behavior contract with an administrator
2. Ceasing to accumulate demerits for an extended period of time (e.g., month)
3. Performing in-school community service hours

PLEASE NOTE:

- This is NOT an automatic process. Students who wish to reduce their demerits must talk to an administrator.
- In general, students can only reduce their demerits to within 6 demerits of next demerit threshold (e.g., a student who has 11 demerits, can reduce them to 6)

I. SUSPENSION

Suspension from school means that the pupil is excluded from school for a set number of days. The principal or designee has the authority to suspend a pupil from school. Suspension is one of the most serious disciplinary measures taken. A student will receive an explanation of the charges against him/her and have an opportunity to present his/her side of the story before an impartial official before suspension takes effect. Suspension may be served in one of two ways:

Internal: Student attends school but is assigned to a room for the day. Student is allowed a 20 minute lunch period and may ***not*** participate in any after school activities.

External: Student is not allowed to come to school for specified time period. Student may not participate in any after school activities.

Students who are suspended will be allowed to make up work missed at the discretion of the principal or assistant principal. The school may require, at its discretion, a re-entry meeting with the parents.

J. EXPULSION

Expulsion from school means that a pupil is permanently excluded from school. Students being expelled have Due Process Rights (see page 24).

K. IMPACT OF INFRACTIONS ON STUDENT LEADERSHIP POSITIONS:

Officers and captains are generally elected by members of the organization or team and are expected to conduct themselves in an exemplary manner both inside and outside of school. Students suspended for offenses related to drugs, alcohol, weapons, or criminal conduct **will** lose the privilege to serve in a leadership position for any school-sponsored group or team for the period of one calendar year. Students suspended for other reasons **may** lose the privilege to serve in a leadership position, depending on the severity and number of offense(s).

L. END OF YEAR

A senior, who in the final days of the school year commits a serious act against the school, the faculty or a fellow student, may be suspended from school and excluded from the remaining school events, including class night, awards assembly, cruise and the graduation exercise.

M. DISCIPLINARY RECORDS

Student disciplinary information shall be temporarily maintained in the student's record in accordance with state and federal laws and regulations and must be destroyed no later than seven years after graduation. Although a student's discipline record is not part of the transcript, severe or chronic discipline violations may be reported in the Student Profile section of a college application, which is submitted by the school. In addition, a number of college application forms include a question asking whether the student has been suspended, and if so, they request information. In response to disciplinary action taken against a student, Wayland High School may refuse to recommend and/or may withdraw its recommendation of a student's college application. Notice of such action will be given to the student and his/her parent(s).

SCHOOL SERVICES

ACADEMIC CENTER

Any student who attends WHS can utilize the services at the Academic Center. The Academic Center is a place where students can drop in for occasional academic assistance, set up a regular tutorial schedule in any subject, get help with an English paper, borrow materials, do research, use a computer, work on a project, study with a group, study individually, and learn study skills. Special evening programs for help with midterms/finals studying, along with other programs addressing student needs will come up throughout the school year and are posted on the guidance website and will be announced at school. The Academic Center is staffed by one full time teacher, volunteer tutors (students and community volunteers), and National Honor Society tutors. Anyone can refer a student for academic assistance; it can be a parent, teacher, counselor, administrator, or the student themselves. During Freshman Orientation, all freshmen are introduced to the Academic Center and are given a workshop on study skills and organization. Community members interested in volunteering at the WHS Academic Center should contact Barbara Wolfson at 508-358-4823. The Academic Center is open from Monday - Thursday 7:00 AM until 4:00 PM & Fridays 7:00 - 2:15 PM.

MEDIA CENTER

The Media Center opens for students at 7:10 a.m. each morning and closes at 3:00 p.m. each afternoon except on Wednesday when it closes at 2:15 p.m. The computer labs on the lower level close at 1:05 p.m. on Wednesday. Each student's name is entered into the circulation database. Students may sign out up to five books at one time. Most materials circulate for a period of two weeks. Overdue fines accumulate at the rate of five cents per day. Students are responsible for paying for all fines and any lost books or any damaged or lost equipment before they graduate. Students may use the facilities whenever they are free during the center's hours of operation. Quiet study (voices at a low level) is available at the tables on the upper level. Silent study (no talking) is available in the study carrels. No food or drink is allowed in the center.

ADVISORY PROGRAM (New for 2012-2013)

The Advisory Program is a new initiative for 2012-2013 that has been developed to positively impact school culture through constructive, small-group discussion and activities on relevant, meaningful topics. One or two faculty members will facilitate each advisory group, comprised of 14-15 students. Students will meet in their advisory groups once for 25 minutes during five-day weeks. Attendance is mandatory and it is our expectation that earnest participation and engagement will prevail.

HEALTH SERVICES

School health services are provided to protect and improve your health thus enabling you to gain the greatest benefit from your school experience. Services include first aid for accident and illness; vision and hearing testing; counseling; tuberculosis screening; promotion of regular health supervision by family physician; adjustment of academic program when required by illness or handicap, and provision of a safe school environment.

A. SCHOOL NURSE and FIRST AID

The health room is located in the administration building and is open during school hours. The school nurse will be in the health room throughout the school day and will administer any necessary first aid for accident and/or illnesses. When necessary, arrangements will be made for dismissal from school.

Students coming to the health room must get a pass from their teacher unless they are free or if their visit is an emergency. Any student who is ill and wants to go home must be dismissed from the health room. It is the parent's responsibility to provide transportation.

Only medication that is considered absolutely necessary by the prescribing physician will be administered during school hours. This medication will be administered according to the procedures outlined by the medication policy which is posted in the health room.

B. REQUIRED PHYSICAL EXAMS

- In order for students to participate in competitive athletics, they must have a WHS physical examination form completed and signed by the student's physician that extends through the end of the competitive sport.
- For transfer students. (A previous physical exam within the school year of transfer is acceptable only if a copy of it is presented to the public health nurse.)
- For students who have not had a physical exam within the last three years. State Law (Chapter 71, section 57) requires that students undergo a physical exam every three years.

METCO PROGRAM

The METCO Program is a desegregation program which provides an opportunity for urban and suburban students to experience diversity, learn to respect human differences and celebrate the richness of the multi-cultural educational setting. The program has reciprocal benefit to countless urban and suburban families because of the opportunity it offers to dispel racial, ethnic, and socio-economic stereotypes and promote understanding within the context of the public school setting. Annually, since the early 1970's the district has enrolled approximately 125 Boston students in grades K-12.

LEARNING RESOURCE TEAM

The Learning Resource Team (LRT) is composed of a group of teachers who provide resource room instruction, liaison with classroom teachers, and support services. The resource instruction is individualized, and includes assistance in the following areas: basic language arts, basic mathematics, reading, spelling, composition, handwriting, study skills, research skills, occupational awareness. LRT academic support is only available to those students whose educational plan calls for such services.

GUIDANCE AND COUNSELING

Students are assigned a counselor upon entering the high school and remain with that counselor until graduation. Counselors and teachers work together closely to make the high school experience a rich and rewarding one for each student. Counselors work with students and parents separately and together on developmental issues, academic planning and course selection, orientation, transition, testing, academic and personal issues and the college selection process.

Grade 9:
Our freshman seminar program begins in October and runs through the first term. Each freshman student is part of a small group of 8-10 students who meet once during the eight-day cycle with their guidance counselor. Our curriculum addresses the major issues of transition and adjustment to the high school and to the "tasks" of adolescence. In addition, we focus on academic requirements, expectations and the realities of our high school programs time management, stress management and setting priorities is addressed. Discussions also focus on resources in the high school and how to access them - from academic assistance to extracurricular involvement.

Freshmen are encouraged to meet individually with their guidance counselor to discuss any questions, concerns or topics more appropriate for a private conversation. Throughout the high school years the student's counselor gets copies of all progress reports, disciplinary actions and report cards. Counselors monitor the progress of their freshmen particularly closely.

Grade 10
Prior to preliminary course selection in February, the guidance counselors meet with all sophomores in small groups to discuss program planning for junior and senior years and to present an overview of the post-secondary planning process that commences formally in the junior year.

In addition, tenth graders meet with their counselors for more individual course and future planning in the early spring. This is the time to review diploma requirements and to develop a more definite plan for junior and senior year.

Grade 11
The major focus of the junior year, particularly after first semester, is the beginning of the post-secondary decision-making process. Late February and early March we meet with all juniors in groups of 25 for our half-day College Decision-Making Workshops. In addition, juniors are encouraged to meet individually with their guidance counselor to discuss their post-secondary options.

Grade 12
The major focus of the senior year is post-secondary planning. It is important to remember that, as in all other areas of development, students approach this task in many different ways. As is true of the rest of our counseling, we provide a highly individualized focus for each of our students. Counselors are involved with their students throughout the entire process, assisting them with developing a college list, giving mock interviews, providing feedback on essays and personal statements, advising them regarding teacher recommendations, and the college admissions testing program, counseling after the college decisions come in and helping with transition issues.

A. COLLEGE ENTRANCE EXAMINATION BOARD TESTS

The preliminary Scholastic Aptitude and National Merit Scholarship qualifying tests (PSAT/NMSQT) are offered in October. This test is intended for juniors but may be appropriate for some sophomores. It is administered on a Saturday and while it is on a voluntary basis, college-bound juniors are urged to take it. The SAT I and II are administered in October, November, December, January, March, May, and June.

The Advanced Placement Examinations are given in May and must be taken by students who are in Advanced Placement courses in order to receive a grade and credit for that course. For a fuller explanation the Bulletin of Information should be consulted.

Juniors - Take the preliminary Scholastic Aptitude Test/National Merit Test in October, the SAT I test in May and the SAT II test in particular subject matter areas in June. College catalogues should be consulted as to the specific tests desired. The counselor's advice should also be sought in this matter.

Seniors - Take the SAT I Test in October or November and the SAT II Tests in December or January. Again, final decisions in this matter should be based on information in the catalogues and the advice of the counselor.

Wayland High School is a testing center for the October, November, December, May, and June Tests - Center No. 2693. Our school code number which must appear on all applications is 222-255.

CO-CURRICULAR ACTIVITIES

Wayland High School provides a wide variety of stimulating and worthwhile co-curricular activities. These activities make it possible for pupils to share their interests with others and to become informed of professional opportunities in various areas. In addition, some activities will help young people to become more aware of other cultural groups different from their own. Several activities, academic in nature, encourage pupils to acquire broader knowledge in specific fields. Pupils are urged to take an active part in activities. The following activities are available at Wayland High School and are supervised by faculty advisors:

A. 2012-2013 CLUB ADVISORS

Student Council	Mr. Parseghian
Freshmen Class	Ms. Manning, Ms. Thompson
Sophomore Class	Ms. Dalbec, Mr. Krasnoo
Junior Class	Mr. Schmirer
Senior Class	Ms. Friedlander, Ms. Imbornone, Ms. Lowen
Academic Decathlon	Ms. Bracken
Alliance	Ms. Sacramone, Ms. Sullivan
Amnesty International	Ms. Holland, Mr. Keaney
BATHE	Ms. Mast, Mr. Weingartner
Business Careers Club/Investing Club	Mr. Page
Environmental Club	Ms. Dalbec, Ms. Wheeler
French Club	Ms. Huizinga
Math Team	Ms. Marton
Media Club	Ms. Dalbec
Mock Trial	Ms. Sherry
Musical	Mr. Finstein, Mr. Weingartner
National Honor Society	Ms. Wolfson
Outdoor Club	Mr. Page, Ms. Lehmann
Peer Mentor	Ms. Mast, Ms. Sullivan
Pep Band	Mr. Oneschuk

Robotics	Mr. Rideout, Mr. Shiffler
SADD (Students Against Driving Drunk)	Mr.Taylor, Mr. Walsh
Science Team	Ms. Lowen, Mr. Rideout
Spanish Club	Ms. Brown, Ms. Swenson
WSPN	Ms. Barber, Ms. Karman
World Language Club	Ms. Brown, Ms. Huizinga, Ms. Swenson
Yearbook	Ms. Lowen

B. LIST OF CLUBS

All clubs are overseen by the dean of students. Events, fundraising must be coordinated through him. A club fair is held at the beginning of each year. Established student clubs include:

Student Council: Student council is a representative group made of elected students from the student body which help to govern the WHS students in a partnership with the administration of the school.

Freshmen Class: The main fundraiser for the freshman class is the magazine drive in the fall. The executive board plans a class trip to an amusement park, as well as other activities, such as the magazine drive.

Sophomore Class: The sophomore class is involved in many activities, such as the semi-formal, the sophomore-senior breakfast and a trip to an amusement park. The class begins to plan many fundraisers for future years in high school.

Junior Class: The junior year is filled with many activities, which involve all members of the class who wish to participate in class government. Some of these activities are the Halloween contest, Thanksgiving food basket drive, Valentine mailboxes, junior/senior semi-formal, junior prom and many social responsibility activities.

Senior Class: The senior class is involved in many activities from the beginning of the year, including: junior-senior cotillion, the winter week play, senior show, the senior cruise, class night and graduation activities. Seniors are busy throughout the year to make their senior year memorable.

Academic Decathlon: Academic Decathlon is a scholastic competition that competes on the state and national level. A decathlon team is made of three "A", three "B" and three "C" students with alternates. The events include math, science, social science, language and literature, music and art, essay, speech, interview, and a special "Super Quiz" issue that changes yearly.

Amnesty International: This organization has three purposes: educating the school community about human rights abuses nationally and internationally, participating in activities that intercede on behalf of victims of human rights abuse, and raising money to support our own activities and to contribute to the international organization. Among our activities are: human rights week, the coffee house concert, the JAMNESTY concert, circulating urgent action letters for signing at school events.

BATHE: Being a Teenager is Hard Enough is a student group dedicated to making all students feel comfortable on the WHS campus. BATHE members meet as a class and play events designed to reduce social stratification, exclusion, and bullying.

Business Careers Club: The BCC provides a forum for students to receive information about career options and opportunities that are available to them. During most club meetings a speaker from the business world (many are former WHS students) will provide information about their career fields.

French Club: French club invites you to increase your awareness of the French-speaking world. All students are welcome to help us plan the student exchange program and the annual holiday party for Haitian children; join us in welcoming guest speakers from around the world. We'll sample some tasty international cuisine, also. Soyez les bienvenus!

Gay/Straight Alliance: The Wayland High School Gay/Straight Alliance is an organization dedicated to fostering a safe and open school for gay or lesbian students. Although gay or lesbian students are encouraged to attend and participate as openly as they wish, we need the participation of all students. The Alliance has sponsored many school and community events, including the Day of Silence; a School/Community Forum, and speakers and workshops for Winter Week. We hold weekly informal lunch gatherings and occasional evening meetings (over pizza!); we learn from each other, have fun together and help create an open, supportive environment within the school community.

Math Team: Math Team allows students to participate with students from other schools in mathematic competitions. Each month, the students participate in a mail-in contest that covers material from any level of high school mathematics. An additional six times per year, they travel to other schools to compete by answering challenging questions from predetermined topics. Students also take two competition tests -- one statewide and the other national.

Mock Trial: Mock Trial is the academic club for those who like intellectual sparring. Thinking of the legal progression sometime down the line? Do you like to trap others with a clever use of logic? Every year the Massachusetts Bar Institute develops a simulated court case which is always directly related to teenagers and the law. Participants role-play witnesses and lawyers, ultimately competing against other high schools in actual courthouses. If you're free during the winter season and like to work hard, consider joining.

National Honor Society: The National Honor Society is a service organization to which juniors and seniors are selected for membership based on their scholarship, character, leadership and service to the school community. Among the services provided are peer tutoring, raising money for the Wayland Scholarship Committee, and ushering for graduation. Selection guidelines are posted in the online version of this handbook.

Peer Mentor Program: The Peer Mentor Program provides support for freshmen and new students in their transition to the high school. The peer advisors are juniors and seniors who have been selected based on their interest in and capacity for helping others.

Robotics: The Robotics Club participates in the national Robotics competition held every year. In preparation for this competition, members design and build a robot that adheres to specific requirements, and then operate the robot during the yearly competition at MIT. The majority of the work takes place during January and February.

SADD (Students Against Driving Drunk): SADD is a student-run club reinforcing the concept of educating students against driving drunk. Monthly meetings are held throughout the year stressing the importance of everyone working together to reduce this national problem.

Spanish Club: Spanish Club seeks members who enjoy viewing videos in Spanish, preparing and trying Spanish food, listening to native speakers talk about their countries, learning to dance the "salsa," and doing other activities related to the Spanish language. The Spanish Club runs a yearly jewelry sale or other fundraiser in the fall and uses the proceeds to purchase Christmas gifts for poor Hispanic children in Framingham. Spanish Club also encourages its members to join a tutoring program in Framingham for elementary Hispanic students.

Wayland Student Press Network (WSPN): WSPN is the official online news medium of our school. It is on the cutting edge of high school technology and won the Pacemaker Award in 2008. Our mission is to help unite the school community by raising awareness of various student activities. We strive to serve the Wayland community as a student-run medium that people want to visit on a regular basis. In order to achieve this, we will go beyond written articles, adding broadcasting, video clips, photo galleries, blogs, cartoons – whatever the group decides; student participants are welcome to all of these areas. No experience in online publishing is necessary. Club members can choose to participate a great deal or only once in a while. Check out our main website at (www.wspnlive.com), and our broadcasting website at (www.wspn.tv).

Yearbook: The yearbook staff is responsible for creating a 238-page publication that reflects WHS student life. Positions are available in photography, copywriting, layout, computer, advertising and sales. Yearbook begins in September and continues throughout the school year.

C. MUSIC DEPARTMENT ACTIVITIES

Concert Band: The concert band performs music of all styles written for that ensemble. We perform four to six concerts per year and undertake a major concert tour every other year. In our role as "Pep Band," we also provide music at the home football games in the fall.

Jazz Ensemble: The jazz ensemble is a select group (by audition) which studies and performs jazz music. This group performs five to ten times per year, including a jazz festival and/or visiting guest artists. The jazz ensemble also travels every other year. It is open to: trumpets, trombones, saxophones, piano, bass, guitar and drums.

D. MUSIC DEPARTMENT JACKETS

Students in the music department who participate in the extra-curricular activities of concert choir or band will be eligible to purchase a jacket based upon the following requirements:

1. Successful completion of 3 years of service to the ensemble.
2. Attendance at a minimum of 90% of practices held during each year. All members are expected to be at all practices unless excused by the conductor.
3. Attendance at all performances during the year unless excused by the conductor.
4. All unexcused absences result in a violation of the above requirements for eligibility. Excused absences for a practice must be in the form of a parental note one-week prior to the date of the absence. Excused absences for a performance must be in the form of a parental note at least two weeks prior to the date of the intended absence. Sudden absences due to sickness or family emergencies require a telephone call on the day of the absence to the director at school or at his home.
5. Any exceptions to these four requirements would be made with the approval of the department chair and the principal.

INTERSCHOLASTIC SPORTS RULES AND PROCEDURES

A. PURPOSE OF ATHLETICS

The purpose of athletics is both educational and recreational. Pupils who participate in co-curricular athletic programs should benefit through opportunities to grow and to develop physically, socially and intellectually. Interscholastic sports provide lifelong and life quality learning experiences to students while enhancing their achievement of educational goals.

B. GOVERNANCE

Members of all teams representing Wayland High School are subject to all regulations of the Massachusetts Interscholastic Athletic Association, the Dual County League, and Wayland High School.

The athletic director is responsible for the ongoing conduct and supervision of the athletic program. The principal is ultimately responsible for all athletic programs at Wayland High School. Pupils participating on a team are immediately responsible to the coach of that team.

C. REQUIREMENTS FOR PARTICIPATION

1. ***Physical Examination:***

All students must pass a physical examination within thirteen months of the start of each season. The MIAA efforts to maintain compliance with the Department of Health has stated that physical exams must cover an entire sports season. The original MIAA Rule: *(Rule 56.1 Student Eligibility/School Requirements: Physical Examinations/Medical Coverage/Concussions)*which requires a physical exam within 13 months of the start of each season, but allows a student "who meet[s] this criterion at the start of the season will remain eligible for that season. **The modification of this rule now states that if a physical exam (PE) becomes expired DURING an athletic season the athlete must provide an updated physical exam in order to continue participation in their respective sport.**

To comply with DPH regulations, schools have the option to choose to adopt a policy that requires examinations within 12 or 13 months of the student's last physical Wayland will honor the 13 month period.

A duly registered Physician, Physician's Assistant or Nurse Practitioner must perform physical examinations. The Sports Medicine Committee recommended physical examination form is in the MIAA White Book. This certificate must be on file with the school nurse prior to the start of tryouts. Students who are medically excused from Physical education classes may not participate in the athletic program for the duration of the excuse.

2. ***Academic Eligibility:***

Student/athletes must be enrolled in a minimum of 4 major subjects or the equivalent. A student/athlete must also have secured a passing grade in at least 4 major subjects, or equivalent, during the marking period preceding the athletic contest. Wayland High School follows MIAA rules and regulations when determining our students' athletic eligibility. All courses for which we offer credit toward graduation will be counted toward eligibility except for the following:

a. Physical education
b. Independent study
c. LRT unless it is taken as a 5th major and 4 credits are awarded for successful completion of the course.

Secondary students who have been identified as "special students" (502.2) may be declared academically eligible by their principal for all interscholastic athletics provided that all other eligibility requirements are met. The principal of their school shall ascertain the scholastic eligibility of these students.

3. **Chemical Health/Substance Abuse Agreement:**
Signed by both the athlete and the parent (hard copy) or signed by individual 18 years or older (online).

4. **Emergency Medical Agreement:**
Each athlete's parents/guardian must complete the Emergency Medical Form. This form will be forwarded to the Athletic Trainer and will be kept in the medical kit for availability at all practices and contests.

5. **Athletic Participation Permission Agreement:**
All athletes and parents must realize the risk of serious injury, which may be a result of athletic participation. Parents and athlete must read and sign the Permission to Participate in Interscholastic Athletics form. Signed by both the athlete and the parent (hard copy) or signed by individual 18 years or older (online).

6. **Media Release Agreement:**
Signed by both the athlete and the parent (hard copy) or signed by individual 18 years or older (online).

7. **Hazing Law Agreement:**
Parent and athlete will agree to abide by the Massachusetts Commonwealth Hazing Law. Signed by both the athlete and the parent (hard copy) or signed by individual 18 years or older (online).

8. **State Law Regarding Sports Related Head Injury & Concussions Agreement:**
Signed by both the athlete and the parent (hard copy) or signed by individual 18 years or older (online).

9. **Bona Fide Team Rule Agreement:**
Signed by both the athlete and the parent (hard copy) or signed by individual 18 years or older (online).

10. **The Commonwealth of Massachusetts Pre-Participation Head Injury/Concussion Reporting Form For Extracurricular Activities:**
This form **MUST** be completed by family if an athlete obtains any head injury or diagnosed concussion prior to their upcoming sports season.

Location of form:
This form can be found in "**HEAD INJURIES AND CONCUSSION – Traumatic Head Injury**" section of the online format.

If family completes hard copy of athletic registration packet, the family must fill out **The Commonwealth of Massachusetts Pre-Participation Head Injury/Concussion Reporting Form For Extracurricular Activities** form. This can be found on the athletics website under – "**Concussion Forms & Resources**"

D. TIME ALLOWED FOR PARTICIPATION
A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8th grade. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons.

E. **LOYALTY** TO THE HIGH SCHOOL TEAM
MIAA RULE 45 Bona Fide Team Rule - Athletes on all teams must comply with the Bona Fide Team Rule. Bona Fide members of a school team are precluded from missing a high school practice or competition in order to practice with an out-of-school team. Violations of the above rules will result in a 2-week suspension and the athlete will be ineligible for the MIAA State Tournament

F. PROCEDURE **TO MEET NEEDS OF THE EXCEPTIONAL ATHLETE**
From time to time, a pupil with very unusual athletic talent becomes a ranked athlete in state or national competition. There are times when regional or national competition may conflict with WHS athletic team schedules. When an exception to athletic policy is to be considered, the decision will be rendered as a result of a meeting with the athletic director, coach, and student/athlete (and parents, if desired) involved. This should be accomplished well in advance of the season. Only state or nationally ranked athletes will be afforded this consideration.

G. ATTENDANCE

1. Students absent due to illness or an unexcused absence from school on the day of a practice or a game will not be permitted to participate in the practice or game.
2. Students must be signed in by homeroom and must remain in attendance for the remainder of the school day.
3. Excessive unexcused absences will result in athletes being barred from participation in athletics.
4. A player who is absent on the day of a contest without good and just cause may be suspended from the team.
5. Attendance at practice is absolutely required to maximize personal coordination and team play. Such attendance is necessary to minimize the risk of injury to self or teammates. An unexcused absence from practice may result in dismissal from the team. Exception: Students needing extra help should so inform their coach prior to missing a practice.
6. Any request to be late or to miss practice for good cause must be approved by the coach prior to the practice.

H. T**R**ANSPORTATION
Transportation to and from all away games or scrimmages will only be by school bus or other school provided transportation.

Athletic Transportation Policy - Due to emergency or extenuating circumstances, parents may transport their own son or daughter to or from away games provided that prior approval shall have been received by athletic director (principal/assistant principal/dean of students in her absence) by noon of the day of the game. Parents who are unable to

attend a game may designate by name a parent to whom the student may be released after the game provided that prior approval shall have been received as outlined above. Under no circumstances will a pupil be allowed to drive. Coaches cannot make exceptions to this rule.

I. GENERAL TRAINING RULES FOR ALL SPORTS

It is the overwhelming opinion of health educators and coaches that athletes perform best when they follow training rules which include prohibitions on the use of tobacco, alcohol and other drugs. Medical research clearly substantiates the fact that use of tobacco, alcohol or any type of mood modifying substances produce harmful effects on the human body.

The administrators, faculty and coaches of the Wayland Public Schools, concerned with the health habits of the students of this community, believe that athletics and the use of these substances are not compatible. Athletes should clearly understand that the rules and regulations listed below apply to all student-athletes AT ALL TIMES DURING THE SCHOOL YEAR, whether or not they are in season, whether or not they are on school property and whether or not they are at a school function.

Note Carefully - These are firm rules that apply to every sport, every team, every pupil athlete. They were developed after careful study the Massachusetts Interscholastic Athletic Association (MIAA). Coaches are required to enforce them strictly and the athletic director and school administration will see that the rules are upheld.

J. DRUG AND ALCOHOL POLICY

The Wayland Public Schools, as a member of the Massachusetts Interscholastic Athletic Association (MIAA), has expanded on the association's chemical health rule (#62, page 48 of MIAA Handbook) to encompass the entire school year, seven days a week, 24 hours a day.

During the entire school year, a student shall not, regardless of quantity, use or consume, possess buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". 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 doctors.

The minimum PENALTIES are:

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 consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. 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. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations: 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 consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All

fractional part of an event will be dropped when calculating the 60% of the season. 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 of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

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).

Additional Penalties: Forfeiture of captaincy and possible ineligibility for school awards.

The MIAA has informed member schools that this rule is in effect 24 hours per day, 7 days a week. The Wayland Student Handbook states that this policy will be enforced during the entire school year (including Fall pre-season).

Any student who is alleged to have violated this rule will be accorded the right to due process.

Possession of, use of, or being under the influence of any controlled substance while representing the Wayland Public Schools (practices, games, football camp, overnight athletic trips, etc.) may result in immediate dismissal from the team.

If you have any questions regarding this rule, please contact the Athletic Office at (508) 358-7488.

K. INJURY

Pupils are to report all injuries to the trainer and coach immediately. The trainer has final authority to determine when and under what conditions a player shall be allowed to return to active participation on the team. Failure to report an injury may result in suspension from the team.

L. CODE OF CONDUCT

Each coach prior to the respective start of the season will provide an expectation sheet to the student-athlete to be signed by that athlete and his/her parent. Within that expectation sheet are rules and regulations that all parties agree to prior to the start of the season. In the event of a rules violation or a student not meeting the expectations stated in said sheet or the WHS Student Handbook, the student may be suspended or removed from the team by the coach after consultation with the director of athletics.

M. ATHLETIC PROGRAM CONFLICT RESOLUTION PROCESS

Athletic involvement, while fun and exciting, can be very emotional and time consuming. Because of this, conflicts and issues between a student and his/her coach may arise. It is imperative that any conflict and/or issue be addressed immediately, and as directly as 40 possible, so that it can be resolved promptly. Students and parents should use the following process as a guideline when seeking resolution to conflicts and/or issues between a coach and an athlete.

First Step: Personal Student-Coach Contact
The athlete should present the conflict/issue as soon as possible to the coach. If personal contact is not practical, a student may ask his/her team captain to approach the coach. If contact by the captain is not practical either, then the athlete's parent may make contact at an appropriate time. In order for this conversation to be as productive as possible, times to be avoided are:

- either immediately prior to or right after a contest
- during an active practice session
- during a time when other students are present or when the discussion is readily visible to others
- when it is apparent that there is not sufficient time to allow for a complete discussion

The best solution is to set up an appointment with the coach. A parent or student may leave a note for a coach in the athletic office, or speak to him/her in person, or by phone.

Second Step: Student-Athletic Director Contact
If a satisfactory resolution is not reached through direct contact with the coach, the student and/or parent should contact the athletic director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. As this process can be time consuming, and, since athletic seasons are relatively short, there should be no time delay in airing concerns. It is important that students and their parents trust that any comments, concerns, or issues raised to the athletic director will be addressed. Parents and students may also expect to hear from the athletic director regarding the outcome of their concerns. Issues concerning coaching personnel may not be publicly communicated. While there is no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

Third Step: Student-Superintendent/Principal Contact
If a satisfactory resolution has not yet been reached, the student or parent should contact the high school superintendent/principal. The athletic director should be informed that this contact is going to be made.

"Retribution"
On occasion, there is a perception by members of the Wayland community that voicing an opinion or concern about a coach, or about the athletic department, carries with it the risk of "retribution" towards the athlete either by the coach or by other staff members within the department. The athletic director and coaches are committed to insuring that there be no "retribution" in any form, within the athletic department at Wayland High School, for raising an issue or concern (of course, students who violate team, department or school rules will continue to face consequences).

Using the aforementioned process to voice a concern is strongly encouraged. If at any time, a student or his/her parent's suspect that some form of "retribution" is surfacing as a result of voicing a concern, the athletic director should be immediately informed.

N. ATHLETIC AWARDS POLICY

Certificates of participation and varsity letters will be awarded based on the following general criteria. These awards are presented at the end-of season Booster Banquets.

General Criteria

1. It is expected that the athlete be present at all practices and games unless excused by the coach.
2. Athletes must realize that they are representing Wayland High School and should conduct themselves accordingly. The highest standards of sportsmanship and fair play will be observed at all times.
3. All athletes must successfully complete the season:
   a) Athletes dismissed from a team for disciplinary reasons will not be eligible to receive a varsity letter.
   b) An athlete must be a member of the squad at the end of the regular season, including post-season tournament play.
   c) Injured athletes will be considered on an individual basis by the coach and athletic director.
   d) All post season obligations must be satisfactorily completed, i.e. equipment and uniform turned into the coach.
4. An athlete must be academically eligible.
5. Criteria established by the coach must be achieved.
6. The varsity coach's recommendation is required for all letter awards.
7. Under special circumstances, as determined by the coach and the athletic director, a non-player (i.e. statistician, manager) may be awarded a varsity letter.

Requirements for a jacket – Jackets are awarded annually by the Wayland High School Boosters Association. Requirements for a jacket are as follows:

1. Two varsity letters in a sport or combination of sports.
2. Four years in one sport.
3. Managers must earn three varsity letters.

Any exceptions to these 3 requirements would be made with the approval of the athletic director and principal.

O. EQUIPMENT

- All athletic equipment not returned by a student will be billed at full replacement cost. Athletes who have failed to meet their financial obligations will not be allowed to participate in any capacity in any sport.
- Any student who does not return (or pay for) a uniform equipment issued by the school within one week of their final practice/game will not gain clearance to participate in the next sport and the administration will be notified.
- Seniors who advance in the spring tournaments must submit an equipment deposit check (amount to be determined by equipment manager) prior to being signed out for graduation or they will not be allowed to participate in tourney. The deposit check will be returned upon receipt of all issued equipment.

P. PROGRAM OFFERINGS

The following is a list of sports currently sponsored by Wayland High School. The fall season can begin two weeks prior to Labor Day. The winter season begins the Monday after Thanksgiving. The spring season begins the third Monday in March.

Fall

- Crew Boys and Girls (Varsity and Novice)
- Cross Country Boys and Girls (Varsity & JV)
- Cheerleading (Varsity)
- Field Hockey (Varsity, JV, Freshmen)
- Football (Varsity, JV, Freshmen)
- Golf (Varsity)
- Soccer Boys and Girls (Varsity, JV, Freshman)
- Volleyball Girls (Varsity & JV)

Winter

- Basketball Boys and Girls (Varsity, JV, Freshman)
- Cheerleading (Varsity - Basketball)
- Wrestling (Varsity & JV)
- Ice Hockey Boys and Girls (Varsity)
- Indoor Track Boys and Girls (Varsity)
- Skiing, Alpine and Nordic Boys and Girls (Varsity)
- Swimming and Diving Boys and Girls (Varsity)

Spring

- Baseball (Varsity, JV, Freshmen)
- Crew Boys and Girls (Varsity & Novice)
- Lacrosse Boys and Girls (Varsity, JV, Freshmen)
- Outdoor Track Boys and Girls (Varsity)
- Tennis Boys and Girls (Varsity & JV)
- Sailing (Varsity)
- Softball (Varsity & JV)
- Volleyball Boys (Varsity 0& JV)

Q. THE FUNDAMENTALS OF SPORTSMANSHIP

As Wayland High School spectators we are reflections of our team, our school, and our community. In demonstrating the fundamentals of good sportsmanship, we must:

1. Show respect for opponents at all times. Opponents are often our guests and should be treated with dignity and consideration.
2. Show respect for officials. They are impartial arbiters trained in their work. We must be willing to accept and abide by their decisions.
3. Maintain self control at all times. Control your actions and your words. You are being observed and heard.
4. Recognize and appreciate skill in performance. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is commendable.
5. Remember that good spectator sportsmanship is the "GOLDEN RULE IN ACTION".

APPENDIX

I. STUDENT GOVERNMENT

STUDENT COUNCIL

The Student Council is the supreme representative body of the students at Wayland High School, independently elected, conducted, and governed by students. The Wayland High School Constitution was written a number of years ago and has been extensively revised in order to clarify and delineate the rights and powers of the Student Council and the other governing bodies (see copy in Appendix). The Council sets an agenda of policies and issues to be reviewed, formulates positions, and works directly with the administration to effect change. In past years, the Council has accomplished significant change, including a revision of the walkman and hacky sack policies, and the installation of a phone by the field house. As always, the Council cannot operate successfully without your support and input. The Council addresses issues of immediate consequence to all students; it is the one organization driven by your concerns and devoted to your rights. Its officers meet regularly with the administration.

CLASS GOVERNMENT

The Class Officers and Executive Board members plan and run entertaining events to promote class spirit and unity. Traditionally, each class runs certain events, such as the Freshmen magazine drive, the Sophomore Semi-Formal, the Junior Prom and the Senior Class Night.

II. CONSTITUTION OF WAYLAND HIGH SCHOOL

STUDENT COUNCIL

Article I: Purpose, Scope, and Jurisdiction

Section 1: The legislative power of the student body of Wayland High School shall be vested in the Student Council.

Section 2: The Student Council shall have the power to define the rights and privileges of, and the requirements and restrictions upon, the students while on the campus of Wayland High School, including the following:

A. To coordinate student activities and functions and to raise appropriate funds for the operation thereof;
B. To conduct all general school elections, including but not limited to, Student Council, Regional Advisory Council and class executive boards, make the rules necessary for their operation, and judge their results;
C. To elect from its members all other officers necessary for the operation thereof;
D. To represent the student body in all matters involving the administration of Wayland High School;
E. To enact any and all legislation necessary for executing all powers vested by the constitution in the Student Council or in any officer.

Section 3: All measures which the Student Council passes will be submitted to the principal for approval or disapproval. Within the following ten days the Student Council president and any other small number of representatives will meet with the principal to discuss the measures. If the Student Council is still unsatisfied, it may call another meeting between representatives, any concerned faculty members, any students who wish to attend, and the administration, at which time the issue will be resolved.

Article II: Membership

Section 1: The Student Council shall be composed of:

The president and the vice president, secretary & treasurer;
Seven representatives from each class;
Two Regional Advisory Council members.

Section 2: There shall be a non-voting faculty member, appointed by the principal of Wayland High School, who shall serve as advisor to the Student Council. In the case that the position of advisor to the Student Council becomes vacant, the administration shall appoint a successor who shall take office upon the approval of the Student Council.

Article III: Elections and Tenure of Office

Section 1: All freshmen, sophomores and juniors registered at Wayland High School shall be eligible to run for Student Council representative, Student Advisory Board, Regional Advisory Council, and class executive boards. Candidates for president and vice-president of the Student Council must be members of the senior or junior classes during the school year in which they primarily serve.

Section 2: Candidates for the office of representative must obtain twenty-five signatures from members of their respective class in order to be placed on the ballot. Candidates for president and vice president, secretary and treasurer of the Student Council must obtain 50 signatures from any freshmen, sophomore and junior students in order to be place on the ballot. All nomination papers must be returned to the Student Council before the previously announced deadline. The positions of Student Council treasurer and secretary will be elected by the freshman, sophomore and junior classes at the time elections are held. All candidates interested in running for an officer's position must meet (at one time) with the advisors and present officers before the elections take place.

Section 3: There will be an opportunity for all candidates running for an officer's position on the Student Council to address the entire student body. The names of the candidates for representatives shall be announced to their respective class.

Section 4: General Student Council elections shall be held during the month of May, the Freshmen Student Council election will take place at the end of their eighth grade year.

Section 5: All students registered at Wayland High School shall be eligible to vote in all school-wide elections. Representatives shall be elected only by members of their respective classes, and the president and vice president shall be elected by freshmen, sophomores and juniors. Polling places shall be designated by the Student Council before the election and students shall go to their designated polling places in order to vote.

Section 6: The terms of all Student Council members and all elected students shall begin immediately after election results have been tabulated and posted, and end one year later or when the terms of their successors begin. All election results including vote totals shall be posted. No candidate may be elected to any position with fewer than ten votes.

Section 7: Guidelines for other school-wide elections which the Student Council conducts [Student Advisory Board, Regional Advisory Council, and class executive board elections] are listed under the respective organizations.

Section 8: Potential presidents and vice-presidents of the Student Council must run and be elected together on a ticket. A president cannot be elected unless he/she has a supporting vice-president with whom they are campaigning and intend to share leadership of the Student Council. This amendment does not apply to any of the executive boards and it does not affect the elections of other officers.

With this amendment, it is the wish of the Student Council to interpret the existing constitution's use of "president" in the singular to signify that the constitution is not formatted to support the election of co-presidents.

Article IV: Organization and Meetings

Section 1: There shall be at least one Student Council meeting during each full week of classes on a rotating period schedule while school is in session. The president may call meetings at any time with the approval of the advisor.

Section 2: All meetings of the Student Council are open.

Section 3: A majority of all Student Council members shall constitute a quorum to do business.

Section 4: Meetings shall be run by a form of parliamentary procedure. The Student Council shall determine rules regarding its proceedings.

Section 5: All members of the Student Council shall have a vote except for the president, who shall vote only to resolve a tie.

Section 6: The president of the Student Council shall appoint a review board at the beginning of each semester, which shall consist of a chairman of the review board, the vice president and an additional one representative from each class. The review board shall meet at least monthly.

Section 7: The review board shall have the power to settle all conflicts arising from the interpretation of this constitution, to review the records of all representatives, and to pass resolutions of impeachment.

Section 8: The president of the Student Council shall appoint all committees. Committees themselves shall elect a chairman, who shall make regular reports to the council and who shall call all committee meetings. All members, including the president, retain the right to vote in committees, except the chairman, who may vote only to resolve a tie vote.

Section 9: Should a seat on the Student Council become vacant, the candidate with the next greatest vote total in the original election shall assume the position. If there is no such candidate, or if the candidate did not receive at least ten votes in the original election, a new election for the open position shall be held.

Article V: Powers and Responsibilities of the Members

Section 1: President

A. To execute all decisions passed by the council;
B. To be the spokesman for the student body within and outside of the jurisdiction of the Student Council;
C. To preside over all Student Council meetings; to have a functional knowledge of the usage and applications of parliamentary procedure;
D. To appoint the Student Council review board and all committees.

Section 2: Vice President

A. To assume all presidential powers and responsibilities in the case that the president is unable to fulfill them;
B. To serve on the Student Council review board.

Section 3: Treasurer

A. To keep an accurate, up-to-date record of all monetary transactions according to the form established by the administration.

Section 4: Secretary

A. To send out correspondence from the Student Council;
B. To take minutes of meetings

Section 5: Chairman of the Review Board
A. To keep attendance records at all council meetings;
B. To present cases against defendants in all impeachment trials;
C. To chair the review board.

Section 6: Representative
A. To attend meetings regularly;
B. To be familiar with parliamentary procedure;
C. To assist in Student Council activities.

Article VI: Student Council Attendance

This Constitution of Wayland High School may be amended by a 2/3 vote of the Student Council and the four class executive boards with the approval of the principal.

REGIONAL ADVISORY COUNCIL

Article I; Purpose, Scope, and Jurisdiction

Section 1: By state law, every Massachusetts high school student body must elect two student representatives to the Greater Boston Regional Advisory Council, a statewide organization of high school students which meets monthly in Boston during school hours. The Regional Advisory Council advises the Commissioner of Education and has voting representation on the State Board of Education. RAC members represent the needs and concerns of the students in their school by working on task forces such as: The Grievance and Social Issues Task Forces and the School Improvement Council. A member usually spends an additional day each month working on RAC projects. [Student Advisory Council Functions and Role Responsibilities]

Section 2: The power to represent the student body of Wayland High School before the Greater Boston Regional Advisory Council shall be vested in two Regional Advisory Council representatives.

Section 3: The two Regional Advisory Council representatives shall be voting members of the Student Council.

Article II: Membership

The student body of Wayland High School shall elect two Regional Advisory Council representatives.

Article III: Elections and Tenure of Office

Section 1: All students of Wayland High School who have been residents of the Commonwealth of Massachusetts for six months shall be eligible for election to the Regional Advisory Council. [Article III, Election Procedures for Student Membership on the Massachusetts Board of Education].

Section 2: All candidates for Regional Advisory Council must obtain 50 signatures from any freshmen, sophomore, and junior students in order to be placed on the ballot. Nomination papers must be returned to the Student Council before the previously announced deadline.

Section 3: Elections for Regional Advisory Council shall be held in March and shall be subject to the rules and recommendations of the Greater Boston Regional Advisory Council and to the election rules of the Student Council [Article III]. All freshmen, sophomores and juniors shall be eligible to vote for Regional Advisory Council candidates.

Section 4: The term of the two Regional Advisory Council representatives shall begin immediately after election results have been tabulated and posted, and end one year later or when the terms of their successors begin.

CLASS EXECUTIVE BOARDS

Article I: Purpose, Scope, and Jurisdiction

Section 1: Class government and control shall be vested in class executive boards, each class having one.

Section 2: Class executive boards shall have the power to coordinate all class activities and functions and raise appropriate funds for the operation thereof.

Article II: Membership

Each class executive board shall be composed of a president, vice president, treasurer, secretary and ten representatives, elected by the students of each class.

Article III: Elections and Tenure of Office

Section 1: Candidates for the office of representative must obtain twenty-five signatures and candidates for president, vice president, treasurer and secretary must obtain 50 signatures in order to be placed on the ballot. Candidates for all executive board positions must obtain signatures from students in their respective class. All nomination papers must be returned to the Student Council before the previously announced deadline.

Section 2: All candidates for the four offices of president, vice president, treasurer and secretary shall be given the opportunity to make speeches before their respective class prior to the election. The names of the candidates for representatives shall be announced to their respective class.

Section 3: General class executive board elections shall be held in May, after the Student Council election in May; the freshmen class executive board election shall be held at the same time as the Freshmen student council election in September.

Section 4: The term of all class executive board members shall begin immediately after election results have been tabulated and posted, and end one year later or when the terms of their successors begin.

Article IV: Powers and Responsibilities of the Members

Section 1: President
A. To execute all decisions passed by the executive board;
B. To be the spokesman for the class;
C. To preside over all executive board and class meetings.

Section 2: Vice President
A. To fill in for the president and assume presidential duties in the case that the president is unable to fulfill them.

Section 3: Treasurer
A. To keep written financial records of all monetary transactions.

Section 4: Secretary
A. To keep a written record of class business;
B. To handle class correspondence.

Article V: Organization and Meetings

All members of the executive board shall have a vote except for the president, who shall vote only to resolve a tie.

III. STATE LAW AND SCHOOL COMMITTEE POLICY REGARDING ATTENDANCE

1. The laws of the Commonwealth of Massachusetts require that persons under the age of sixteen attend school "during the entire time the public schools are in session."
2. Anyone who induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than two hundred dollars. Amended by St. 1969, C543
3. Persons sixteen years of age or older come under Mass. General Law Chapter 76, Section 5 and it provides that every person shall have the right to attend public school in the town where he or she resides.
4. The Wayland School Committee Policy Manual relative to all registered students states, "Students shall be required to attend school every day that school is in session unless they are excused for illness, medical appointments, religious holidays or for an approved school-related activity (e.g., college interviews).
    a. Extraordinary circumstances, (court appearances, bereavements and family emergencies) may result in approval of the absence by the administration and should, where possible, be approved in advance.
    b. Family trips and other non-school committee approved absences must be approved by the administration. Two weeks before a family vacation, student must obtain a family vacation form in the main office.

IV. LAW GOVERNING THE DISCIPLINE OF SPECIAL NEEDS STUDENTS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP) or for students who have not yet been determined eligible for special education and related services but about whom the school district had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action. The following additional requirements apply to the discipline of special needs students:

1. The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Section 333 of the Chapter 766 Regulations will be held to determine
3. The appropriateness of the student's placement or program. The Team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
    a. design a modified program for the student or:
    b. write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

In addition, the department of education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

V. LAWS PROHIBITING DISCRIMINATION IN THE PUBLIC SCHOOLS

Both State and Federal laws prohibit discrimination in the public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, sexual orientation, national origin or handicap. No school may exclude a child from any course, activity, service or resource available in that public school on account of race, color, sex, religion, sexual orientation, national origin, or handicap.

If you have any questions or complaints regarding Chapter 622, Title IX, Title VI or Section 504, please do not hesitate to contact the principal. Copies of these laws and the regulations can be obtained from the superintendent's office or from the Bureau of Equal Opportunity, 31 James Avenue, Boston, MA 02116.

Ms. Marlene Dodyk has been appointed as the coordinator of Chapter 622, Title IX, Title VI and Section 504 programs for the Wayland Public Schools. If after contacting the principal relative to these programs, you have further questions or concerns, you may contact Ms. Dodyk at the Office of the Superintendent of Schools, 41 Cochituate Road, Wayland, MA 01778.

➢ DISCRIMINATION COMPLAINT PROCEDURE

1. **Introduction:** The purpose of this procedure is to set forth the steps which will be followed in order to resolve complaints related to the school department's compliance with Chapter 622, Title IX and/or Section 504 of the Rehabilitation Act of 1973.
2. **Complaint Procedure:** This procedure may be used by any student, parent and/or employee.

Level 1: Anyone with a complaint shall bring it to the attention of the principal as soon as possible. The principal will investigate the complaint and respond in writing within seven days. Complaints may also be filed with any member of the Advisory Committee.

	District	High School
Title I (Income)	Brad Crozier 358-3773	Patrick Tutwiler 358-7746
Title II (Special Education)	Brad Crozier	Patrick Tutwiler
Title VI (Race, Color, National Origin)	Brad Crozier	Patrick Tutwiler Marybeth Sacramone 358-3707
Title IX (Gender)	Brad Crozier	Patrick Tutwiler
MGL. Ch. 76 (Attendance)	Brad Crozier	Patrick Tutwiler
Section 504 (Disability)	Marlene Dodyk 358-3756	Marybeth Sacramone

Level II: If the complaint is not satisfactorily resolved, it may be forwarded to the superintendent or his designee who will investigate the complaint and respond in writing within fourteen days.

Level III: If the complaint is not satisfactorily resolved within fourteen days, it may be forwarded to the school committee. The school committee will review and act on all complaints within thirty days. The school committee will communicate its action in writing, to the complainant and will inform the bureau of its decision.

3. **Additional Information:**

- Marlene Dodyk is the Coordinator for Chapter 622, Title IX, Title VI and Section 504 of the Rehabilitation Act and may be contacted at the Superintendent's Office at 358-7728.
- Inquiries regarding Chapter 622 may be made at the Bureau of Equal Educational Opportunity, Department of Education, Commonwealth of Massachusetts, 31 St. James Street, Boston, Massachusetts 02116, (617) 727-5880.
- Information regarding Title IX, Title VI and Section 504 of the Rehabilitation Act may be obtained from the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

VI. POLICY ON HARASSMENT

Respect for the dignity of all individuals is an essential part of Wayland High School's educational commitment. Behaviors which show disrespect for any individual are unacceptable in the Wayland High School community.

The Wayland Public Schools is committed to equal employment and educational opportunity for all employees and applicants, students, parents, and members of the school community, including those parties who are contracted to perform work for the Wayland Public Schools, without unlawful regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. Members of the school community include the School Committee, administration, faculty, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Wayland Public Schools is also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, or disability. The Wayland Public Schools expects all employees and other members of the school community to conduct themselves in an appropriate and professional manner, with respect and concern for their colleagues and students.

Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, and disability for any reason or in any form is prohibited and will not be tolerated. Harassment includes verbal or physical conduct which may or does unreasonably offend, denigrate, or belittle any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited remarks, jokes, comments, innuendoes, gestures, or physical contact; or the display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disabled individual groups.

Specifically, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment or educational development and opportunity, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual or,
3. such conduct or communications has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment, or
4. under certain circumstances, sexual harassment may constitute child abuse under Massachusetts Law, G.L.C. 119 & 51A. Wayland Public

5. Schools shall comply with Massachusetts's laws in reporting suspected cases of child abuse.

Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating a good-faith inquiry or complaint.

Anyone who believes that this policy statement has been violated should follow procedures set forth in Wayland Public School's procedures for ***Resolving Complaints of Harassment.*** An investigation will be conducted in a timely fashion, with appropriate attention to the legitimate interests of any individual against whom a complaint has been lodged. Following the investigation, such action as is deemed appropriate will be taken.

Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including, but not limited to: warning, suspension, or termination.

Fostering mutual respect requires:

1. A shared understanding of what behaviors are acceptable.
2. A process by which we can support individuals who experience harassment and educate individuals whose actions are unacceptable.

A shared understanding of unacceptable behaviors begins with an understanding of harassment. Harassment is any verbal or physical action by one person toward another which has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Within this context, there are many kinds of harassment. These include, but are not limited to the following:

Sexual Harassment is any unwanted sexual attention, physical or verbal. This attention may include spreading sexual gossip, unwanted sexual comments, pressure for sexual activity and/or unwanted physical contact.

Racial, Ethnic, or Religious Harassment is any unwanted physical or verbal attention, directed toward any racial, ethnic, or religious group that makes a person feel inferior or uncomfortable. This attention may include racial, ethnic, or religious comments, name calling, jokes, and/or graffiti.

In the event that any individual at Wayland High School experiences behavior which (s) he believes to be harassment, the following steps will be taken:

The individual should seek an adult in the school community whom (s)he trusts. That person will immediately inform the administration and where specific names and offenses are stated, due action will be taken. This would include:

1. Mediation
2. Suspension
3. Parent conference

➢ PROCEDURES FOR RESOLVING COMPLAINTS OF HARASSMENT

(Including Sexual Harassment)

INTRODUCTION AND SUMMARY OF OPTIONS

The procedures described below are available whenever someone believes that a member of the Wayland Public Schools community or one of its employees has violated the school's policy on

harassment. Under these procedures, someone who believes that s/he, or someone else, has been the victim of harassment is a complainant; any individual who has been accused of harassment, formally or informally, is a respondent.

The Wayland Public Schools offers a range of options when someone believes that harassment has occurred. These include: (a) individual consultation, (b) informal complaint resolution, and (c) formal complaint resolution. Each is summarized below, first briefly, and then in more detail.
Any member of the Wayland Public Schools community who seeks further information about these procedures is encouraged to contact Mr. Brad Crozier, Assistant Superintendent, Title VI and Title IX Coordinator (358-3773) or Marlene Dodyk, Director of Student Services, Section 504 Coordinator (358-3756).

Below is summarized the three options available in dealing with sexual harassment.

Individual Consultation – The Wayland Public Schools employs in each building person(s) who can provide informal support and guidance to members of the community concerning allegations of harassment. No written records are kept. For further information, see the following sections below: **A. Confidentiality**, and **D.1. Individual Consultation**.

Informal Complaint Resolution – A concerned individual may turn to designated Wayland Public Schools personnel for action short of a formal hearing. For a complainant, such action may include informal mediation, arranging a meeting with the respondent, and/or helping in communicating with the respondent. Written records may be kept. Taking an informal approach at the outset does not preclude formal action later. For further information, see the following sections below: **A. Confidentiality**, and **D.2. Informal Complaint Resolution**.

Formal Complaint Resolution – The formal process begins when a written, signed complaint is filed with a Wayland Public Schools administrator. The administrator, acting on information s/he has received, may also initiate the formal process on behalf of the Wayland Public Schools. Filing a formal complaint ordinarily means a full investigation by a trained investigator. If both complainant and respondent agree, the dispute may become the subject of formal mediation, involving one or more trained mediators. The dispute may also be submitted for a formal hearing. For further information, see the following sections below: **A. Confidentiality**, and **D.3. Formal Complaint Resolution**.

PROCEDURAL GUIDELINES

A. **Confidentiality** – Wayland Public Schools recognize that both the complainant and the respondent may have strong interests in maintaining the confidentiality of allegations and related information. Accordingly, unless they authorize disclosure, individuals who share information with Wayland Public Schools officials may expect that their conversations will ordinarily remain confidential. In unusual circumstances, however – when information must by law be disclosed (for example: when information received indicates a threat to safety, or when a formal written complaint has been filed) – it may be necessary to disclose it to Wayland Public Schools officials or others. An individual who has concerns about confidentiality should raise them early in the process.

B. Legal Remedies - An employee who has been subject to sexual harassment has several legal options. S/he may bring suit under Federal or State Sex Discrimination laws, under Massachusetts statutes which explicitly prohibit sexual harassment, or under common law tort theories such as assault. An employee may also pursue any grievance and arbitration procedures established by a collective bargaining agreement and/or may file a charge with the Massachusetts Commission Against Discrimination ("MCAD") or the Equal Employment Opportunity Commission ("EEOC"). The MCAD and EEOC will pursue the charge with no cost to the employee.

A student who has been harassed may file a complaint under Title IX. The United States Supreme Court has held that a student may recover damages in such an action. A student may also sue under tort theories and may bring a charge with the Office for Civil Rights. Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts Law, G.L.C. 119 §51A. Wayland Public Schools shall comply with Massachusetts laws in reporting suspected cases of child abuse.

Use of these procedures does not preclude subsequent legal action. Similarly, the fact that legal action has begun or is possible does not preclude use of these procedures. Individuals may therefore wish to obtain legal advice as they consider how to proceed.

The Wayland Public Schools intends to protect the rights of all individuals who may become involved with the investigation of a complaint of sexual harassment.

C. Preventative Administrative Responsibility

1. A copy of the **Wayland Public Schools Policy on Harassment** and **Procedures for Resolving Complaints of Sexual Harassment** is to be distributed to each employee and included in the School/Student Handbook of each school.
2. All new employees shall be given a copy of the policy within one week of their beginning employment.
3. At the beginning of each school year, each principal or supervisor shall review with all employees the procedures for registering a complaint about harassment and shall review the redresses which are available.
4. No principal or supervisor shall destroy evidence relevant to an investigation of discrimination or harassment.

D. Specific Procedures for Employees and Students

1. **Individual Consultation** – Wayland Public Schools has trained persons who can provide informal support and guidance to individual members of the community on issues of harassment. A complainant, respondent, or concerned member of the committee may make use of such persons in order to:
    a. discuss a specific situation or incident;
    b. learn about Wayland Public Schools **Procedure for Resolving Complaints of Sexual Harassment**;
    c. learn about support services and resources;
    d. get personal support and advice on how to proceed, and
    e. determine a course of action.

    For example, the support person may help the complainant write a letter to the respondent or suggest ways in which the complainant can approach the respondent (the support person to one party should not, however, contact or meet with the other party). If an Informal Complaint or a Formal Complaint is lodged, the support person may accompany and assist the individual through the complaint resolution process.

    No written records of individual consultations are kept. For further information on confidentiality, see the Confidentiality section above.

    The names, titles and telephone numbers of individuals trained to serve as support persons are listed in the attachment.
2. **Informal Complaint Resolution –** Sometimes harassment issues are easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Informal Complaint Resolution is available to a complainant who seeks the help of a specially-trained school official, but does not wish to file a formal complaint. Written records may be kept (see section A. Confidentiality).

    All the services available through individual consultation – information, advice, and support – are also available here to the complainant, the respondent, or a concerned community member. In addition, depending on the circumstances, the following options are also available:
3. **Informal investigation,** in which one of the designated school officials speaks with the parties and with other individuals who may have information about the situation.
4. **Informal mediation,** in which a school official may help the complainant bring the problem to the respondent's attention, speak with the respondent and other witnesses, and help the parties arrive at a mutually-acceptable solution. Such a resolution may or may not entail a face-to-face meeting of the complainant and respondent. Mediation should be conducted only with the consent of both parties.

School officials authorized to engage in Informal Complaint solutions are listed in the attachment.

Possible conflicts exist between the roles of support person, investigator, and mediator. A school official who foresees such a conflict should avoid it by requesting assistance from another designated official. The individual should also call any such conflict to the attention of the officials involved. Each designated school official may, as needed, convene a meeting of other such officials.

Throughout the Informal Complaint Resolution process, the complainant and respondent may each be accompanied by the support person from the individual consultation stage, another adviser, or another support person from the school community.

5. **Formal Complaint Resolution** – Anyone who believes that harassment has occurred may choose, either initially or after having sought to resolve the matter informally, to bring a complaint through the Wayland Public Schools formal procedures, one outcome of which may be disciplinary action against the respondent. The purpose of the Formal Complaint Resolution process is to ensure prompt, fair, and formal resolution of a complaint of harassment.

   Please consult the Wayland Public Schools Administrative Procedures: Complaints Regarding Personnel.

E. Resources

- Middlesex District Attorney Victim/Witness Bureau: (617) 494-4430
- Town of Wayland Youth and Social Workers: (508) 358-7701extension 126.
- Wayland Public Schools contacts for information and advice include the following Title VI, Title IX, and Section 504 building representatives:

High School:	Mr. Patrick Tutwiler, Principal,: 358-3705 Ms. Marybeth Sacramone, Guidance Director: 358-3706 Mr. James Girard, Guidance Counselor: 358-3710
Central Office:	Mr. Brad Crozier, Asst. Superintendent: 358-3773 Mrs. Marlene Dodyk, Dir. Of Stud. Ser: 358-3756

F. Personnel Authorized to engage in Informal Complaint Resolution

Mr. Brad Crozier, Assistant Superintendent
Ms. Marlene Dodyk, Director of Student Services
Ms. Debbie Bearse, Claypit Hill Principal
Mr. Patrick Tutwiler, High School Principal
Mr. Jim Lee, Happy Hollow Principal

VII. AN ACT PROHIBITING THE PRACTICE OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

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

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

SECTION 18 - Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c.536; amended by St. 1987, c.665.

SECTION 19 - Each institution of secondary education and each public and private institution or post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issues copies of this section and section seventeen and eighteen by unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

VIII. WHS SUBSTANCE ABUSE PREVENTION POLICY

I. PHILOSOPHY

The Wayland High School community is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco, and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the healthy development of all students.

The Wayland High School community is committed to developing and implementing programs related to the use and abuse of controlled and other illegal substances. It is imperative that we engage in a variety of activities and strategies designed to promote and/or model positive behaviors while educating all—students, faculty, and staff—as to the adverse consequences associated with the inappropriate or illegal use of such substances.

The Wayland High School community actively promotes safety and wellness throughout our school system. We will assist students and parents to become more knowledgeable about the dangers associated with the use of various substances. To promote a quality learning environment, the system endorses an approach to (1) prevent, discourage, and eliminate drug and alcohol use by students by addressing prevention through education, (2) intervene with an emphasis on assessment and treatment, and (3) deter youth alcohol and drug use through disciplinary measures.

Expectations:

The Wayland High School community promotes healthy living and good decision-making. **Student safety is our foremost concern.** Therefore, self-reporting is strongly encouraged and will not go unnoticed. When students observe underage drinking or use of any controlled substance, he/she is expected to notify someone (police, emergency medical technician, parents) who can provide the

student(s) in question with assistance. **Students should not, under any circumstances, leave a student who is under the influence of a controlled substance or alcohol.**

II. POLICY

All Wayland High students shall not, regardless of the quantity, possess, use, consume, buy, sell, or give away alcohol, marijuana, steroids, illegal drugs, drug paraphernalia, or any controlled substance. This includes products such as "NA" or "near beer". Further, no student shall voluntarily be **in the presence of** nor voluntarily attend a function where drugs and/or alcohol are being used illegally. This policy is in effect for ALL students during the school year on or off campus, from the beginning of the athletic pre-season in August, to the last day of school or tournament play, whichever ends latest.

An objective of this policy is to prevent all illegal substance use in regard to the students of the Wayland Public School District, but not to extend the policy beyond common sense to innocent attendance and law-abiding participation at an event such as a religious service or a wedding/wedding reception.

Any student who violates the WHS Substance Abuse Prevention Policy can expect the following:

- The student will be assigned a case manager from the Triage Team.
- The student will be assigned a consequence as described in the "Student Athletes" and Non-athletic Activities" section of this policy.
- The student may lose open-campus privileges or be banned from participation in school-sponsored extra-curricular activities.

III. APPEALS

Any student deemed in violation of the "voluntarily in the presence of illegal drugs, controlled substances and/or alcohol" clause shall receive a warning on the first offense. Subsequent offences will result in assigned consequences. Students have the right to appeal a decision to a three person review board. The board shall consist of three school administrators. The matters discussed therein shall be kept confidential. The Review Board's decision is final. All appeals will be scheduled and heard within five schools days from the date of the allegation.

Possession

Staff members or students who have reason to believe that a student is in possession of illegal drugs, controlled substances or alcohol, on school grounds or at a school function will immediately report the student to an administrator or school resource officer. The administrator will investigate the matter, may involve the police, and, if appropriate, shall take the following steps:

- The parent(s) or guardian(s) will be notified and a hearing will be conducted. The student **may be suspended for a minimum of five days.**
- If there is probable cause, the student will be searched.
- The student will be assigned a case manager from the Triage Team.
- The student may be denied participation in school-sponsored extra-curricular activities, lose open campus privileges, and may be subject to expulsion from school by the principal.

Use

Staff members or students who have reason to believe that a student is under the influence of illegal drugs, controlled substances or alcohol on school grounds or at a school function will immediately report the student to an administrator or the school resource officer. The administrator will investigate the matter and, if appropriate, shall take the following steps:

- Notify the parent(s) or guardian(s) and have them arrange to have the student taken home or released to police custody.
- If there is probable cause, the student will be searched.
- A disciplinary hearing will be conducted and the student may be **suspended for a minimum of five days.**
- The student will be assigned a case manager from the Triage Team.
- The student may be denied participation in school-sponsored extra-curricular activities, lose open campus privileges, and is subject to expulsion from school by the principal.

Sale or Transfer
Staff members or students who have reason to believe that they have witnessed the sale or transfer of drugs or alcohol on school grounds or at a school function shall report this immediately to an administrator or to the school resource officer. The student(s) will be requested to turn over contraband to the administrator, and also may be searched. All contraband will then be turned over to the police department.

The principal or designated administrator will hold a disciplinary hearing. He or she shall determine if sufficient cause exists, and, if so, notify the school resource officer or the police department. The principal or designated administrator, in consultation with the police department, will determine whether to file charges. In addition to the above, the following consequences shall prevail:

- The student, parent, and administrator shall meet with the principal where disciplinary action, including expulsion, will be considered.
- The student will be assigned a case manager from the Triage Team.
- The student will lose open campus privileges, and may be denied participation in school-sponsored extra-curricular activities.

What follows are the response and protocols enacted when a student violates the chemical health policy and he/she is involved in an extra-curricular activity. The MIAA sets forth minimum response for violations involving student-athletes. WHS has adopted a parallel policy for students involved in non-athletic activities. All should note that there might likely be multiple consequences for the same offense.

IV. SUBSTANCE ABUSE PREVENTION POLICY FOR STUDENT ATHLETES
When students participate in athletics, they are representing Wayland High School and the athletic department to the community. Any violation of community alcohol and drug policy is inconsistent with the wellness values supported by the school and department. The protocol described below includes counseling and educational services to support a student's successful return to Wayland High School athletics.

The MIAA has informed member schools that the following rules are in effect 24 hours per day, seven days a week. The Wayland Student Handbook states that this policy will be enforced during the entire school year (including fall pre-season).

Response for violations of the Wayland High School Substance Prevention Abuse Policy:

First Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place:

- The student will lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. The student will be allowed to remain at practice for the purpose of rehabilitation. Any decimal part of an event will be truncated, i.e., any fractional part of an event will be dropped when calculating the 25% of the season. The student will also forfeit his/her captaincy, if applicable. He/she is ineligible to serve in this capacity for the remainder of the school year in which the infraction occurs. He/she will be ineligible for athletic awards during the season in which the infraction occurs (Excluding the 12 Season Award)
- The student will be assigned a case manager from the Triage Team.
- Before the student reengages in competitive play, he/she must attend a re-entry conference with the athletic director, the coach, and an administrator to determine his/her readiness to resume participation.

Second Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place:

- The student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e., all fractional part of an event will be dropped when calculating the 60% of the season. The student will also forfeit his/her captaincy, if applicable. He/she is ineligible to serve in this capacity for one

calendar year. He/she will be ineligible for athletic awards during the season in which the infraction occurs.

- The student will be assigned a case manager from the Triage Team.
- If after the second violation, the student 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 of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e., all fractional part of an event will be dropped when calculating the 40% of the season.
- Before the student reengages in competitive play, he/she must attend a re-entry conference with the athletic director, the coach, and an administrator.

Third Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place:

- The student will be assigned a case manager from the Triage Team.
- A student who is found responsible for a third violation in 12 consecutive months is ineligible to participate in interscholastic competition for 12 consecutive months. He/she is ineligible to serve as captain during this period.

First and second 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).

V. SUBSTANCE ABUSE PREVENTION POLICY FOR ALL NON-ATHLETIC ACTIVITES:

When students take part in a non-athletic extracurricular activity, they are representing Wayland High School. Any violation of community alcohol and drug policy is inconsistent with the wellness values supported by the school. The protocol described below is designed to include counseling and educational services to support a student's successful return to non-athletic extracurricular activities.

First Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place:

- The student will be assigned a case manager from the Triage Team.
- The student will be prohibited from participation in any extra-curricular activity for 25% of the remaining duration of the activity. This includes year-long activities. Should any performances or competitions take place during this period of time, the student is not allowed to participate. Further, the student is ineligible to serve in a leadership capacity for the remainder of the school year. Membership is still permitted.
- Before a student reengages with the extracurricular activity, he/she must attend a reentry conference with the advisor/director and an administrator to determine his/her readiness to resume participation.

Second Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place:

- The student will be assigned a case manager from the Triage Team.
- The student will be prohibited from participation in any extra-curricular activity for 60% of the remaining duration of the activity. This includes year-long activities. Should any performances or competitions take place during this period of time, the student is not allowed to participate. Further, the student is ineligible to serve in a leadership capacity for one calendar year. Membership is still permitted.
- If after the second violation, the student becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in the activity after a minimum of 40% of the duration of the activity. The director or a counselor of a chemical dependency treatment center must issue such certification.
- Before a student reengages with the extracurricular activity, he/she must attend a reentry conference with the advisor/director and an administrator to determine his/her readiness to resume participation.

Third Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place:

- Students who are found responsible for a third violation in one calendar year are ineligible to participate in any formal extracurricular events, performances, or productions for one calendar year. Further, the student is ineligible to serve in a leadership capacity for one calendar year. Membership is still permitted.

First and second penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, i.e., if the penalty period is not completed during the academic year in which the violation takes place, 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.

IX. WAYLAND PUBLIC SCHOOLS ACCEPTABLE USE POLICY

Computer, Network, and Internet - - Terms and Conditions

SEE WAYLAND PUBLIC SCHOOLS WEBSITE FOR UPDATED 2012 COPY

Wayland High School
One to One Learning Program
Laptop Care, Maintenance and Support Agreement

The Wayland Public School District (WPS) has initiated a program to provide each student with an Apple MacBook Air computer while the student is actively enrolled in Wayland High School (WHS).

This agreement relates to the Computer System issued to the student while enrolled at WHS. By accepting possession of the Computer System, the software and related peripherals such as cables and chargers etc., we hereby agree to the following terms and conditions. We understand that by signing this agreement, we agree to participate in the WHS Laptop Loaner Program.

We understand that only the student has the right to use the Computer System while enrolled in the School System. We understand that he/she must comply with software license agreements. Neither the parent nor the student shall sublease, sell or otherwise grant an individual or business any right or security interest to the Computer System or otherwise encumber Wayland Public Schools' lease.

Return Policies: We agree to return the Computer System to WHS in the same condition as when we took possession. Reasonable wear and tear is accepted as outlined in this agreement. We understand that WHS may charge a late fee equivalent to the cost of the remaining lease value of the Computer System and/or seek criminal charges or civil damages if we do not return the Computer System on or before the return date.

Use your laptop as a tool for learning.

1. You are responsible for having a fully charged laptop to use each day in school. It is recommended chargers stay home.
2. Teachers will determine when and if laptops will be open and used in class.
3. Academic use always takes priority over personal use in school.
4. Your leased laptop is to be used primarily by you both at school and at home.
5. Parents are responsible for supervising your Internet use when at home. School filtering services used on the District network will not work at home, however, Lan School software will monitor and record all keystrokes and history of use at all times.
6. Parents/Guardians are responsible for maintaining your home network and Internet service.
7. Your laptop must be turned into the WHS Genius Bar once each year for maintenance. It should be in good condition, showing only reasonable wear and tear. This means that the laptop and charger must be fully operational with no cracks, dents or breakage of the case. They must be free of markings other than those made by Wayland Public Schools.

Abide by the WPS Acceptable Use Policy (AUP)
LARK - Legal, Appropriate, Responsible and Kind

1. You may access only appropriate documents and media.
2. You may not harass, bully, cyber-bully, or threaten others in any way.
3. You must use appropriate language in all communications.
4. You must not attempt to gain access to unauthorized accounts or files.
5. You must not attempt to bypass the district's web-filtering or use of Lan School on your computer.
6. You must abide by copyright laws. You must not plagiarize works or illegally download files, music, movies or other commercial files.
7. You must keep all personal information private, including passwords, user ID's, home address, and phone numbers.
8. You must not photograph or make audio or video recordings without the consent of all those being recorded.

The above list is a summary. Make sure to review and sign the complete WPS Acceptable Use Policy annually.

Know what you can and cannot install.

1. Do not un-install any software or operating system component that has been preloaded on your laptop by school staff.
2. District Tech Support at the Genius Bar will not troubleshoot and/or repair damages caused by any software you install on your laptop.
3. Issues requiring service or repair may necessitate re-imaging the laptop to restore to the original configuration.

Take good care of equipment and files.

1. You are responsible for backing up all your files on a regular basis. Data backups to Cloud-based resources must be done from home. Backups to external drives or flash drives can be done at anytime.
2. Downloading large files from the Internet is discouraged while at school because it will cause network slowness for all users on the Wayland Public Schools network. Computer software updates must be done from home.
3. Do not leave your laptop unattended.
4. Always close your laptop and carry it in a protective sleeve or backpack when moving. Walking with an open laptop is more likely to cause damage and loss of data.
5. Keep the laptop in its protective case and do not mark the laptop in any way with markers, stickers, etc.
6. Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
7. Do not eat or drink near the laptop. There should never be any food or drink around the laptop.
8. Laptops should not be left in extreme heat or cold, e.g. in your car in these conditions.
9. Do not use water or other cleaning solutions on the laptop. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen.
10. Store your laptop computer in an appropriate protective case when not in use.
11. Do not loan your laptop to someone else.

12. Do not damage, degrade the performance, or abuse anyone else's laptop in any way.
13. Only bring leased laptops for repair to District Tech Support staff at the Genius Bar. Do not try to repair laptops yourself.

Maintenance and Support Agreement ($60 Optional Fee, Includes a Protective Case)

If you agree to the Maintenance and Support Agreement and pay the $60 fee, you will receive a protective case and WPS will cover the following based on a student's due diligence to care for their laptop. If you choose not to participate in the Maintenance and Support Agreement, you will be responsible for the full cost of repairs or replacement. In either case, if repairs are needed, a student should bring his/her laptop to the Genius Bar first to determine the appropriate next steps. A loaner laptop will be provided if needed.

Maintenance and Support Agreement Coverage includes:

1. All repairs due to accidental damage.
2. Laptop replacement due to theft when exercising due diligence.
3. Laptop replacement due to loss caused by fire, lightning, explosion, windstorm, smoke, vandalism or malicious mischief by a third party, damage by burglars, falling objects, weight of ice or snow, accidental discharge of water or steam, freezing, and flood.

- All claims should be reported to the WHS Genius Bar immediately.
- In the case of damage or theft, WHS will make a loaner laptop available for student use. I understand that there are a limited number of loaner laptops. They are dispersed on a first come first serve basis and one may not be available at all times. The student is also responsible for negligent damage incurred on the loaner laptop.
- In the event of a theft you must report the incident to a law enforcement agency immediately and no later than 3 days after the theft and submit a police report with your claim. Filing a false police report is a felony under law.

Note: Loss of the power adapter/charger is not covered.

Negligent Damage ***(NOT covered under the Maintenance and Support Agreement)***

The following are the exclusions that **are not** covered by the WPS Maintenance and Support plan. Students will be responsible for the full cost of repair or replacement:

1. Liquid/beverage spills on the laptop, i.e. eating; drinking near a laptop is not accidental and will not be covered by insurance.
2. Excessive scratches/wear to laptop exterior caused by failure to regularly use a protective case as required by the AUP/Laptop Use Agreement.
3. Damage caused by repairs made by an unauthorized source. WHS laptops should only be brought for repair to District Tech Support Personnel at the Genius Bar.
4. Loss due to a power surge when off Town Property.
5. Deliberate damage, neglect or abuse caused by you or others you allow to use your laptop. This includes intentionally marking, defacing, and/or abusing the

laptop. Also damage caused by tampering with hardware components (battery housing, RAM, iSight camera, etc.) to alter District configurations.

6. Leaving the laptop unattended or failing to secure it per school recommendations.
7. Leaving it in an unlocked car or on the bus.
8. Mysterious disappearance of the laptop - meaning that the Laptop User has no knowledge as to the place, time, or manner of the loss.

Wayland High School
One to One Learning Program
Laptop Care, Maintenance and Support Agreement
Student and Parent/Guardian Sign-Off

Terms and Conditions Statement

I (we) have read the WPS AUP and WHS Laptop Care, Maintenance and Support Agreement and agree to abide by the terms and conditions herein. Specifically I (we) acknowledge that the computer is on loan and remains the property of Wayland Public Schools. If the student leaves WHS for any reason, the computer must be returned in good working condition showing only reasonable wear and tear.

Please bring this completed form with you when you come to pick up your laptop in August.

STUDENT NAME:_____ YOG_____

STUDENT ID: _____

PARENT/GUARDIAN NAME:_____

Parent EMAIL:_____

Student Signature:_____ Date:_____

Parent/Guardian Signature:_____ Date:_____

PICK UP NOTES – To Be Filled out by WHS Staff

Parent / Guardian Attending:

_____
Print Name

Backpack / Protective Sleeve	Maintenance Fee / Case	Training Session

X. PERSONAL COUNSELING AND OTHER RESOURCES

Students are urged to bring questions, problems and concerns to their counselors regarding issues such as crisis intervention, substance abuse, adjustment issues, family difficulties, bullying, discrimination, or harassment. In addition, students may want to refer to these other resources:

Always call 911 if someone is in immediate danger!

General Counseling

- **Wayland Youth & Family Services:** Wayland
  (508) 358-4293, www.wayland.ma.us/youthservices
  Free individual, group, and family counseling.
- **Wayside Youth and Family Support Network**:
  (800) 4-WAYSIDE, www.waysideyouth.org
  Counseling, family support, residential and educational services
- **Human Relations Services:** Wellesley (781) 235-4950, www.hrshelps.org
  Clinical, consultation, community education, and employee assistance mental health services.
- **Advocates, Inc.:** Framingham (508) 628-6300, www.advocatesinc.org
  Residential supports, mental health, substance abuse, psychiatric emergency services, legal services, and family supports.

Substance abuse:

- **Genesis Counseling**: Framingham (508) 620-2992, genesiscounselingservices.org
- **Sameem Associates:** Newton (617) 964-1060, www.sosdrugs.org
- **Massachusetts Substance Abuse Information and Education Hotline:**
  (800) 327-5050, www.helpline-online.com. Free and confidential information and referrals for alcohol and other drug abuse problems and related concerns.
- **Alanon/Alateen**: (508) 366-0556
- **Alcoholics Anonymous**: (617) 426-9444, www.aaboston.org
- **Narcotics Anonymous**: (617) 624-3578, www.newenglandna.org

Other:

- **Samaritans Suicide Prevention Helpline and Grief Support:**
  24hr help line: (508) 875-4500, www.samaritansofboston.org
  Samariteens (to talk to trained teenager): (800) 252-8336
- **Bullying, Harassment, Discrimination:** Contact a trusted adult at WHS immediately or use the Confidential Safety Reporting Form on the WHS home page
- **Youth Only AIDS Line:** 800-788-1234
- **National Sexual Assault Hotline:** men and women, (800) 656-HOPE (4673)
- **Women's Protective Services:** Sexual Assault/Domestic Violence,(800) 593-1125
- **Bridge Over Troubled Waters:** Shelter for teens, 617-423-9575
- **Boston Alliance for Gay & Lesbian Youth:** Boston: (800) 42-BAGLY
  Framingham: (508) 655-7183 http://www.bagly.org

XI. DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

While students with disabilities are disciplined by the same criteria applied to all students at Wayland High School, students who have been identified as having special needs based on a disability may have procedural protections in addition to those provided other students in accordance with the Individuals with Disabilities Education Act (IDEA).

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was caused by or had a direct and substantial relationship to his/her disability (a "manifestation determination"). If the Team determines the behavior was not caused by the disability, the school may discipline the student according to the school's code of student conduct except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was caused by the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops, and the parent/ guardian consents, to a new Individualized Education Program. The Team must also conduct a functional behavioral assessment and develop or revise a behavioral plan for the student.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, the school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or to others.

When a parent/guardian disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent/guardian has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with accommodation plans under Section 504 of the Rehabilitation Act of 1973 and students who are in the process of evaluation under special education for whom eligibility has not yet been determined.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

For additional information regarding the procedural protections for students with disabilities, please contact Marlene Dodyk, Director of Student Services.