



Wakefield Memorial High School Handbook

60 Farm Street
Wakefield, Massachusetts 01880
781-246-6440
2025-2026

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Translation Services

Handbook: [Arabic عربي](#) | [Portuguese Português](#) | [Spanish Español](#)

If you need this document translated, please contact your school principal.

Si necesita este documento traducido, por favor comuníquese con el director de la escuela.

Se você precisa este documento traduzido, entre em contato seu director a escola.

Si vous avez besoin de traduire ce document, s'il vous plaît contacter votre directeur d'école.

如果您需要本文件翻譯，請連絡您所在的學校負責人。

إذا كنت تحتاج/تحتاجين لترجمة هذه الوثيقة، المرجو مراسلة مدير المدرسة



Staff

Central Office Staff

[Douglas Lyons](#), Superintendent

[Kara Mauro](#), Assistant Superintendent

[Christine Bufagna](#), School Business Administrator

[Rosie Galvin](#), Administrator of Special Education and Student Services

[Tim O'Brien](#), Director of Facilities and Transportation

[Jeffrey Weiner](#), Director of Technology

[Glavia Smith](#), METCO Director

[Estelle Burdick](#), Director of Wakefield Academy

[Dustin O'Brien](#), Food Services Director

[Thomas Bankert](#), Director of Fine and Performing Arts

[Michael Murphy](#), Director of Health, Wellness, and Athletics

School Administration Team

[Amy McLeod](#), Principal

[Gerrilyn Trafficante](#), Assistant Principal (student last names A-K)

[Joseph Mullaney](#), Assistant Principal (student last names L-Z)

[David Robinson](#), Director of Guidance

[Marybeth Ebert](#), High School Special Education Coordinator

School Committee Members

[Kevin Fontanella](#), Chair

[Stephen Ingalls](#)

[Alexander Naumann](#)

[Kevin Piskadlo](#), Vice Chair

[Thomas Markham](#)

[Peter Davis](#)

[Melissa Quinn](#)



Mission Statement, Core Values, and Instructional Strategy

Mission Statement

The mission of the Wakefield Public Schools is to prepare students for college, career, and community by providing a rich and challenging curriculum, high quality instruction, and educational experiences that meet their individual needs and interests.

Core Values

Our Clarity of Purpose: Inspire the Love of Learning

Our Culture of Practice: Respectful and Caring

Instructional Strategy: [LINK](#)

Please click the link to review the Wakefield Public Schools' objectives and initiatives for student learning and achievement.

WPS Policy Book: [LINK](#)

Principal Letter

Dear Students and Families,

Welcome to the 2025-26 school year at Wakefield Memorial High School. On behalf of the WMHS administration, faculty, and staff, I am excited to welcome our newest members of the school community, the Class of 2029, and to reconnect with all of our returning students. We are excited about a new year, the new high school project developing each day, and all of the opportunities ahead of us.

The purpose of this handbook is to clarify the values and expectations that help guide our work to make WMHS a safe, inclusive, and respectful learning community. It is expected that you will read through the handbook and familiarize yourself with all policies and procedures so that we can all work together and help ensure a positive experience for all and the smooth daily running of our school. By using this handbook as a guide, WMHS will be able to fulfill the mission of the Wakefield Public Schools and help students become confident, lifelong learners who are respectful and caring members of the community.

I look forward to another great year at WMHS!

Amy McLeod, WMHS Principal
she/her/hers



Links to the 2025-26 [District Calendar](#) & [WMHS Calendar](#)

General Information

School Hours

The WMHS main office is open on regular school days from 7:00 a.m. to 3:30 p.m.

Schedule

School Start: 7:30 AM

*Early Release: 10:52 AM

School End Time: 2:10 PM

WMHS Daily Bell Schedule 2025-26

Warning Bell 7:25 am	Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Block 1 HR/Advisory	7:30 - 7:34						
Block 2 (56 min)	7:38 - 8:34	A	C	B	A	C	B
Block 3 (56 min)	8:38 - 9:34	B	A	C	B	A	C
Block 4 (74 min)	9:38 - 10:52	C	B	A	F	G	E
Block 5 (49 min)	10:55 - 12:10	D	D	D	D	D	D
Block 6 (56 min)	12:14 - 1:10	G	E	F	G	E	F
Block 7 (56 min)	1:14 - 2:10	E	F	G	E	F	G

LUNCH 1 SCHEDULE:

LUNCH 1 10:55-11:18

CLASS 11:21-12:10

LUNCH 2 SCHEDULE:

CLASS 10:55-11:44

LUNCH 2 11:47-12:10



Attendance Policy

Attendance is essential to the academic, civic, and social success of students at WMHS.

- All students who are marked absent will get a call from the automated line, whether or not a parent has called the attendance line. If your student is in school, and you receive an automated call, please call the main office to report the inaccuracy.
- **FAMILIES DO NOT NEED TO CALL THE OFFICE IN THE MORNING** to report an absence.
- Families should send in a note or email the attendance line (wmhsattendance@wpsk12.org) to have an absence excused for:
 - Medical reasons (with doctor's note/documentation)
 - Religious holiday
 - College Visit (with documentation)
 - Official appointments (such as driver's tests, etc with documentation)
 - Funerals/Bereavement
 - Legal matters (with documentation)
 - Other emergencies (at the discretion of school administration)
- Students who are home sick without seeing a doctor DO NOT have these days excused, however they are still able to make up any work that they may have missed.
- Students must be present for 80% of the class days in any given term to receive a passing grade. For example, if a class meets 40 times Term 1, the student must be present for 32 of those classes.
- Unexcused absences beyond 20% per class, per quarter, may result in an administrative failure of the class for the quarter (59% unless the student's mathematical average is lower).
- A student must arrive at school by 10:45 a.m. to be considered present for the school day.
- Students are considered absent if they miss more than half of a single class session. Anytime a student is not physically present in class, the student will be considered absent for the purpose of this policy.
- If you have questions about your student's individual attendance, or need to appeal an attendance decision, please contact their Assistant Principal: Mrs. Trafficante (last names A-K) or Mr. Mullaney (last names L-Z).

Excused Absences

- A student who is absent for a medical reason will have the absence excused upon receipt of a note from the doctor or the doctor's office. This note should be turned into the main office when a student returns to school from the appointment or the next day. A note from the doctor or the doctor's office validating the illness and noting the dates absent from school as a result of the illness may be required for extended absences.
- Students with chronic diagnoses that impact attendance and tardiness must provide updated documentation from their medical provider yearly.
- Students shall have an absence excused and shall be excused from any school activity if the absence is for the purpose of observing a religious holiday.
- Absences due to school-sponsored activities (field trips, etc.) shall be excused.
- Seniors are allowed three (3) excused absences for college or job interviews, and juniors are allowed two (2) absences for college visits with documentation from the



college/university/job site/etc. Additional days may be granted at the discretion of the administration.

- Emergencies which involve individuals or immediate family members may be excused by administration.
- Legal matters which require personal appearance in court, shall be excused.
- License road tests shall be excused, however, driving hours and practice appointments are not excused.
- Vacations or family trips that do not coincide with scheduled school vacation days are not excused. Such trips are strongly discouraged as students will miss valuable class experiences that cannot be duplicated in any other way. It is the student's responsibility to make arrangements with the teacher to make up any missed work due to the vacation. Teachers are encouraged (but not required) to provide work prior to family vacations.
- If you have questions about your student's individual attendance, or need to appeal an attendance decision, please contact their Assistant Principal: Mrs. Trafficante (last names A-K) or Mr. Mullaney (last names L-Z).

Tardiness

- All students are expected to be in the homeroom by 7:30 a.m. each morning. Students arriving after 7:30 a.m. must check in to the Main Office.
- **In order to be eligible to participate in any extracurricular activity, athletics, or attend a field trip or WMHS event, a student must be in school no later than 8:05 a.m. and attend all class periods on the day of the event, or the last school day preceding the event, unless approved by an administrator.**
- All consequences described below are guidelines and subject to the discretion of the Principal and/or their designee.

Consequence Guidelines for Tardiness to School

3rd-5th Tardy	6th Tardy	9th Tardy	12th Tardy
Parent Notification Via Email or letter	One Saturday Detention If Saturday detention not served, 1 day in-school suspension	Administrative discretion and parent meeting required	Additional Saturday Detention If Saturday detention not served, 1 day in-school suspension

- Students who fail to sign in when tardy may receive one office detention each time, in addition to the penalty for being tardy.
- If a student misses a class or multiple class sessions due to being tardy to school, they will be marked as absent from those classes missed.
- Tardy counts do not reset until the end of the semester (January and end of school year).
- Absence from class as a result of tardiness is excused for the same reasons as an absence would be excused, subject to proper documentation.



- Administration may excuse tardiness due to extreme weather or traffic conditions at their discretion.
- **Tardiness to Class** - Each student must be in class when the starting bell rings. A student may be required to serve a teacher assigned detention for tardiness to class. Tardiness of 10 minutes without administrative or staff approval requires notification to administration via referral system. Repeated tardiness may result in referral to administration and/or a parent conference and office detention. If tardiness continues, further disciplinary action may be taken by the administration.

School Dismissals

- **Routine dismissals from school are discouraged as they can have a significant detrimental impact on the student's academic progress.**
- If a student misses a class or multiple class sessions due to dismissal from school, they will be marked as absent from those classes missed.
- When dismissals are necessary, communication in the form of a written note/email or phone call/message from a custodial parent or guardian should be brought/sent to the Main Office, preferably the day before the dismissal, but no later than 7:30 a.m. on the day of the dismissal (except in the case of an emergency). The dismissal request should include the time of dismissal, a phone number where the parent may be reached, and a parent's/guardian's signature.
 - For dismissals by email, please send email to wmhsattendance@wpsk12.org.
 - For dismissals by phone, please call the WMHS Main Office at (781) 246-6440.
- Students who are being dismissed must obtain a slip from the Main Office Staff.
- Students who are dismissed and return to school the same day must sign out and sign back in at the Main Office.
- Students who leave school early due to illness must be dismissed through the school nurse. Dismissals through the school nurse are excused. Leaving early due to illness does not excuse a student from making up missed assignments. In certain situations, the school may require a meeting and a medical professional's approval for a student to return to school. The school nurse will coordinate such re-entry. No student may drive when medically dismissed by the nurse unless parental approval has been given. **Students dismissed from school due to illness may not participate in extracurricular activities.**
- Parents/Guardians should contact the main office or school nurse if their student contacts them directly from school asking to be dismissed.
- Absence from class as a result of dismissal from school is excused for the same reasons as an absence would be excused, subject to proper documentation.



Code of Conduct and Behavioral Expectations

Student ID Badges

- Students are required to have their ID Badges on them at all times. If students wish, they may wear the ID on a lanyard or keep it on their person, in their wallet, or backpack where it is easily accessible.
- Students will be required to use their ID Badges to check in for attendance when tardy and to obtain food in the cafeteria.
- If a student is asked by faculty or staff to identify themselves, the student will show their ID Badge for identification.

Guidelines for proper attire and appearance at school/school events

- Students shall wear neat, clean, and reasonable dress. Dress and grooming shall not be such as to disrupt the educational process or cause disorder in the environment. Items of dress that could be perceived as advocating violence or danger will be reviewed by the Principal, or their designee, with the student(s) involved. It shall be the responsibility of the administration to determine that such modes of dress or expression are inappropriate and should not be allowed.
- Hats, hoods, and head coverings are allowed to be worn inside the school building. However, hoods and hats are not allowed to be worn as a way to conceal a student's identification or the unauthorized use of ear buds, headphones, and the like. Should a staff member request that a student remove a hat or hood temporarily for purposes of identification or concealment, the student must comply. The student will be allowed to return the hat or hoodie to their head, provided the situation has been resolved to the staff member's satisfaction. Any refusal to follow a staff member's direction or request will result in follow up with a school administrator and possible further disciplinary action. Additionally, students may be asked to remove hats/hoodies at school assemblies out of respect to the presenter(s).
- T- shirts or other printed clothing are not allowed if they bear a message likely to cause disruption or disorder within the school, such as messages or images promoting alcohol, drugs, smoking, violence, or hatred. Suggestive or inappropriate clothing will not be worn in school.
- School administrators shall have the right to make the final decision with regard to appropriate school dress.

Student Rights & Responsibilities: [LINK](#)

Please see link above for full information.

Guidelines, Actions, & Behaviors Warranting Administrative Response

The principal and assistant principals will interpret the rules and regulations and extend their application. Every effort will be made to assure fairness and consistency in the application of these expectations for student behavior, predicated on each student's individual experiences and discipline history. The expectations for behavior espouse positive expectancy for all



students, clearly articulated rules and regulations, formative- redemptive disciplinary response strategies, and the understanding that violations are teachable moments for behavioral growth.

****The Groups listed below are guidelines which are general in nature, and the Principal and/or their designee may impose disciplinary consequences appropriate in scope to the merit and nature of the infraction, including short-term suspension, long-term suspension, and expulsion in accordance with M.G.L. c. 71, §§ 37H, 37H1/2, and 37H3/4.***

For additional information on Disciplinary Due Process, see the Student Rights and Responsibilities Handbook linked above.



Group A Behaviors	Group A Response Range
Use of obscene, rude, or profane language or gestures.	Loss of privileges Classroom Detention One (1) or more office detention(s) and/or One (1) or more Saturday/Half Day detention(s) Short term suspension
Unauthorized absence from class, including homeroom.	
Not reporting to ASC or not following procedures for checking in/out with assigned ASC teacher.	
Loitering and/or inappropriate use of bathroom facilities.	
Inappropriate behavior in the cafeteria and/or failing to clean up after oneself.	
Being in unauthorized areas of the building and/or being in the hallway without an official/authorized pass.	
Inappropriate behavior in class or being asked to leave class by a faculty/staff member or substitute teacher.	
Excessive tardiness.	
Parking in unauthorized areas (may lead to a loss of parking privileges as well).	
Driving irresponsibly (may lead to a referral to Wakefield Police Department and a loss of parking privileges).	
Unauthorized use of cell phones in classrooms.	
Ordering through delivery services for unauthorized food and beverage deliveries to school during school hours.	

Group B Behaviors	Group B Response Range
Smoking, vaping and/or use of smokeless tobacco within 100 feet of school property or at school related events or activities.	Loss of privileges One (1) to three (3) days short term suspension Additional days of short term suspension One or more Saturday/Half Day Detention /Alternative to Suspension as deemed appropriate
Possession of cigarettes, smokeless tobacco products, nicotine vaping liquid or related paraphernalia.	
Possession of a nicotine delivery device.	
Insubordinate, defiant, and/or disrespectful behavior towards school personnel.	
Leaving school campus without authorization or failing to sign out of the building properly.	
Use of a false name or refusing to identify oneself upon request by school personnel.	



Forgery - knowledge and willful use of forged or fake documents, including but not limited to passes, parent notes, permission slips, progress reports and electronic communications.	by school administration and in accordance with MGL c. 71, § 37H, 37H1/2 & 37H3/4
Loud, disorderly and/or disruptive behavior which interrupts the school day.	

Group C Behaviors	Group C Response Range
Disruptive behavior which compromises the safety of others or disrupts the educational process.	Loss of privileges
Inflammatory, libelous, discriminatory and/or slanderous statements made towards any member of the school community (students, faculty, staff, etc.).	One (1) to five (5) days of short-term suspension
Theft of school or personal property or receiving stolen property.	
Possession of obscene material or accessing and submitting such on computers, electronic devices, video games, photos, periodicals, etc. in violation of the WPS Computer Acceptable Use Policy	Additional days of short term or long term suspension
Verbal and/or physical intimidation.	Notification of the Wakefield Police Department as deemed appropriate by school administration and in accordance with MGL c. 71, §§ 37H, 37H1/2 & 37H3/4.
Intentional mischievous, harmful, or willful destruction or damage to any school or personal property (to include but not limited to computers, lockers, desks, furniture, etc.) including graffiti.	
Obtaining money or material goods or favors by threats directed towards any member of the school community.	
Use of abusive language directed towards any member of the school community (including, but not limited to racial, religious, ethnic, or sexual slurs).	
Distribution, digital or otherwise, of unauthorized photography, audio, or video recordings of staff or students.	
Use of phones as video cameras or recording devices during the school day, unless with explicit permission from the classroom teacher or an administrator. (Concealed audio recording of another individual without their consent may constitute a criminal felony offense in Massachusetts. M.G.L. c. 272, Section 99.)	



Group D Behaviors	Group D Response Range
Possession of a dangerous weapon, including but not limited to, a gun or knife on school grounds or at a school-sponsored or school-related activity.*	Loss of privileges Short-term suspension to long-term suspension *Expulsion hearing Only those offenses which fall under M.G.L. c. 71, §§ 37H, 37H1/2 may result in expulsion. Notification of the Wakefield Police Department as deemed appropriate by school administration and in accordance with MGL c. 71, § 37H, 37H1/2 & 37H3/4. Consequences will be in accordance with MGL c. 71, § 37H, 37H1/2 & 37H3/4. Refer to additional responses as outlined in the Student Activities section of this handbook when applicable.
Unlawful possession of a controlled substance (including but not limited to illegal prescription drugs, THC oil, marijuana, edibles, cocaine, and heroin) on school grounds or at a school-sponsored or school-related activity.*	
Assaults on educational or support staff on school grounds or at a school-sponsored or school-related activity.*	
Conviction on a felony or felony delinquency charge, or adjudication or admission in court of guilt with respect to such a felony or felony delinquency.*	
Issuance of a criminal felony complaint or felony delinquency complaint.	
Possession of alcoholic beverages or inhalants on school property or at school-sponsored or school-related events.	
Under the influence of illegal drugs or unauthorized prescription drugs, alcoholic beverages, or inhalants on school premises or at a school-sponsored or school-related event. (Note: School administration may require a wellness check/breathalyzer if there is reasonable suspicion that a student is under the influence of alcohol or a controlled substance. If a student refuses to comply, such refusal will be interpreted as self-admission of a violation of the code of conduct regarding alcohol or controlled substances and the student will be referred for disciplinary due process).	
Possession of drug paraphernalia (rolling papers, pipes, vaping paraphernalia, other devices) as determined by the administration.	
Acts of arson (i.e., setting fires) use of explosives (including fireworks).	
False bomb threats or fire alarms.	
Harassment and/or discriminatory acts that manifest bigotry, bias, animus, and/or prejudice against the victim on the basis of the victim's race, religion, ethnicity, disability, sex, sexual orientation, gender identity, or age.	



Group D Behaviors (Continued)	Group D Response Range (Continued)
Hazing - Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or another person, or which subjects such student or another person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. MGL Chapter 269, § 17-19	Loss of privileges Short-term suspension to long-term suspension *Expulsion hearing Only those offenses which fall under M.G.L. c. 71, §§ 37H, 37H1/2 may result in expulsion.
Fighting, assault, and battery on another student.	Notification of the Wakefield Police Department as deemed appropriate by school administration and in accordance with MGL c. 71, § 37H, 37H1/2 & 37H3/4. Consequences will be in accordance with MGL c.. 71, § 37H, 37H1/2 & 37H3/4. Refer to additional responses outlined in the Student Activities section of this handbook when applicable.
Indecent assault (unwanted touching of a sexual nature) on any member of the school community.	
Threats of violence directed towards any individual during school, online, at a school event, or connected to a school event including promoting, planning, and pursuing conflict. This includes taunting, instigating, and setting up fights.	
Harassment, and/or bullying - physical, cyber, and/or verbal, directed towards any member of the school community.	



Hazing – M.G.L. c. 269 §§ 17-19

Massachusetts law requires that all secondary students be provided a copy of the state laws concerning hazing.

M.G.L. c. 269 § 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

M.G.L. c. 269 § 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.

M.G.L. c. 269 § 19: Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.



Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Plagiarism & Academic Integrity

This plagiarism policy is designed to foster a commitment to intellectual honesty and integrity. WMHS students will be supported to work and succeed based on their own efforts and commitment to growth. As such, students are expected to refrain from all types of academic dishonesty, cheating and plagiarism, including, but not limited to:

- Using AI tools and websites to augment or to create products of learning without express consent from the teacher of note and appropriate attribution (i.e. citation).
- Taking a test in a dishonest way.
- Removing testing materials from the testing location without permission of the teacher.
- Intentionally using, closely imitating the language and/or ideas of, or copying the work of another person and representing the work as one's own (including cutting and pasting from online sources).
- Knowingly using fraud or deceit for one's own or another student's benefit within the school community.
- Intentionally sharing one's own work so that another student may represent the work as one's own.

Violations of this policy will be handled as follows:**

First violation*	Notification of violation sent by classroom teacher to administration Student receives a failure for the assignment (and a score between 0 and 59 at the discretion of the teacher and Department Coordinator) Teacher notifies parent of violation Student writes a personal reflection to be signed by their parent and given to their teacher and administrator
Second violation*	Discipline referral by teacher sent to administration for inclusion in the student's disciplinary record Student receives a 0 for the assignment Student receives a minimum of three (3) administrative detentions or (1) Saturday detention Administrator facilitates meeting with student, parent, and teacher
Third violation*	Discipline referral by teacher sent to administration for inclusion in the student's disciplinary record Student receives a 0 for the assignment Student receives a minimum one day out of school suspension Student is suspended for a minimum of five (5) days from athletics and other extracurricular activities Team meeting with Principal to determine subsequent course of action

*Please note: Administration will maintain and tally infractions over time (infractions shall be tallied as total infractions while at WMHS)

**The consequences outlined here are intended as guidelines, and school administrators may, at their discretion, impose consequences that the circumstances may merit, including short term and long term suspension in accordance with the disciplinary due process procedures in this handbook and M.G.L. c. 71 § 37H3/4.



Acceptable Use of AI:

Students at Wakefield Memorial High School & Galvin Middle School are encouraged to use AI responsibly to enhance their learning experiences with teacher permission and monitoring. Acceptable uses of AI include, but are not limited to:

Research Assistance: Using AI tools to gather information, summarize articles, and organize research, with appropriate citation.

Language Learning: Utilizing AI-based language translation and grammar correction tools to improve writing skills, with proper attribution.

Problem Solving: Employing AI-based problem-solving tools for subjects like mathematics and science to understand and solve complex problems.

Creative Project: Using AI for generating ideas, creating art, or composing music as part of school assignments, with explicit teacher consent and proper attribution.

Study Aids: Leveraging AI-powered applications for studying, such as flashcard generators, personalized study plans, and virtual tutoring, with teacher consent.

*If you are ever confused about if something is acceptable use, please reach out to your teacher.

Non-Acceptable AI Usage

The following uses of AI are considered unacceptable and are prohibited:

Unauthorized AI Use: Using AI tools and websites to augment or create products of learning without express consent from the teacher of note and appropriate attribution (i.e., citation).

Dishonest Test-Taking: Taking a test in a dishonest way, including using AI tools to cheat.

Plagiarism: Intentionally using, closely imitating the language and/or ideas of, or copying the work of another person and representing the work as one's own (including cutting and pasting from online sources).

Fraud: Knowingly using fraud or deceit for one's own or another student's benefit within the school community.

Collusion: Intentionally sharing one's own work so that another student may represent the work as their own.

Possible Ways for Students to Cite AI in Their Work

Students shall cite the use of artificial intelligence (A.I.) tools in their work.

Students shall add an appendix to their work that includes their exchange with the A.I. tool and an explanation of how and why the tool was used.

The use of A.I. is prohibited in examinations, tests or in-class assignments (unless directed by the assignment)

Penalties and Consequences (per WMHS Handbook plagiarism policy)



This plagiarism policy is designed to foster a commitment to intellectual honesty and integrity. WMHS students will be supported to work and succeed based on their own efforts and commitment to growth. As such, students are expected to refrain from all types of academic dishonesty, cheating, and plagiarism, including, but not limited to:

- Using artificial intelligence tools and websites to augment or to create products of learning without express consent from the teacher of note and appropriate attribution (i.e. citation).
- Taking a test in a dishonest way.
- Intentionally using, closely imitating the language and/or ideas of, or copying the work of another person and representing the work as one's own (including cutting and pasting from online sources).
- Knowingly using fraud or deceit for one's own or another student's benefit within the school community.
- Intentionally sharing one's own work so that another student may represent the work as one's own.

Violations of this policy will be handled as follows:**

First violation*	Notification of violation sent by classroom teacher to administration Student receives a failure for the assignment (and a score between 0 and 59 at the discretion of the teacher and Department Coordinator) Teacher notifies parent of violation Student writes a personal reflection to be signed by their parent and given to their teacher and administrator
Second violation*	Discipline referral by teacher sent to administration for inclusion in the student's disciplinary record Student receives a 0 for the assignment Student receives a minimum of three (3) administrative detentions or (1) Saturday detention Administrator facilitates meeting with student, parent, and teacher
Third violation*	Discipline referral by teacher sent to administration for inclusion in the student's disciplinary record Student receives a 0 for the assignment Student receives a minimum one day out of school suspension Student is suspended for a minimum of five (5) days from athletics and other extracurricular activities Team meeting with Principal to determine subsequent course of action

*Please note: Administration will maintain and tally infractions over time (infractions shall be tallied as total infractions while at WMHS)

The acceptable use of AI at WMHS will be reviewed annually by the school administration to ensure it remains relevant and effective in addressing new developments in AI technology. By adhering to these guidelines, Wakefield Memorial High School aims to promote the responsible and ethical use of AI, ensuring it serves as a tool for enhancing education and not undermining academic integrity.

[This is an extremely helpful infographic on student use of AI](#)

Homework Guidelines:

Teachers will consider the individual learning needs of their students and provide support as necessary to ensure that homework is a constructive and manageable part of each student's



learning experience. Care will be taken to ensure that homework is flexible and does not take over a student's life outside of the classroom.

Homework can foster independent study habits and promote the development of critical thinking skills, as well as the habits of self-regulation, attention, and perseverance. These later skills should be developmentally appropriate and should not present in a way that increases points of frustration or disrupts time spent outside of the classroom.

For the purposes of this guidance, quality homework is defined as assignments given to students to complete outside of regular class time, that may include opportunities to practice exercises, reading assignments, research projects, or other creative tasks assigned by teachers.

The purpose of homework is multifaceted. It serves to reinforce concepts learned in class, provide additional practice opportunities, and encourage students to explore topics independently. Homework can prepare students for upcoming lessons, and reinforce time management and executive functioning skills.

To ensure a balance between work in and outside of school and other commitments, general time guidelines for homework may vary across grade levels and should be developmentally appropriate. Teachers at each level will coordinate and assign developmentally appropriate tasks to support teaching and learning.

If you have questions or need support, do not hesitate to reach out to your child's teacher or to the school administration.

Academic Information ([Program of Studies](#))

Student Services

Student Support Services: [LINK](#)

Guidance & Counseling Services: [LINK](#)

Library Media Center: [LINK](#)

The WMHS Gov. John A. Volpe Library is staffed by one full-time library media specialist and is open to individual students, classes, and faculty and staff daily. The library is also open before school and after school on Mondays-Thursdays for students to study independently or work in small groups. The WMHS Library Media Center strives to:

- support the WMHS curriculum and our high expectations for student achievement, specifically students' ability to retrieve, evaluate, and use data, and to communicate effectively,
- stimulate interest in reading for academic purposes and for personal enjoyment,
- prepare students to be lifelong learners.



Typical Hours of Operation

- The library is open Monday-Thursday 7:30 a.m. – 3:10 p.m. (after school hours 2:10-3:10 are pending funding) & Friday 7:30 a.m. – 2:10 p.m.
- The library is closed during school vacations and holidays.
- The library is intended for work associated with academic class requirements.
- Eating and/or drinking is not allowed.

Library Book Circulation Rules

- General library books circulate for 2 weeks.
- Students are responsible for returning the materials borrowed in the same condition they were received. Damaged books will be charged to the borrower on the new replacement cost basis.

Nurse

The school nurse is available for any student who feels ill or is injured during the school day. A student should report to their classroom teacher and be sent to the nurse's office with an official pass. The Health Office is located across from the Main Office. Any questions regarding Health Office services or Health policies should be directed to: Lisa Giberti (lisa.giberti@wpsk12.org) or Rita Perlin (rita.perlin@wpsk12.org).

Medications

Administration of medication at WMHS may only take place in accordance with 105 CMR 210.000 and procedures developed by the School Nurse. Students may only carry specific prescription medications that are approved by the School Nurse such as inhalers and epi-pens. Students and parents/guardians may contact the School Nurses, [Lisa Giberti](#) or [Rita Perlin](#) at (781) 246-6440x6438 to discuss specific medication administration questions. (See [SC Policy 1009-R](#))

Hospitalization

Before a student returns to school after being hospitalized, including an emergency room visit, a note verifying that the student is able to return may be provided by a physician. **In addition, a re-entry meeting may be held for students returning to school from an extended hospital/rehabilitation stay.** School personnel, including the nurse, guidance counselor, and a school administrator will meet with the returning student and their parent/guardian, which facilitates transition back into the school routine.

Physical Examinations

- Physical examinations are required for all students in Grade 10 per Massachusetts state law.
- Physical examinations are required for all athletes. Physicals are valid for thirteen (13) months. In cases where forgery of a medical examination form occurs, the student may become ineligible to participate for the season.

Accidents and Insurance

- The school is responsible only for immediate first aid. The school department does not pay any medical or hospital bills incurred as a result of an accident to a



pupil at school. The parent or guardian is responsible for the payment of such bills.

- In case of an accident, no matter how minor, the student should report the accident to the classroom teacher or school nurse immediately. In the case of severe accidents or acute illness, emergency care will be given and parents notified.
- School medical insurance is available to all students registered at the high school.

Medical Transportation

Except in emergency situations (life threatening or severely incapacitating injury), responsibility for transporting students who are sick or injured on school property is with the parent/ guardian. Students will not be sent home without notification to parents. No student may drive when medically excused unless parental approval has been given.

Allergies in School Setting

- At all times, Wakefield Public Schools seeks to remain sensitive to all life-threatening allergies and will take reasonable measures to ensure a peanut, nut and latex-sensitive environment. We ask all parents to refrain from sending peanut, nut and latex products to school with their children.
- Food allergies may be addressed through the Section 504 process as appropriate. See the complete Wakefield Public Schools policy on Allergy in the School Setting here: [Allergy Policy](#)

Safety and Security

Cafeteria

- All students are required to report directly to the cafeteria during their lunch period.
- Students must remain inside the cafeteria or in the designated seating areas directly outside the cafeteria until the bell rings ending their lunch period.
- Each student is expected to respect the right of every other student to eat in a clean place. Every student has a responsibility to help maintain a clean and neat eating place and will pick up all refuse in their eating area regardless of the source of the refuse. Students will place trash in the appropriate container before leaving the cafeteria, and will return all chairs to their places.
- Inappropriate behavior in the cafeteria and/or failing to clean up after oneself may result in disciplinary consequences which may include detention, loss of privileges. Repeat offenders may be subject to further disciplinary action.
- All locations in the Wakefield Public Schools are nut and peanut free per the WPS Allergy Policy.

Academic Support Centers (ASC)

The Academic Support Center assists students directly in meeting their academic needs. Students are assigned to the Academic Support Center during non-instructional blocks and



may utilize this time to complete assignments and prepare for or make up assessments.

Role of the Student in ASC

- Students are expected to utilize this time to complete assignments and/or prepare for upcoming assessments. This includes:
 - Arriving with materials necessary to complete identified tasks.
 - Signing in with the ASC teacher every day and having a work plan for the period.
 - Maintaining a positive learning environment by being courteous to others. This includes keeping on task, having an alternative plan in case you complete your task, and not distracting other students.
 - Actively seeking out help from any ASC teacher or peer tutor.
- If a student has been absent, the student should make arrangements with classroom teachers to have quizzes and assessments sent to the ASC.
- No eating or drinking is allowed in ASCs which are not in the cafeteria.
- Cell phones are required to be off and away for the duration of ASCs.
- All school policies apply in the ASC.

Guidelines for Travel from the ASC

- Students needing assistance in areas other than the ASC (library, guidance appointment, P.E., class make-up, LSC, art, or music) must obtain a pass from the receiving teacher or librarian prior to attending the ASC. Additionally, students should:
 - Present pass to the ASC teacher who will sign and affix the time.
 - Sign the travel log with the time before leaving.
 - Present the pass and sign in on the travel log upon arrival.
- Library access during ASC is available for students from the Librarian upon request and depending upon library availability.

Visitors

- Only those persons who are registered students, staff, or faculty members of Wakefield Memorial High School or the Wakefield School Department are authorized to be on school grounds or to use the school property or facilities.
- All visitors, including parents and legal guardians, must sign into the Main Office whenever entering the building. Students may not bring any visitors, including family members, onto school grounds or into the school facilities without prior written permission of the high school administration.
- Unauthorized persons found in the building will be considered intruders and will be directed to leave the premises. People who fail to leave when directed to do so will be considered trespassing. Any student who facilitates unauthorized entry into the building by a non-WMHS student may be subject to disciplinary action.
- A visitor's log is maintained in the Main Office. Visitors must display a VISITOR BADGE at all times while at WMHS.

Vehicles on School Grounds

Vehicles parked on school property are subject to school rules and regulations. Student parking on school grounds is a privilege and can be revoked.



- Students must register their cars at the start of the year through the WMHS Registration Process that is emailed to all students and families at the start of the school year.
- After registering, Students will receive a parking tag, which is to be displayed at all times when parked in school lots and surrounding streets.
- Unregistered vehicles are not allowed to park in Wakefield Memorial High School lots.
- The SPEED LIMIT is 5 mph on school grounds.
- Prolonged idling of motor vehicles is prohibited by Massachusetts law on school grounds or within 100 feet of school property. M.G.L. c. 90, § 16B.
- PARKING IS NOT ALLOWED:
 - In Fire Lanes
 - On the grass
 - In teacher or staff parking spaces (these include the side lot and numbered spaces in front of the school)
 - In Central Office/Superintendent's spaces (Side lot)
 - At the Woodville School

Parking Penalties

- Violation of any of the above regulations may result in progressive disciplinary action:
 - 1st offense: Information/Warning
 - 2nd offense: Detention
 - 3rd offense: Saturday detention
 - 4th offense: Suspension/loss of student parking privileges
- Illegally parked vehicles may be ticketed by the Wakefield Police Department.
- Vehicles may be towed at the owner's expense for a violation of parking regulations.

Personal Electronic Communication Device Usage

To support a focused learning environment at Wakefield Memorial High School, the following approach to cell phones will be in effect during the school day, between start time (7:30) and dismissal (2:10).

- Cell phones are not allowed to be used during the school day (7:30 - 2:10) and should be put away when students enter HR/Advisory. Students are strongly encouraged to leave cell phones at home or in their cars, instead of bringing them into the building.
- **Cell phones must be kept off and stored away during the entire school day (in bags, backpacks, or lockers).**
- Students may **NOT** take phones to the bathrooms or hallways during class time.
- Students are not allowed to use their phones as video cameras or recording devices during the school day, unless with explicit permission from the classroom teacher or an administrator. *Surreptitious audio recording of another individual without their consent may constitute a criminal felony offense in Massachusetts. M.G.L. c. 272, Section 99.*
- Students are prohibited from using earbuds, headphones, or any listening devices in their ears at any time during the school day.

Usage exceptions follow:



1. Teachers may allow cell phone usage or other devices during class time **specifically for an instructional activity or in case of an emergency.**
2. Teachers who require students to use their phones to film or record (such as visual arts classes) will provide students with a pass when using their phones for these purposes.
3. Students **may use their cell phones during D block lunch in the cafeteria only.**
4. Students with disabilities or medical conditions that require a cell phone, or other device, will have an accommodation noted in their IEP, 504, or health plan. The Special Education Liaison, guidance counselor, and/or health office will notify appropriate staff of the necessary accommodations.
5. No student will be denied access to contacting emergency services.

Students with outside responsibilities, such as after-school jobs or caregiving, should make all plans prior to the school day. If there is a need for a student to access their cell phone during the school day, they may do so in the main office, with permission from an administrator, or during lunch. Families should make arrangements with their student that don't rely upon their student having to access a cell phone or device during school hours. Also families needing to reach their student during the school day should contact the main office who will ensure that urgent messages are relayed.

Violations may result in the following consequences:

- A device being taken away for a class period or a day.
- Parents/guardians being required to retrieve the phone from school.
- Repeated offenses could lead to a detention, loss of cell phone privileges, or further disciplinary action.

Additional Information:

1. General Rule:
 - Cell phones should be kept off and stored away during class time and any hallway passing time (including bathroom or other breaks).
 - Teachers may authorize cell phone usage during class time **specifically for an instructional activity or in case of an emergency.**
 - Students may **NOT** take their phone with them to the bathrooms or hallways during class time, unless approved as a specific accommodation in their IEP, 504, or health plan.
2. Classroom Expectations:
 - Teachers will reinforce the expectations for how the school cell phone protocol will be implemented in their classrooms - including during class and bathroom breaks.
 - Teachers will reinforce these expectations and routines with students and parents in their class overview at the beginning of the school year or semester.
3. Instructional Usage:
 - Teachers may authorize cell phone use for specific instructional activities only.



- Teachers will provide clear guidelines for phone use during instructional activities and ensure that this usage does not continue past class time.
 - Cell phones should not be used as a filler at the end of class or when work is complete.
4. Administrators and teachers are expected to adhere to the cell phone protocols consistently to maintain fairness and effectiveness.
 5. Smart watches will be allowed to be worn by students, however the misuse of watches (as a replacement for a cell phone) may result in disciplinary consequences.
 6. Meta Glasses (or similar wearable devices) are not allowed to be used in school.
 7. Documentation & Communication:
 - Administrators and teachers will submit a log entry for violations and actions taken.
 - Inform parents (via email) about infractions as outlined below.

In Classrooms - Enforcement and Consequences:

If students do not follow the cell phone protocol, the following consequences will apply:

First Offense (Warning): The teacher will remind the student of the classroom expectations regarding cell phone usage.

Second Offense:

- The teacher will provide an envelope for the student to write their name on and place their phone/listening devices inside. The teacher will then bring or send the phone/listening devices to the main office. The teacher will record a log entry about this incident in PowerSchool.
- The student may retrieve their phone/listening devices from the main office at the end of the school day.
- An administrator will send an email home notifying parents of the incident.

Third Offense:

- The teacher will provide an envelope for the student to write their name on and place their phone/listening devices inside. The teacher will then bring or send the phone/listening devices to the main office.
- The student will receive detention
- A parent/guardian/caregiver must come to retrieve the phone/listening devices and have a meeting.

Additional Offenses (Tracked Centrally): An administrator will meet with the student and contact the parents. This may result in the student losing phone/listening devices privileges during the school day, detention, or other disciplinary consequences. The student could further be required to turn in their phone/listening devices at the beginning of each day and retrieve it when leaving school.

In Hallways/Bathrooms - Enforcement and Consequences:



Students are not allowed to be on their phones and/or listening devices during passing times, when in the hallways during class, or in bathrooms. If a student is using their phone/listening devices in any of these areas, administrators, teachers, or hall monitors will do the following:

First Offense:

- The teacher/administrator will remind the student of the expectations around cell phone usage and confiscate the phone/listening devices.
- The student may retrieve the items from the main office at the end of that class period.

Second Offense:

- The teacher/administrator will remind the student of the expectations around cell phone usage, confiscate the phone/listening devices.
- The student may retrieve their phone/listening devices from the main office at the end of the school day.

Third Offense:

- The teacher/administrator will remind the student of the expectations around cell phone usage, confiscate the phone/listening devices.
- The student may retrieve their phone/listening devices from the main office at the end of the school day.
- The student will receive detention and a parent/guardian/caregiver must come to retrieve the phone/listening devices and have a meeting.

Additional Offenses (Tracked Centrally): An administrator will meet with the student and contact the parents. This may result in the student losing phone/listening devices privileges during the school day, detention, or other disciplinary consequences. The student could further be required to turn in their phone/listening devices at the beginning of each day and retrieve it when leaving school.

Athletics and Extracurricular Activities & Clubs

Athletics & ExtraCurricular Activities Handbook: [LINK](#)

List of Student Clubs: [LINK](#)

*For additional information, please see the Wakefield Public Schools' [Student Rights and Responsibilities Handbook](#).