

NAME: \_\_\_\_\_

### **Principal's Message**

Dear students:

We are pleased to provide students with a copy of the 2019-20 Nashoba Regional High School Student Handbook/Agenda.

In the handbook/agenda there is space for assignments, appointments, meetings, and class activities. In addition, the students' handbook section contains information about policies and procedures that are essential to your success as students in this school. If you lose your handbook/agenda, additional copies may be obtained through the Main Office at a cost of five dollars. The handbook is also available online through the school's website.

You will be given an opportunity to review the handbook/agenda during the first days of school, but it is ultimately your responsibility to know and understand the information in the students handbook. It is also important that you share the students' handbook with your parents, allowing them to read it and become familiar with school policies and procedures.

You and your parents or guardians must sign the acknowledgement attesting to your receipt of the handbook/agenda and return the acknowledgement to your homeroom teacher. Students who fail to return an acknowledgment form will still be held to the expectations, policies and procedures detailed in the handbook.

If you have any questions about the students handbook/agenda, please see any of us - we are here to help.

Best wishes for a productive school year. We are looking forward to working with you.

Mr. Di Domenico  
Principal

Mr. Cullinane  
Assistant Principal

Mrs. Pratt  
Assistant Principal

Ms. Rich  
Athletic Director

## **Table of Contents**

Principal's Message		1
Mission Statement		4
Limited English Proficient students/Parent Assistance	4	
Students Rights and Responsibilities		5
Promotional, Recruitment, and Employment Practices	6	
Title IX Policy and Chapter 622: Anti-Discrimination Law	7	
Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints	7	
No Child Left Behind Act		9
Military Recruiting/Release of students Information	10	
Physical Restraint Policy	10	
Child Find Notice		10
<b>Section One - General</b>		<b>11-13</b>
• Announcements		11
• Bulletin Board Policies		11
• Class Dues	11	
• Extra-Curricular Eligibility	11	
• Lost Articles/ Lost and Found	11	
• Parking Policy for Students	11	
• Safety Drills	12	
• School Cancellation	12	
• School Hours	12	
• Seat Belt Policy		12
• Visiting the School	12	
• Recycling		13
<b>Section Two - Academic Programs</b>		<b>14-27</b>
• Academic Support Center	14	
• Bank		14
• Books and Covers	14	
• Bring Your Own Device	14	
• Chromebooks (1:1)	15	
• College Counseling	16	
• Credit Requirements		17
• Field Trips		17
• Foreign Exchange Students	18	
• Grading Policy		20
• Homework		20
• Honor Roll		21
• Incompletes		21
• Level Changes/Course Changes		21
• Make-up Work		22
• Media Center		23
• Media Center Overdue Book Procedures		23
• Programs of Study	24	
• Report Cards		24
• Retaking of a Course		24

● Student Support		24
● Study Hall		25
● Summer/Night School Course Credit	25	
● Transfer Courses	26	
● Transfer Students	26	
● Uniform Requirements for Wellness	26	
● Withdrawal from Classes	27	
● Withdrawal from School		27
<b>Section Three - Students Services</b>		<b>28-34</b>
● 504 Plans		28
● Tutoring Eligibility		28
● Bus Transportation	28	
● Cafeteria Procedures/Snack Shack	28	
● Health Services		29
● Lockers/Locks		32
● School Store		32
● Students Vehicles	33	
● Work Permits		34
<b>Section Four - Students Activities</b>		<b>34-41</b>
● Athletic and Extracurricular Chemical Health Policy	35	
● Class Officers		36
● Dances		37
● Eligibility		38
● Good Citizen Policy		38
● Intramural Activities		39
● National Honor Society		40
● Sports		41
● Students Council	43	
<b>Section Five - Attendance Policy</b>	<b>43-48</b>	
● Attendance		43
● Class Cuts		46
● Early Dismissals	47	
● Tardiness	47	
● Truancy		48
<b>Section Six - Students Behavior</b>	<b>49-70</b>	
● Massachusetts General Laws Regarding Students Discipline	51	
● Alcohol and Drug Abuse Policy		53
● Assault and Battery	55	
● Bus Rules		55
● Academic Integrity	55	
● Classroom Behavior		57
● Corridor Behavior/Etiquette	58	
● Dangerous and Disruptive Behavior	59	
● Detention	59	
● Discipline of Special Needs Students	60	
● Distractibles		61
● Dress Code		62

• External Suspension	63
• Bullying/Harassment	66
• Hazing	64
• Interrogations by Police	65
• In-School Suspension	65
• Passes/Bathroom Privileges	66
• Public Displays of Affection	66
• Problem Resolution	66
• Right to Notice and Hearing for Suspension and Expulsion	66
• Search and Seizure	68
• Security Cameras	69
• Smoking	69
• Theft	69
• Vandalism	70
• Weapons/Fireworks	70

<b>Appendix</b>	<b>70-77</b>
Discipline Violations, Internet Policy/Use of Networked Information Resources, Students Parking Application/Regulations, Glossary of Terms, Fee Waivers, Teacher Directory, Students/Parent Acknowledgment of Receipt	

**Mission and Core Values: I-CARE @ NASHOBA**

We at Nashoba believe INTEGRITY is our foundation. We strive to make it a visible part of everything we do when we:

- COMMUNICATE: with honesty and respect, clarity and effective purpose, guided by acceptance and open-mindedness
- ACHIEVE: through consistent hard work and motivation, striving to realize high standards, to persevere over adversity by fostering the ability to innovate and adapt to change
- RELATE: as a local and global citizen, practicing empathy and compassion, growing as an individual by finding common ground and appreciating differences
- ENGAGE: by taking initiative, participating with passion and enthusiasm, collaborating to create something bigger than each of us

We expect our students to aspire to these values. We expect our staff to live these values. We expect our larger community to support these values. We ask all to CARE and make the most of our time at Nashoba.

**Limited English Proficient Students/Parent Assistance**

**English:**

Students or families who need translation assistance or orientation in a language other than English may contact the main office at (978) 779-2257.

**Spanish:**

Los estudiantes o familias de habla hispana que desean ayuda en traducción u orientación en un idioma diferente del inglés pueden contactarse con la oficina principal, (978) 779-2257.

**Portuguese:**

Os estudantes ou famílias que falam Português que precisa de assistência com tradução ou orientação pode entrar em contato com a secretaria, (978) 779-2257.

**Students’ Rights and Responsibilities**

Students have all the rights afforded them by federal and state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights in order to maintain an academic environment.

<i>It shall be the right of students:</i>	<i>It shall be the responsibility of students:</i>
- to have a safe, healthy, orderly and courteous school environment where school rules are consistently enforced;	- to be familiar with and abide by all district policies, rules, and regulations pertaining to students conduct;
- to take part in all school and district activities on an equal basis regardless of race, gender identity, religion, national origin, or disability;	- to work to the best of <b>their</b> ability in all academic and extracurricular pursuits and strive toward the highest level of achievement;
- to attend school and participate in school programs;	- when participating in or attending school sponsored events, to behave as a representative of the district and hold <b>themselves</b> to the highest standards of conduct, demeanor, and sportsmanship, and to accept responsibility for <b>their</b> actions;
- to have school rules and conditions available for review and, when necessary, to receive explanation by school personnel;	- to seek help in resolving problems that might otherwise lead to possible disciplinary procedures;
- in all disciplinary matters, to have the opportunity to present <b>their</b> version of the facts and	- to contribute to an orderly, learning centered environment, and to show due respect for other

circumstances surrounding the incident for which disciplinary sanctions may be imposed;	persons and for the property belonging to other persons or the school;
- to express <b>their</b> opinions as long as <b>their</b> expression does not interfere with the rights of others or disrupt normal school operations;	- <b>to contribute constructively to the school community through the expression of ideas and opinions in a manner reflecting our stated values and expectations;</b>
- to have the school maintain confidentiality regarding <b>their</b> students records.	- to keep school officials informed of any issue pertinent to the safety and order of the school environment.

**Promotional, Recruitment, and Employment Practices**

Employers recruiting at the high school or any other school are required to sign a statement verifying they do not discriminate in their hiring or their employment practices.

**M.G.L c.76 s. 5, Title IX Policy, and Chapter 622:**

**Anti-Discrimination Law**

It is the policy of Nashoba Regional High School not to discriminate on the basis of gender identity, race, color, religion, age, national origin, sexual orientation or handicapping condition in educational programs, activities, or employment.

Inquiries regarding compliance may be directed to the Title IX coordinators at NRHS. Please contact the Principal for the names and telephone numbers of the NRHS Title IX Coordinators.

Chapter 622 of the General Laws, Acts of 1971, is referred to as “An Act to Prohibit Discrimination in the Public Schools” which reads as follows:

All students regardless of race, color, gender identity, national origin, sexual orientation, disability or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the District.

**NOTICE OF NON-DISCRIMINATION**

It is the goal of the District to promote schools and workplaces that are free of unlawful discrimination and harassment of any type, that is based upon a characteristic protected by law, such as gender identity, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). NRSD will not tolerate harassing conduct that affects employment condition or that interferes

unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive environment.

**Title IX Coordinator**

***Non-Discrimination On The Basis Of Gender Identity in Education Programs Or Activities Receiving Federal Financial Assistance***

NASHOBA REGIONAL SCHOOL DISTRICT

50 Mechanic Street

Bolton, Massachusetts 01740

Tel: (978) 779-0539 ext. 3009

Fax: (978) 779-6812

**Building Coordinator, Title IX**

Nashoba Regional High School, Bolton – Paul Di Domenico, Principal  
978-779-2257

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack Post Office and Courthouse, Room 701,01-0061, Boston, MA 02109-4557.

**Title VI Coordinator**

***The Civil Rights Act of 1964***

Emerson School Building 978-779-0539 ext. 3009

**Section 504 Coordinator**

***Non-Discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance***

Emerson Building 978-779-0539 ext. 3028

**Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints**

Procedural Requirements Title VI, Title IX, Section 504, ADA (Students, Applicants, Employees)

**I. Definitions:**

A. *Discrimination Complaint* - A written complaint alleging any policy, procedure or practice that discriminates on the basis of race, color, national origin, gender identity or disability.

B. *Student Grievant* - Students of the Nashoba Regional School District who submit a complaint alleging discrimination based on race, color, national origin, gender identity or disability.

C. *Employee Grievant* - An employee of the Nashoba Regional School District who submits a complaint alleging discrimination based on race, color, national origin, religion, gender identity, age, disability, or veteran status.

D. *Applicant Grievant (under ADA)* - An applicant for employment of the Nashoba Regional School District or applicant for admission to postsecondary education who submits a complaint alleging

discrimination based on race, color, national origin, religion, gender identity, age, disability or veteran status.

E. *Title VI (if applicable), Title IX, Section 504, and ADA Coordinator* - The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The compliance coordinator is responsible for processing complaints and services as moderator and recorder during hearings.

F. *Respondent* - The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

G. *Day* - Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## **II. Pre-Filing Procedures**

Prior to the filing of a written complaint, the students or employee are encouraged to visit with the Compliance Coordinator and reasonable effort should be made to resolve the problem or complaint.

## **III. Filing and Processing Discrimination Complaints**

A. Grievant submits written complaint to compliance coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the school office

B. Compliance Coordinator notifies respondent within 10 days and asks respondent to:

1. Confirm or deny facts;
2. Indicate acceptance or rejection of students, employee's, or applicant's requested action; or
3. Outline alternatives.

C. Respondent submits answer within 10 days to Compliance Coordinator.

D. Within 10 days after receiving respondent's answer, the Compliance Coordinator refers the written complaint and respondent's answer to the Principal. The Compliance Coordinator also schedules a hearing with the grievant, the respondent, and the Principal.

E. The Compliance Coordinator conducts the hearing.

F. The Compliance Coordinator issues within 10 days after the hearing a written decision to the students, employee, or applicant, and the compliance coordinator.

G. If the grievant or respondent is not satisfied with the decision, they must notify the Compliance Coordinator within 10 days and request a hearing with the superintendent.

H. Compliance Coordinator schedules, within 10 days of request, a hearing with the grievant, respondent, and superintendent.

I. The Superintendent conducts a hearing.

J. The Superintendent issues a decision within 10 days following the hearing.

K. If the grievant or respondent is not satisfied with the decision, they must notify the Compliance Coordinator within 10 days and request a hearing.

L. Compliance Coordinator notifies the Principal within 10 days after receiving request. Compliance coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the Compliance Coordinator.

M. The Compliance Coordinator conducts hearing.

N. The Compliance Coordinator issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

#### **IV. General Provisions**

A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

B. Access to regulations: The Nashoba Regional School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender identity, age, qualified disability, or veteran status upon request.

C. Confidentiality of records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

#### **No Child Left Behind Act**

The *No Child Left Behind Act of 2001* is the primary federal law addressing K-12 public education. *NCLB* is built upon four pillars: accountability, successful methods and practices as determined by data driven research, expanded parental options, and local control and flexibility.

As a public school system receiving Title I funding, the Nashoba Regional School District has the legal obligation of informing parents that they have the right to request information regarding the qualifications of their child's/ren's teachers. Nashoba Regional High School is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each students in the classroom. If you would like to receive any of the information regarding your child's teachers, please contact the Human Resources office at 978-779-0539 ext. 3009.

#### **Military Recruiting/Release of Students Information**

Under the No Child Left Behind Act, names, addresses, and phone numbers of secondary students will be released to the U.S. Military *unless a parent/guardian prohibits release of those records*. Parents/Guardians must complete the Students Registration Verification Form that all students receive prior to the beginning of the school year and choose "Do Not Release" in the section specific to military recruiting rights. Moreover, requests for the names, addresses, and phone numbers of secondary students will be honored unless a parent/guardian provides written notification denying release of those records.

#### **Physical Restraint Policy**

Nashoba Regional School District supports students learning and the development of a positive school climate through multiple strategies and interventions. If those methods do not effectively address students behavior, de-escalation techniques are implemented. If behavior poses a threat of imminent, serious, physical harm to students or others and other non-physical interventions have been tried and failed or are judged to be inadequate to the circumstances, physical restraint is implemented. Pursuant to M.G.L. c. 69, § 1B, and c. 71, § 37G the use of physical restraint on any students in all Massachusetts public school districts, charter schools, collaborative education programs and special education schools shall comply with the restraint requirements under the authority of 603 CMR 46.00 promulgated by the Board of Education. The purpose of 603 CMR 46.00 is to ensure that all students participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, with extreme caution, and to maintain safety for everyone.

#### **Child Find Notice**

The Nashoba Regional School District needs your help to identify all children in the community, age 3 to 22, who may require special education services. If you are aware of a child who has or may

have a disability, who may not be known to the district, please contact the Special Education Department at 978-779-0539 ext. 3013.

## **Section I - General**

### **Announcements**

Any students wishing to have an announcement made over the public address system should email the prepared announcement to the Main Office by 8:00 a.m. at least one day before the announcement is to be made ([nrhmainoffice@nrsd.net](mailto:nrhmainoffice@nrsd.net)). Announcements must be approved by the faculty member sponsoring the activity. All announcements must be directly connected with school programs.

### **Bulletin Board Policies**

Classroom and school bulletin boards are primarily for information pertaining to Nashoba Regional High School activities. Messages for the message board must be submitted to the Main Office for prior approval.

### **Class Dues**

Each class determines its own class dues and how it wants to raise the money to pay these dues. Dues may be used to pay for yearbooks, graduation expenses, and various functions that the class decides to sponsor (with prior approval from Administration). Checks for class dues should be made payable to: Nashoba Regional High School, Class of (Graduation Year), and given to the class advisor.

Any students who do not pay their class dues may not be able to participate in any class events scheduled for that year. If students have not paid all class dues by the end of their senior year, the students may not be able to participate in activities such as the senior banquet and may not receive a students yearbook. Students who are unable to pay these fees due to financial hardship may have class dues waived. Students wishing to have class dues waived must see an Administrator.

### **Eligibility for Extracurriculars**

Any students who wish to participate in school sponsored, extracurricular activities must be a “student in good standing.” Such activities include interscholastic sports, drama, clubs/organizations, class officer positions, and all school functions.

### **Lost Articles/Lost and Found**

A lost and found area is located in the Main Office. Articles left unclaimed for an extended period of time will be brought to a donation center.

### **Parking Policy**

Student parking is a privilege, not a right. Therefore, students must register and pay a yearly fee of \$70.00 to park at school. ~~Tags~~

~~purchased during the year will be charged according to the rate of \$20.00 per quarter.~~ Students failing to follow school rules may lose the privilege of parking on campus.

### **Safety Drills**

Fire drills are required by state law and the policy of the School Committee. Specific directions for exiting the school building in the event of a fire or fire drill are posted in each room. All persons shall exit quickly, quietly, and in an orderly manner. The first students arriving at the outside doors should hold the doors open for the rest of the staff and student body. Any students who communicate or pulls a false fire alarm may receive disciplinary sanctions, including expulsion. The school also regularly conducts additional safety drills, such as lockdown drills and evacuation drills. Staff and students are provided with information each year about the proper procedures for safety drills, and all students are expected to comply with procedures and teacher directions during drills.

### **School Cancellation**

On days when it is necessary to cancel school because of inclement weather or unusual hazards, stations WBZ-AM (1030) and News 4, WCVB (channel 5), WRKO-AM 680, and WHDH (channel 7) will broadcast the “No School Bulletin” or the “One/Two-Hour Delay Bulletin” no earlier than the 6:00 a.m. report and not later than the 6:30 a.m. report.

**School Hours** Daily 7:40 AM - 2:20 PM

### **Seat Belt Policy**

To promote driving safety and align with Massachusetts General Laws, students are required to wear safety seat belts when operating motor vehicles while entering or departing school grounds. Students will be given a warning for failure to abide by the policy/law but may face disciplinary actions for repeated offenses.

### **Visiting the School**

1. Parents and other visitors are welcome and encouraged to visit the school during the course of the school year. Potential visitors to NRHS are asked to contact a member of the NRHS administration at least 48 hours prior to the visit to request permission to visit the school.
2. All visitors must report to the Main Office, sign in, and be issued a visitor’s pass; the visitor’s pass must be displayed at all times during the visit. The pass must be returned to the Main Office and the visitor must sign out at the end of the visit.

### *Students Visits*

Students wishing to bring a guest to school must first obtain the “*Students Visitor Form*” and prior permission from the Principal or

Assistant Principal in addition to the parent or guardian of the guest at least two days prior to the anticipated visit. Guests will ordinarily be limited to (i) relatives who for some reason might be houseguests for an extended period of time who may visit for one day, or (ii) persons who have legitimate business within the school.

Students who wish to have a guest accompany them to classes must receive written approval from each teacher prior to seeking approval from the administration. All visitors must comply with the rules of the school. Failure by guests to abide by school rules will result in the guest being instructed to leave the school immediately. Alumni and/or former students may only visit the school after normal school hours have ended.

### **Recycling**

The Green Team encourages students to reduce, reuse and recycle. All students and staff are asked to use the designated recycling containers around the school. There are containers for paper, bottles, cans/plastic and cardboard. Please help keep Nashoba environmentally friendly.

## **Section II - Academic Programs**

### **Academic Support Center**

Nashoba's Academic Support Center will provide a supportive learning environment in which the talent, promise, and value of every member of the school's academic community is appreciated and enhanced. Services supporting students achievement, will include, but not be limited to: efficient study skills development, one-on-one and group tutoring sessions, test taking skills review for teacher made and standardized tests, computer usage and Internet access, assistance and support of school project production, support for academic and college essay writing, peer tutoring and counseling, subject specific tutoring and support, and MCAS remediation.

Additional information about the ASC's services can be obtained under "Study Hall."

### **Bank**

The Nashoba Educational Savings Bank is a branch of the Clinton Savings Bank serving students and staff. It is located in the school cafeteria. In addition to bank personnel, trained business students work in the bank. **Please check at the branch location for hours of operation.** An ATM is available for students use.

### **Books**

School books and other school property (such as safety glasses) are loaned to students for use during the school year. Students are responsible for maintaining the loaned material in good condition. Any lost, torn, or otherwise damaged property will be paid for by the students, or other persons responsible, at the prevailing cost.

All textbooks will be collected by the classroom teacher at the end of a course of study. Students who have not returned their book(s) to the classroom teacher will receive a bill for the prevailing cost of the book(s).

### **Bring Your Own Device**

We live in a world in which technology allows ongoing access to information and educational opportunities, and in which personal technology devices can enhance and expand learning opportunities. For this reason, students at Nashoba are allowed to bring personal electronic devices to school and access the school's wireless network using those devices. Students must use their own personal login information to access the network, and they must comply with the district's Acceptable Use Policy while using personal electronic devices on campus. Students use of personal electronic devices in classrooms is solely at the discretion of the classroom teacher; students failing to comply with teacher directions around the use of electronic devices will have those devices confiscated.

Students should ensure that they take steps to secure personal electronic devices during the school day; while school administration will take steps to support students in recovering lost or stolen property, the school is not responsible for personal devices that are lost or stolen on campus.

### **Chromebooks (1:1)**

All NRHS students are to be issued a district-owned Chromebook. Chromebooks are intended to be an educational support tool that can enhance and expand educational opportunities inside and outside the classroom.

Students will be responsible for their Chromebook, case, power cord, and any other equipment issued with the Chromebook until the end of the 12th Grade. Failure to turn in a Chromebook at the end of the 12th grade will result in the parent / guardian being charged the full replacement cost. Students are responsible for the general care of the Chromebook they have been issued by the District. Chromebooks that fail to work properly must be taken to the Media Center as soon as possible, where students will complete a Students Help Desk form. The District will make every effort to provide the students with a loaner device during the repair process. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Students are expected to bring their fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Students should use their Chromebooks at home and other locations outside of school for learning purposes only. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Nashoba Regional School District [Internet Policy: Use of Networked Information Resources](#) and all other guidelines in this document wherever they use their Chromebooks. Inappropriate use of the Chromebooks may result in disciplinary action. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks have their internet connections filtered when on site in the Nashoba Regional Public School District. When using the Chromebooks outside of the Nashoba Regional Public School District, it is the responsibility of parents / guardians to closely monitor and supervise their child's use of the Internet and media.

For complete district procedures, guidelines and a Parent Consent Form regarding 1:1 Chromebook Use, please go to The Nashoba Regional School District Website > District > Technology > 1:1 Chromebook Initiative.

<https://sites.google.com/a/nrsd.net/1-1-chromebook-initiative/guidelines>

The Parent Consent Form must be signed before a Chromebook is issued to students.

### **College Counseling**

The NRHS Guidance Department adheres to the Statement of Principles of Good Practice, the code of principled conduct of the National Association for College Admission Counseling (NACAC). We encourage all interested parties to review the code at [www.nacacnet.org](http://www.nacacnet.org) but want to specifically highlight (and paraphrase) the following practices:

- Encourage students to be the sole authors of their applications and essays and counsel against inappropriate assistance on the parts of others
- Provide accurate descriptions of the candidates' personal qualities relevant to the admission process
- Sign only one pending Early Decision or Restricted Early Action agreement for students
- Report any significant change in a candidate's academic status or qualifications, including personal school conduct record between the time of recommendation and graduation
- Counsel students and their families to notify and withdraw applications from other institutions when they have accepted an admission offer
- Counsel students not to submit more than one admission deposit, which indicates their intent to enroll at more than one institution.

All students will be provided with a counselor recommendation upon request. Teachers make every effort to support students by writing letters of recommendation when requested; however, in instances in which a teacher has a significant number of recommendation requests, or in which a teacher may not feel that they are in the best position to write a letter for specific students, teachers may not be able to honor requests. Recommendations are confidential documents that are not shared with students or family members; if students are not comfortable with this confidentiality, Guidance will provide a Letter of Academic Review. Once an application is submitted, any subsequent course change by a senior will result in a letter of change explanation being sent to all colleges. Students will be encouraged to author the letter in lieu of the Guidance Department, but the Guidance Department will transmit the letter to all colleges with pending applications or open offers of admission for those students. Furthermore, action that negates information conveyed in a college recommendation letter may result in a call for that letter to be rescinded from all colleges that received it, at the

author's discretion. In the event of this action, the affected students would be notified by the school official involved. NRHS Guidance will send a final transcript as is necessary for confirmation of an accepted and enrolling students to only one college; the sole exception will be when students provide confirmation of being admitted off of a waitlist.

### **Credit Requirements**

At Nashoba Regional High School all students have the opportunity to select a program of studies from different subject areas without being confined to a single curriculum. Students are expected to include in their program certain subjects that are considered basic to a well-rounded high school education. Students must have a minimum of 90 credits to graduate. Students must also be enrolled in a minimum of 25 credits per school year. Students who fall substantially behind in credit acquisition may have their year of graduation extended. Some requirements may be waived depending upon availability of courses. In order to facilitate proper academic progress, parents must be responsible for monitoring the progress of all students. **In order to earn credit for a course, students must have a passing grade of 60 or above. Details about graduation requirements are available in our online Program of Studies and the district website at [www.nrsd.net](http://www.nrsd.net), Policy IKF.**

### **Field Trips**

Field trips are directly related to curriculum objectives; therefore, students who do not participate in field trips will be required to complete an alternative assignment. Students must follow all school rules while on a field trip; failure to do so will result in disciplinary action. Prior to participation on a field trip, all students must have turned in a completed *Field Trip Permission Form*, signed by a parent or guardian; all students must have a current emergency health form on file in the health office; all students must have a physician order for any needed medication on file with the school nurse; and all students with specific medical needs must have an individualized healthcare and emergency plan on file with the school nurse. Self-administration of medication and/or epipen use, will need to be approved by the school nurse. No field trips will be scheduled after Memorial Day.

School nurses do not typically accompany field trips; if an emergency occurs during a school-sponsored field trip, the supervising school staff will follow emergency procedures and protocols and call 911 when necessary. Parents are encouraged to contact the School Nurse if there are any health concerns/conditions relating to any field trips that their child(ren) may be attending and/or if the students will need medication during the field trip. Parents are responsible for sending all medications, including epipens and inhalers, that the students may need

that day. For overnight field trips, parents/guardians must complete a *Field Trip Overnight Permission Form*. If students are attending an overnight field trip will require any medications, including over-the-counter medications, parent/guardian and physician must complete a *Physician's Medication Order and Parent Consent form*.

1. Students approved by their physician, school nurse and parents/guardian to carry and self-administer their medication **are responsible** for the safety and use of their personal medication.
2. Students may not, under any circumstances, share medication.
3. All medication must be in the original pharmacy or manufacturer's container.

### **Foreign Exchange Students Contract**

Sponsoring organizations shall notify the NRHS Principal and/or Foreign Exchange Students representative (guidance department) no later than May 25th regarding potential Foreign Exchange Students for the forthcoming school year. Each request shall be reviewed by the principal and/or representative. Notification of approval shall be issued to the sponsoring program no later than June 1<sup>st</sup>. NRHS will not be able to accommodate mid-year or semester break transfers into the school.

In order to provide outstanding service and achieve our mission statement goals, Nashoba Regional High School allows up to **three** Foreign Exchange students per academic year. The principal reserves the right to reduce the number of foreign exchange students based on financial hardships or unforeseen circumstances. Students must be approved by an accredited foreign exchange program. Students are eligible for a maximum stay of one continuous academic year, September through June at NRHS. **Due to the complexities of registering/scheduling foreign exchange students, registration must take place at least one week prior to the beginning of the school year. Students registering later than this timeline will likely experience a delayed start attending classes.** Foreign Exchange students must maintain at least a 2.0 grade point average at the end of each semester to remain in good standing at NRHS. Foreign Exchange students who are enrolled as seniors (grade 12) are able to participate in graduation ceremonies and will receive a Nashoba diploma provided that they pass MCAS exams, a US History course, and the NRHS graduation requirements. An 'Honorary Recognition Diploma' will be awarded if the full MCAS requirements or local graduation requirements are not met at the conclusion of the academic year.

### **Agreement:**

1. Foreign Exchange students will be subject to all rules and regulations governing all students at the high school
2. The program representative is responsible for informing students of any agreements with the program and all rules and regulations.
3. Foreign exchange students are not eligible for FREE and REDUCED lunches.
4. The following information should be presented for acceptance:
  - a. Insurance ( medical and accidental coverage)
  - b. Permission to participate in athletics sponsoring organizations must meet MIAA standards.
  - c. Physical examination form including immunization record, date and results of recent TB testing and current physical (within one year). Exchange students must comply with Massachusetts DPH immunization requirements for school attendance. School nurse must approve before the students can begin school.
  - d. If the students wish to achieve an NRHS diploma, an official English translated transcript from the foreign student’s school.
  - e. A profile of students and their family.
  - f. Statement regarding responsibility of host parents for supervision and support of all school activities.
  - g. A copy of host family application and host family profile.

**Grading Policy**

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	Below 60
C+	77-79	E	<del>Numerical failure but credit is given for satisfactory effort.</del>
		I	Incomplete

All students are expected to carry a minimum of 25 credits each year. In order to graduate, they must successfully complete a minimum of 90 credits, including the prescribed number of credits in the courses listed in the “Credit Requirements” section.

Each year, students should select a minimum of six (6) subjects or its equivalent. Required courses must be successfully completed for graduation. All students are encouraged to take more than the minimum

requirements in order to benefit most from the educational experiences at Nashoba Regional High School. Students may apply for early graduation if they anticipate meeting all of the graduation requirements on an accelerated pace.

Students who change levels or transfer to a similar class receives a grade based on the average of the pre-transfer and post-transfer classes, and receives the number of credits corresponding to the course completed. Students changing levels have their grades adjusted by 10%. The grades to be averaged are prorated based on the percentage of time spent in each of the classes. Students wishing to make up a course in summer school must remain in the course for the entire school year and receive at least a fifty percent average in the course.

### **Homework**

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the students.

Parents and the school share the responsibility for students learning. NRHS believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments. If parents and/or students feel that they have an excessive amount or too little homework per week, a conference with the appropriate teacher is suggested.

For students who have been absent more than three consecutive days, homework requests **can be** coordinated through the guidance counselor.

### **Honor Roll**

Honor roll is calculated for fully enrolled students using only those classes that meet five (5) days a week:

- ★ A+, A or A- = 4 points
  - ★ B+, B or B- = 3 points
  - ★ C+, C or C- = 2 points
  - ★ D's and F's eliminate students from the honor roll.
- **Honors** - Students must maintain at least a 3.0 average to be included in the Honor Roll.
  - **High Honors** - Students are awarded high honors when they have at least a 3.5 average.
  - **Highest Honors** - Students are awarded highest honors when they have at least a 3.75 average.

Unweighted averages are used to calculate honor roll. At graduation, students who have an overall unweighted average between 87-89.9 is recognized as cum laude, between 90-92.9 as magna cum laude, and

greater than 93 as summa cum laude.

### **Incompletes**

Students who have not completed all required work due to illness or other extenuating circumstances may be given an “incomplete.” Students are required to make up incomplete grades within two weeks of the end of the quarter. Exceptions may be made for students who have extenuating circumstances (such as a documented long-term illness). Students will not be eligible for extra-curricular activities until the incomplete is made up.

### **Level Changes/Course Changes**

Students who wish to change academic levels or make a course change have until two weeks following the first progress report of first quarter to do so. Beyond this point in the course, students must have sought out the teacher for extra-help as needed to address the academic issues; in addition, the students should have sought out additional academic supports (e.g., the ASC or peer tutoring). Prior to the level change, there should be documented communication between the students, teacher, and parent with an attempt to rectify the academic issue. Students will not be permitted to change levels based upon non-academic related issues. If the process for academic support has been followed and the change in level is still necessary, the guidance counselor and/or Principal will make the final approval and necessary changes.

Students who are placed in a course as the result of an approved override must remain in the course through the end of the first quarter.

### **Make-up Work**

Students who are absent from school are required to make up any class work. Students have one day from the day of their return to contact teachers regarding missed work. Failure to make these arrangements may result in loss of credit for the missed work.

Students who are absent on the day of a previously announced test/quiz is expected to make every reasonable effort to make-up the missed test/quiz on the day that they return to school, unless alternative arrangements have been made with the teacher. This expectation also applies to the passing in of term papers, projects, or homework. Students who are out for an extended absence will be given greater discretion in the timeline for making up work. Students who exhibit a pattern of absenteeism on the dates that tests, papers, projects, etc. are announced may be referred to administration.

Students who miss or do not pass in a quiz, test, paper, project, or homework due to a visit to the nurse’s office, field trip, early dismissal, or tardiness must satisfy those obligations and/or make

arrangements to do so that same day. Students may receive a zero on the assignment for failure to make arrangements on that date.

Students are expected to take final and mid-year exams when they are scheduled. Exceptions can be made for valid extenuating circumstances that are either approved in advance by an administrator and/or related to an unplanned, unavoidable issue/event.

For students who have been absent more than three consecutive days, homework requests will be coordinated through the guidance counselor. When making a homework request, students or parents should provide an email address if possible. Homework will either be emailed or sent home by the teacher or through the main office.

As noted in the "Attendance Policy," family vacations and trips that are scheduled when school is in session are not considered valid reasons for absence. If students see their teachers in advance, teachers will allow students to make up missed assignments, tests, and quizzes; however, teachers are not required to prepare work in advance for a vacation related absence. The classroom teacher will establish the appropriate timeframe for making up the work.

**Wellness Class Make-up** - A student missing a Wellness Class has a period of two weeks from the date of return to class to make up the work assigned in that class, preferably after school, or to provide a medical note to cover the missed classes. Any student wishing to make up a Wellness class must have a signed note from a Wellness teacher before attending an alternate time. Medical notes should include the specific date of the student's return to school and the student's ability to participate in any school activities. If students are not able to attend Wellness classes and **needs more than seven (7) worksheets per the school year, the Wellness teacher will assign a project or require students to make up missed classes.** All absences which are not medically excused or assignments which are not timely made up by the student after their return, and which are beyond the allowable number of absences may result in loss of the required Wellness credit.

Any Wellness student who has been out of class for a medical reason must return to their regular scheduled classes before participating in any active interscholastic team practice or game, or participating in an intramural or recreational activity within the school. Students who do not participate in Wellness must complete the assigned work and return it to the Wellness teacher.

### **Media Center**

The Media Center is located on the second floor of the Nashoba Regional High School. It serves as a library and/or a quiet study area. It is open from 7:00 a.m. to 4:30 p.m. Monday through Thursday and until 3:00 p.m. on Friday. The Media Center is considered Nashoba's primary

area for serious research and study as well as a quiet place for personal reading.

**Food and drink are prohibited in the Media Center.** Students may utilize headphones in the media center; however, the volume should be such that no one else is able to hear the device. Students are encouraged to use headphones for academic purposes while in the media center, but they are expected to provide their own headphones as the media center does not have the resources to loan them. For specific guidelines and rules pertaining to borrowing materials and accessing media center information, please refer to the media center staff. Refer to the acceptable use policy (in appendix) for specific information relative to the use of computer technology.

### **Media Center Overdue Book Procedures**

Students may check out shelf books for approximately two weeks. Certain books, such as reference books are checked out until the next school day. Students will receive notice when they have an overdue book outstanding. The book(s) must be returned or renewed on or by the date indicated on the notice. After two (2) reminders to return the item(s), the students name will be referred to administration. A financial obligation will be levied for any book not returned, missing, or lost.

### **Programs of Study**

The following year Program of Studies is available to all students during the second semester of the school year. It includes information on **academic course** requirements, level designations, level values, suggested programs, and descriptions of all courses offered at the high school. Students and parents should consult this booklet for course selection and for post-graduate planning. The current Program of Studies is available on the school website **under the Guidance Department link** and **a hard copy is available** in the Guidance Department ~~throughout the school year.~~

### **Report Cards**

Electronic report cards are distributed at the end of each quarterly marking period (parents may request a paper copy as well). These reports indicate an assessment of the students progress in class. Students progress may be reviewed on PowerSchool at any time; all teachers are required to have grades fully updated at the midpoint of each quarterly marking period.

### **Retaking of a Course**

Students who are retaking a course and attempting to improve their grade and knowledge of the subject are not “auditing the course”: the students are simply retaking the course. they receive regular grades which are counted towards G.P.A.. No additional credit is allowed.

Students may retake a class during Summer School or during the regular school year.

### **Student Support**

Nashoba Regional High School's policies relative to students who are having serious scholastic difficulty are as follows: The Student Teacher Assistance Team (comprising members of administration, guidance, special education, and the school nurse) meets regularly to discuss students who are having some identified difficulty in school and to make any referrals deemed necessary. An evaluation of the students is conducted in order to determine the cause of their difficulty and prescribe a suitable educational plan (IEP, 504 Plan, Student Success Plan). In many cases, the procedure may be the referral and evaluation procedures specified by state and federal regulations for special education or Section 504 students; in other cases, a less formal evaluation may be appropriate. In addition, the Principal or Assistant Principals may recommend that students who make no progress towards the established goals be required to take an academic leave of absence. Students may also elect this alternative if they are over sixteen years of age.

### **Study Hall**

Freshmen are typically assigned to a directed Study Skills course, which meets at times when students do not have another class scheduled. Sophomores and Juniors will be assigned to study halls and may sign out to go to the library. Seniors are initially assigned to the cafeteria for Study Hall, but may request to spend a Study Hall period in either the library or the Academic Support Center, subject to space availability and sign-up procedures. Students may be assigned to the Academic Support Center during Study with the permission of the ASC staff member, space permitting.

~~Students in the cafeteria may listen to music through headphones; however, the volume should not be excessive. If students fail to abide by the policy, the musical implement may be taken and their privilege rescinded. In the Media Center, students may use electronic devices for academic purposes only.~~

Students are expected to be in their selected study area on time. Students also are expected to utilize their time on academic pursuits and to have academic materials with them. Students **should** have a pass at all times if they wish to leave Study for any reason, and they should use the restroom closest to the **assigned** study area ~~that they have chosen~~. Students in the cafeteria may have food/beverages that are non-disruptive. Eating/drinking is not allowed in the Media Center or ASC. ~~In addition, the cafeteria study monitor may rescind the privilege of eating/drinking for the entire study if trash or abuse of the policy occurs.~~

~~No disruptive game playing (cards, chess, game boards, computer games, etc.) is allowed during study.~~

### **Summer/Night School Course Credit**

If students fail a course at Nashoba Regional High School, the transcript will reflect the course name, grade (F), credit (0) and the course level. The students may take a summer school course for a failed course as long as their final average was above fifty (50). To be eligible for summer school, students must remain in the course for the entire year/semester. The transcript of students who retake a failed course will be noted with course name, grade earned, credit earned and an unlevleed course notation. A C- (70%) is the passing grade for a summer school course. Nashoba personnel do not designate levels for summer school courses. Students have the option of retaking the course during the following year but should be cognizant of graduation requirements and prerequisites. When students retake the course, both classes will be counted within the GPA.

### **Transfer Courses**

Only courses taught at Nashoba will be included in the GPA. To be included in Nashoba's class standing, students must have completed no less than a full year's course work at Nashoba (i.e., a minimum of 25 credits).

Recognizing that each educational provider offers a specific level of rigor that may or may not be reflected within a course title or level, and because we do not have the ability to objectively and inarguably determine the corresponding Nashoba level, we represent transfer courses to colleges by presenting them on their originating transcript.

All credits on a students transcript from a prior educational setting will be converted to Nashoba credits, where each full year course is granted 4 credits and all courses will be recognized. For courses being brought in from non-traditional educational institutes (home school, online, therapeutic, etc.) that have not been awarded credit, credit will be calculated according to the amount of time spent on each course prorated for independently verified instructional hours.

Nashoba recognizes only those educational experiences which have been within an accredited educational institution. Home school programs approved by the LEA are the sole exception.

The practical application to students who transfers in to Nashoba as an upperclassman will result in the following example transcript entry:

#### **Minuteman Regional High School**

Transfer credit

30

As a matter of policy, any outside transcript received by the high school will be forwarded along with Nashoba's transcript for the college's review.

### **Transfer Students**

Transfer students must meet all Nashoba requirements concerning class credit and attendance. Any questions in this regard may be directed to the Guidance Department and/or Assistant Principals. Students at Nashoba must enroll in a minimum of 25 credits per year regardless of the number of credits earned at their previous school. Students must also produce record of a physical examination and immunizations upon entrance into school or transfer into any grade. Any students not in compliance with this law may be excluded from school.

### **Uniform Requirements for Wellness**

The Wellness department encourages school attire and accepts the following:

- Anything "Nashoba Related" (except team issued uniforms) which is appropriate to the activity, including T-shirts, athletic shorts, sweatshirt and/or sweatpants.

Unacceptable attire includes:

- Anything torn, ripped, cut off or dirty; tank tops, abbreviated tops, or mesh shirts without T-shirts underneath; spandex clothing items without athletic shorts covering them; the wearing of underwear as outerwear, and any other items which conflict with the "Dress and Grooming" policy.

When in doubt about proper attire, check with the instructor. Any students dressed inappropriately sits out the class and receives an absence for that class. All absences are expected to be made up. All prescription eyeglasses should be safety lenses. Wearing of hats and sunglasses are only permitted at the discretion of the teacher.

### **Withdrawal from Classes**

The Nashoba schedule is built to accommodate students requests made in the spring and it is expected that in the Fall students will enroll in their requested courses with the exception of changes made to resolve scheduling conflicts. To change levels students must first discuss their proposed change with the course teacher and then follow the add-drop procedure.

Students who withdraw from a course after the first progress report period will receive either a WP (withdrawn passing) or WF (withdrawn failing) on their report card for the work completed up to that point in that quarter. The final grade posted on the transcript will be either 'WP' or 'WF' reflecting the cumulative average in that course. WP and WF averages will not be used in the calculation of GPA although they will appear on the students permanent transcript.

### **Withdrawal From School**

Students and parent/guardian must meet with the Assistant Principal and their Guidance Counselor prior to withdrawing from school. Students will not be officially withdrawn until a period of three weeks (15 school days) expires after withdrawal papers are filed.

Students over the age of 16 who voluntarily withdraws from school for reasons other than illness or emergency may be readmitted but may lose credit due to unexcused absences. Students who wish to be readmitted must fulfill all financial and disciplinary obligations prior to re-enrollment.

If students are absent for fifteen consecutive days without a medically documented reason, the school will notify the students of the school district's intention to withdraw the students. The students will then have ten days from the receipt of notification to contact the school administration to discuss their status as a NRHS students. Failure to contact school administrative personnel may result in the withdrawal of the students.

## **Section III - Student Services**

### **504 Plans**

Students who have a permanent or temporary disability may be eligible to receive special accommodations for their disability. The students disability must substantially impact their ability to function at school and to access the curriculum. A meeting with the Section 504 team, chaired by the Principal or their designee, is required before a 504 Plan can be developed and implemented.

### **Tutoring Eligibility**

Students who are absent for more than ten consecutive school days for medical and/or psychiatric illness must provide periodic medical updates from the treating physician. This documentation will be reviewed by the appropriate school personnel to determine eligibility for tutoring services through the District. Also, parents/guardians must sign a medical consent form to facilitate communication between the school and all treating physicians.

### **Bus Transportation**

Students who receive bus transportation are expected to conduct themselves in a responsible manner. Riders are expected to be courteous to fellow pupils and the bus driver at all times. Refer to the "Bus Rules" section for specific details. Students are expected to follow all regulations set forth by the bus contractor as well. Students who stay after school are responsible for their own ride home.

### **Cafeteria Procedures/Snack Shack**

The NRHS cafeteria serves a nutritious lunch daily. The cost of

lunch items is determined before the start of the school year. Students who bring their own lunch may purchase milk and other beverages separately. Students may no longer pay cash at the registers for lunch. Instead they should prepay online or place a check/cash in the envelopes located at the Snack Shack. Please note that online payments take two days to process. Finally, students are expected to remain in the cafeteria until the lunch period ends.

The Snack Shack is a service provided by the cafeteria staff before the school day begins. The Snack Shack is also in operation for the first four periods of the day. ~~Students who have Foyer Study may utilize the Snack Shack for the periods prior to lunch, but must be given a pass by the study hall monitor to do so.~~ The Snack Shack will open ten minutes after the period has begun and will remain open until five minutes are remaining.

It is expected that students clean their own trash and tables in the cafeteria during breakfast and lunch. Students who do not may face disciplinary actions. Consumption of food and/or drink for medical reasons may occur in the nurse's office or at the teacher's discretion. Finally, students will adhere to the specific teacher's policy regarding personal food or drink in their classroom, and students and teachers are expected to leave a classroom in a clean condition at the end of each period.

Students are not allowed to leave class to visit the Snack Shack unless given explicit permission by the teacher to do so (i.e., the students pass must indicate permission to visit the Snack Shack). Students visiting the Snack Shack without permission may receive disciplinary consequences.

## **Health Services**

### **Nurse**

*Health screenings including but not limited to vision, hearing, postural, growth, development, SBIRT, and body mass index (BMI) will be performed based on M.G.L. Chapter 71, Section 57 and 105.*

The School Nurse is available for any students who feel ill, are injured, or require medication during the school day. In cases of emergency, students should report or be escorted directly to the School Nurse for immediate attention. Students who need medical attention (not emergency) should report to class first and then be dismissed **with a pass** to the Nurse's office. Nurses are not available to provide care before or after school. If an emergency occurs during a school-sponsored event before- or after-school, the supervising school staff will follow emergency procedures and protocols and call 911 when necessary. Parents are responsible for notifying coaches, activity advisors and/or supervising staff of their child's health concerns/conditions and for

providing any emergency medications that the students may need during the event. Parents/guardians must complete an *Extracurricular School Activity Consent Form* in order for their child(ren) to participate. Parents/guardians are responsible for notifying the Bus Company of any health concerns/conditions if they choose to do so. A *School Bus Medical Emergency Form* is available on the district website.

Medication Administration: The professional Registered School Nurse (or delegated trained school personnel under the supervision of the school nurse) **must administer all prescription and Over the Counter (OTC) medications at school.** Other than in an emergency situation, the school nurse is not authorized to administer any type of medication to school children unless all of the following conditions are met according to 105 CMR 210.00:

1. A written order signed by a physician, dentist, nurse practitioner or physician's assistant is provided for all prescriptions. Antibiotics prescribed for 10 days or less may be administered according to the directions on the original pharmacy medication label, in place of a written order. The pharmacy will provide a second labeled container for medication to be administered at school. The school nurse will not accept "As Directed" on prescription labels.

2. Prescription medication provided to the school nurse must be in the original pharmacy container and state:

- a. Child's Name
- b. Medication Name
- c. Dosage / Route / Frequency of Administration
- d. Licensed Provider's Name
- e. Date Prescribed

3. A parent or legal guardian must complete and sign a *Medication Order and Parent/Guardian Consent* form. This form is available in the School Health Office and online at [www.nrsd.net](http://www.nrsd.net).

4. The following Over the Counter (OTC) medications (brand name or generic substitutions) are now covered by Nashoba Regional School District (NRSD) standing orders: Tylenol, Advil, Benadryl, antacids (Tums), sunscreen and insect repellent. Parent/guardian consent is required for administration of these medications and can be given by signing the appropriate line on the *NRSD School Health Services: Student Emergency and Health Record*. This form is available online at

[www.nrsd.net](http://www.nrsd.net). Please note: A written order by a student's individual health care provider is **no longer required for the above-named medications unless the OTC medication is given in prescription strength.**

5. A parent or legal guardian must transport medication to and from the School Health Office.

6. All prescription medication orders must be renewed each school year including EpiPens and Inhalers, as orders are valid from September to June.

7. A Parent or Legal Guardian should retrieve all unused, discontinued, or outdated medication when requested by the school nurse. In extenuating circumstances, with Parent/Guardian consent, such medications may be destroyed by the school nurse in accordance with applicable policies of the Massachusetts Department of Public Health's Division of Food and Drugs.

8. Self-administration of medication will be determined on an individual basis after a written and mutually signed *Medication Care Plan* is developed by the school nurse and parent or legal guardian (and physician, when applicable). These medications must be kept on a student's person and not in a locker. **All other medications must be stored in the Nurse's office.**

Students who wish to be dismissed because of medical reasons must have the approval of the School Nurse before being allowed to leave school property; dismissals due to illness are handled only through the Nurse's Office. The parent/guardian will be notified of the student's intent to leave school and must give permission prior to the student's departure. Any student dismissed by the nurse will be ineligible for extracurricular activities that day. A Nurse's dismissal will be accepted as an excused absence. **Students who contact their parents directly when they are feeling ill instead of going to the nurses' office will be given a parental excusal only.**

Students should remain home if they exhibit any of the following symptoms/conditions per *NRSD School Attendance Guidelines*:

- a fever over 100.0 degrees within the past 24 hours
- vomiting and/ or diarrhea within the past 24 hours
- strep throat *without* 24 hours of antibiotic treatment

If students are involved in a motor vehicle accident on the way to school or on campus, they must report directly to the Nurse. The

Nurse will assess, treat, refer as needed and document the incident, and will notify parents/guardian. If students are absent from school for medical reasons, a parent or guardian must call the nurse's absent line. Only notes from a medical doctor or their designee will excuse an absence for medical reasons (parents may excuse up to seven absences; these absences are coded as "parent excused", not "medical excused"). Notes must be handed into the main office within 48 hours of returning to school. If students are absent for five (5) consecutive days, a doctor's note is **required** upon return. See the NRHS Attendance Policy for additional information.

Students who require use of the elevator should see the nurse for a key. A note from the Students physician shall list injury and length of time the elevator is needed. Students are responsible for either returning the key or paying a \$15.00 fine to recover the cost of replacement. Students may not give their elevator key to other students.

The school nurse may conduct a medical assessment for possible substance use upon the request of administration.

Athletic injuries must be reported to the supervising coach and athletic trainer immediately, and physical exams must be conducted by a medical doctor or their designee.

Massachusetts Department of Public Health regulations (105 CMR 200.200) states transfer students, and all students entering grade 10 shall provide documentation of a physical examination. Records of immunizations are required upon entrance into school, and all transfer students into any grade. Massachusetts State Law mandates that any students not in compliance with this law be excluded from school.

***For confidentiality reasons, there will be no use of electronic devices in the nurse's office at any time unless specific permission is given by the nurse.***

### **Lockers/Locks**

Lockers are school property. A locker will be assigned to all students by the district for the entire time the students are enrolled at Nashoba Regional High School. Some school lockers are equipped with built-in combination locks. For those lockers without built-in locks, students will be issued a school lock, which must be returned at the end of the school year; students will be assessed a \$10.00 fee if they do not return a school-owned lock. All students are expected to have a lock for their locker, and to keep their locker locked at all times. Students may provide their own combination lock for their locker, but must provide a copy of the combination to the main office. It is not wise to leave items of real value or money in a students locker or in the locker room. All students are also assigned gym lockers and locks. Students will be expected to reimburse the school the \$10.00 replacement fee for a lost or

broken lock.

Students may decorate the inside of their lockers, and may decorate the outside of their lockers for brief periods of time (fire codes prevent the long-term decoration of lockers). All pictures and/or decorations must be appropriate for a public school setting, and any exterior decorations must be cleaned within one week. Students may not decorate their lockers in ways that leave permanent markings or damage; students may be held financially responsible for cleaning or repairs of lockers due to inappropriate student use of their lockers. Students should not be socializing at their lockers once classes have started.

**A locker or lockers may be subject to an administrative search with reason. Students who purchase their own lock must expect that it will be cut off in the case that administration needs to enter their locker and does not have access to the lock combination.** Students should refer to the “Search and Seizure” policy in Section Six to familiarize themselves with the school district’s right to inspect lockers.

### **School Store**

The School Store is located in the cafeteria. Items sold include school supplies, gifts, clothing, and other miscellaneous items. The store is open periodically during the school day.

### **Students Vehicles**

Students are not required to use school transportation and may instead elect to transport themselves privately to and from school, so long as students parking spaces are available and students have followed the appropriate procedure to obtain a students parking pass. Students parking is a privilege, not a right, and students parking is subject to space availability. Therefore, students must register and pay a yearly fee of \$70.00 to park at school. Students may request a day tag through the main office, if space is available, with a daily fee of \$1.00. **Day passes should be purchased at least one day prior to use.** Generally speaking, students may purchase a maximum of two day passes per week. Seniors in good standing (no outstanding financial obligations and/or disciplinary actions) will be given priority for parking spaces, followed by juniors in good standing. Given the high demand for students parking and limited number of spaces, parking spaces for juniors will typically be assigned via lottery. Sophomores will not be permitted to park until seniors leave in late May.

Students’ parking tags must be visible on the driver’s rear view mirror, and students assigned a numbered parking spot must park in their assigned spot. Students without the proper parking tags may be subject to the following actions:

- First Infraction                      Verbal Warning

- Second Infraction            Written Warning
- Third infraction             \$25 fine
- Final Infraction             Car towed at owner expense

Students who provide their own transportation to and from school must conduct themselves in accordance with all school rules and regulations. Violators of driving or parking regulations will be subject to disciplinary consequences. Parking privileges may be revoked for unsafe driving, excessive noise, failure to meet disciplinary obligations, poor attendance, or tardiness at the discretion of the administration. Students who leave campus in their vehicle without permission during the school day will lose their parking privileges for one month for the first offense, and will lose parking privileges for the remainder of the year for a second offense (students losing their parking privileges will need to turn in their parking pass to the main office). Finally, reckless driving may be brought to the attention of the Bolton Police Department. (For further information, please refer to the *Students Parking Application* in the appendix.)

Any vehicle, while on school property, may be subject to inspection by school personnel if school authorities feel there is sufficient reason to warrant an inspection. (See “Search and Seizure” policy).

The Nashoba Regional School District is not responsible for any accidents, thefts, or damage that may occur while the vehicle is on school grounds.

In order to minimize traffic and ensure sufficient parking for staff and visitors, students are not permitted to park in the front staff lot.

*Please Note:* State law prohibits any junior operator, those with a license for fewer than six (6) months who are under the age of 18, to have a passenger (other than an immediate family member) who is under age 18 unless there is a licensed driver over age 21, with at least one year of driving experience in the front passenger seat.

**Work Permits**

Students fourteen to eighteen years of age, who has secured employment, must obtain a work permit from the Main Office. The issuance of work permits is based on specific laws. The portions of the law that are most likely to be referred to are as follows:

1. Work certificates can be issued only to young persons fourteen to eighteen years old. Some industries, classified as dangerous, are restricted to children within definite age limits.
2. Permits are issued to young people under sixteen years old only for work during the hours when school is not in session.
3. Every new job requires a new work permit.

According to Commonwealth law, work permits issued by the Nashoba Regional School District are available only for NRSD students

or students who live within the district towns. Since many students have jobs, there can be conflicts between school obligations and work obligations. The primary responsibility of the school is to educate students, the primary responsibility of the student is their school obligations. School obligations have priority above work responsibilities. It is the view of the Nashoba Regional High School administration that students should adhere to school policy in order to avoid conflicts between school and work obligations.

#### **Section IV - Student Activities**

Extracurricular activities, school events, and athletics are important parts of the high school experience, and all students are encouraged to participate. In addition, school facilities are available for students use after regular school hours with the permission of appropriate faculty or administrators. Students who participate in extracurricular activities, after-school events, or athletics are expected to remain in those parts of the building specifically designated for the activity or event. Students wishing to use school facilities for recreation - for example, playing pick-up basketball in the gym after school - may only do so with the express permission and under the supervision of appropriate faculty members responsible for those facilities, or with the express permission and under the supervision of administration. Students using the high school facilities without express permission may receive disciplinary consequences. Under no circumstances are Nashoba students to invite non-students to use the high school facilities without express permission; non-students using the facilities without permission will be considered to be trespassing. Nurses are not available to provide care before or after school. If an emergency occurs during a school-sponsored event before- or after-school, the supervising school staff will follow emergency procedures and protocols and call 911 when necessary. Parents are responsible for notifying coaches, activity advisors and/or supervising staff of their child's health concerns/conditions and for providing any emergency medications that the students may need during the event. Parents/guardians must complete an *Extracurricular School Activity Consent Form* in order for their child(ren) to participate. Parental/guardian consent for participation in athletics is conveyed via the *Online Registration for Athletics* form.

#### **Athletic and Extracurricular Chemical Health Policy**

Participation in athletics and extracurricular activities is a privilege, and we hold high expectations for our athletes and activity participants; one of those expectations includes an alcohol- and substance-free lifestyle. To that end, any student athletes or activity

members who, at any time, either on or off campus, uses, consumes, possesses, buys/sells, or gives away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance, will be penalized with consequences that may include the loss of participation in athletic and/or extracurricular events, the loss of leadership positions or opportunities, and the loss of certain recognition opportunities. Student athletes or activity members who commit these offenses on school grounds will additionally face serious school-related consequences, as detailed in this handbook.

The investigatory process for suspected transportation, use, possession, distribution, and/or sale of alcohol, drugs, or drug paraphernalia that occurs on school property or at school-sponsored activities is detailed within this handbook. Upon receiving or encountering credible evidence that a possible violation of any of the stated provisions has or may have taken place off-campus, the administration will investigate and take disciplinary action where sufficient evidence is available.

*First Violation Minimum Penalties*

When the Principal confirms, following an opportunity for the students to be heard, that student athletes has violated the chemical health policy, the students shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the students, penalties will be determined by the current or next season of participation. In addition, the students may be removed from or lose the ability to hold leadership positions in the school, and may lose opportunities for recognition. For students involved in extracurricular clubs or activities, the adviser will take steps that mirror, as closely as possible, the above standard.

*Second and Subsequent Violation Minimum Penalties*

When the Principal confirms, following an opportunity for the students to be heard, that a subsequent violation of the chemical health policy has occurred for a student athlete, the students shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the students, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season. In addition, the students may be removed from or lose the ability to hold leadership positions in the school, and may lose opportunities for recognition. Extracurricular advisors will take steps that mirror, as closely, as possible, the above standard.

Nothing in this policy prevents a principal, coach, or extracurricular adviser from taking additional steps, up to and including

permanent removal from a team, club, or activity, based on school policies or team/activity/club expectations.

### **Class Officers**

Each class has four officers: President, Vice-President, Secretary and Treasurer. Election dates and terms of office are as follows:

- Freshman (elected in October) term of office ends last day of school year.
- Sophomore (elected late in May) term of office ends last day of next school year.
- Junior (elected late in May) term of office ends last day of next school year.
- Senior (elected late in May of Junior year).

Any full time students in good standing is eligible and encouraged to run for class office. Elected officers must sign and abide by a contract of duties. Any students who fail to carry out their duties properly may be subject to impeachment. Impeachment will be carried out by a majority vote of the class officers and their advisor.

### *Method of Classification*

A candidate for office must obtain nomination papers from the office and secure a minimum of twenty-five students signatures from students in their class. The advisor will check the nomination papers, create the ballots, and distribute them. Ballots are returned to the Main Office to be counted by the class advisor.

### **Dances**

Dances are usually held from 8:00 p.m. to 10:00 p.m. unless other arrangements are made in advance. Students who wish to participate in a school sponsored dance must be “students in good standing.” The following regulations should be clearly understood by all members of the student body since they will be rigidly enforced.

- At any NRHS event, a *Breathalyzer* may be utilized under circumstances involving reasonable suspicion of impairment. The *Breathalyzer* will not typically be used as a prerequisite for entry into any dance or extracurricular activity. In exceptional circumstances, the Principal may determine that proactive use of a *Breathalyzer* would substantially contribute to the safe and orderly administration of a dance or extracurricular activity. In those instances, students will be given advance warning that a *Breathalyzer* may be used proactively. The purpose of the *Breathalyzer* is to encourage a safe and drug free school community zone and to deter illegal consumption of alcohol by minors. Refusal to take the *Breathalyzer* when instructed will result in parental notification and external suspension per the

alcohol and drug abuse policy.

- *Dances are generally for Nashoba Regional High School students only.* The only dances that allow outside guests are the Prom, Best Buddies Ball, Winter Ball, and Spring Fling. At all other Nashoba dances, no guests will be allowed. Students who wish to bring a guest (one guest per student) to one of the four identified dances must obtain written approval from the administrator in charge of the dance prior to the date of the dance. Guests may be no older than twenty years of age. NRHS students is responsible for their guest's behavior; students who appear to be under the influence of drugs or alcohol will not be allowed to enter or remain at the dance. Students or guest appearing to be impaired by drugs or alcohol at a school dance, the school will notify the parents and the presiding police officer; *all school rules in the students and Athletic Handbooks (see appendix) shall be enforced at all school related functions.* Once students leave the building, they may not re-enter; parking must be in the designated parking areas; loitering outside the school building or in cars is not permitted.

### **Eligibility**

Students who wish to participate in school sponsored extra-curricular activities must be “students in good standing.” Such activities include interscholastic sports, drama, clubs/organizations, class officer positions, and all school functions. Students in good standing meets the academic expectations outlined below, meets expectations for behavior and attendance, has no outstanding financial obligations (e.g.. parking fees, textbook fees, uniform fees), and represents Nashoba in a positive manner both in and out of school. Activity advisors, coaches, and administrators reserve the right to limit students participation in extra-curricular activities when students fail to meet these expectations. Students who are caught committing a senior prank may forfeit their ability to participate in senior activities, including but not limited to the banquet, awards ceremonies, and graduation. Requirements for participation do not limit access on the basis of race, , color, religion, national origin, sexual orientation, gender identity, disability or homelessness.

The academic requirements for participation in extra-curriculars are:

- Students must have secured a passing grade and received full credit in four major courses (16 credits) from the previous

quarter. To be eligible for participation in fall extracurricular events, students must have passed and received full credits for four major courses from the previous academic year, meaning both passing grades for the fourth quarter of the previous year and passing grades for the year.

Students must have a cumulative passing average in all courses during the quarter in which they are participating.

- An incomplete (INC) will be treated as an F and may not be counted toward eligibility until course work is made up pursuant to school policy.
- Ineligibility will take effect at the end of the second full school day after report cards have been issued; this will allow time for correcting any grading errors that may occur. Unless the grade status has changed (i.e., an incomplete grade changed to a passing grade), the students will remain ineligible until the next report card is issued. Provisions for review of eligibility may be made at Progress Report time, which may result in changing a student's eligibility. Students with unpaid school bills are also ineligible for participation until obligations are met.

#### **“Good Citizen” Policy**

Participation in athletics and extracurricular activities is a privilege, and both athletes and activity participants represent themselves, their team or club, their school, and their community when they compete or participate in athletic or extracurricular events. We hold high expectations for our athletes and activity participants, and we expect that they will act as “good citizens” in the school, at school-sponsored events, and in the community at all times.

For purposes of this policy, a “good citizen” is defined as students who follow all school rules, who displays integrity at all times, and who follows all applicable community and state laws.

When administration receives substantiated evidence that student athletes or activity participant may have acted in a manner contrary to this “good citizen” expectation, administration will investigate the incident.

When the Principal confirms, following an opportunity for the students to be heard, that a violation of the “good citizen” expectation occurred, administration will meet with the corresponding coach and/or club adviser and determine appropriate consequences. Depending on the severity of the behavior, consequences may range from a written warning to removal from the team or club. School officials may suspend students from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence or weapons until disposition of the charges.

### **Intramural Activities**

Nashoba offers an intramural program for grades 9-12. Program offerings will be based on funding, space availability, and number of students interested in participation.

*The following programs may be offered at various times during the school year:*

- Fitness and weight training, tennis, swimming, lacrosse, volleyball, golf, floor hockey, basketball, badminton, and matball.

Other program offerings may be added as the program expands. student interest and suggestions are welcomed.

Each program offering will run on selected days from 2:15-4:00 PM. Students will need to arrange for their own transportation home.

This program is co-ed, and is open to any and all students who are NOT participating on in-season interscholastic teams. Student athletes who quit or are otherwise disqualified from playing on an interscholastic team may not participate in any intramural activity until the end of the sport season from which the students were disqualified or voluntarily left the sports team.

### **National Honor Society Eligibility Requirements**

In Quarter 3, sophomores and juniors who maintained an unweighted cumulative grade point average of 3.4 on a 4.0 scale are sent an invitation to apply for membership. The invitation to apply **does not guarantee admission.**

#### **Other requirements include:**

##### **1. Service**

- A minimum of 20 hours of service is required for consideration. Any hours from the end of 8<sup>th</sup> grade until the application deadline are considered. Service hours are documented by filling out the Community Service form located in the main office for each service event and must be signed by both the students and the responsible adult from the agency that the students have served.
  - Examples of service include, but are not limited to: working in soup kitchens, walks for cancer / hunger, etc, volunteering at shelters

##### **2. Character**

- A clean discipline record (ex. Suspensions or disciplinary referrals)

- The signed endorsement from three staff members/educators/administrators
- Cheating, plagiarism and other academic infractions may disqualify students from consideration.

### 3. Leadership

- Must hold a leadership position or act in a position of leadership since middle school
- Leadership can be evidenced by being an elected captain or co-captain of a team, holding a position of leadership in a club - such as president or vice-president, working with younger children in a coaching capacity or by written recommendations of leadership activity documented by an adult supervisor (for example, if students are employed and holds a leadership role in the workplace; these activities **must** be documented by the work supervisor as to the leadership position held, the responsibilities that this entailed and how long the students have held this position of responsibility. The letter should be written **by the supervisor, not the students, and must include contact information for further verification**. Acceptable examples of work leadership: head crew, sales mentor.

### 4. Written Essay

- a well-written essay of 1-2 pages typed (subject of this essay will be in the application packet)

The Faculty Council, consisting of 5 members, will examine the applications presented. Their decision is final. It is the students responsibility to return a complete application with their credentials on time and with proper signatures. If any signatures are missing or not signed by the proper authority, the application will no longer be reviewed. Students will be notified by mail of the status of their application after the Faculty Council reviews the applications.

### **Sports**

Nashoba offers a variety of interscholastic sports during the school year to all eligible students. The following sports are offered:

- Baseball, Basketball, Cheerleading, Cross Country, Field Hockey, Football, Golf, Ice Hockey, Ski Team, Softball, Soccer,

Tennis, Track and Field, Lacrosse, Indoor Track, Volleyball,  
Swimming and Wrestling

Parents and students must certify that they have read and understand the Nashoba Parent/Student-Athlete Handbook prior to participation in any sport.

A poor disciplinary/attendance record may disqualify an individual from participating in any activity. Such incidents will be handled on an individual basis and the decision of the principal shall be final.

No students may participate in any extra-curricular interscholastic, intramural, or recreational athletic activities unless they are carrying a class load, and are enrolled and attending Physical Education classes or has already fulfilled their Physical Education requirement.

The use of controlled substances and/or alcoholic beverages at any time by any student athletes will result in disciplinary action set forth by the Parent/Student-Athlete Handbook. Theft or unauthorized use or removal of equipment or supplies, which are the property of the school district (or any group or organization authorized by the school district to conduct its activities on school premises or at school-sponsored events) may result in a suspension of up to five-weeks of the students privileges to participate in any extra-curricular activities or sports. See Athletic Handbook in the appendix for details of this policy as it pertains specifically to athletics.

### ***Athletic Eligibility***

To participate in interscholastic athletics, students must meet the eligibility requirements of the Massachusetts Interscholastic Athletic Association (MIAA) and the eligibility requirements of Nashoba Regional High School. These requirements are:

- Students must have secured a passing grade and received full credit in four major courses (16 credits) from the previous quarter. To be eligible for the fall sports, a student must have passed and received full credits for four major courses from the previous academic year, meaning both passing grades for the fourth quarter of the previous year and passing grades for the year.
- Students must have a cumulative passing average in all courses during the quarter in which they are participating.
- An incomplete (INC) will be treated as an F and may not be counted toward eligibility until course work is made up pursuant to school policy.
- Students must have a valid physical (within 13 months to the day of the exam) on file in the Nurse's Office.

- Students must have a current Emergency Health Form (blue form) on file in the Nurse's Office.
- Parents must notify coaches and school nurses of medical concerns/conditions and for providing written physician's orders to the school nurse and participating in the creation of an individualized health care plan.
- Parents are responsible for providing any emergency medications that the students may need during the athletic event.
- Transfer students are required to submit their official transcript for evaluation by both the Director of Guidance and the Principal. Students must transfer and be registered for classes before the start of the practice season to be eligible to participate on an interscholastic team during that sports season.
- Students must be no older than 18 years of age before September 1.

### ***Tryouts***

**Fall Sports** - Tryouts may start as early as the second Thursday preceding Labor Day. Football conditioning will start the second Monday prior to Labor Day. Football Cheer tryouts may be held in June.

**Winter Sports** - Tryouts will begin the Monday after Thanksgiving recess.

**Spring Sports** - Tryouts start the third Monday in March.

### ***Sport Uniforms***

Nashoba loans team members a school uniform corresponding to the particular sport during the sport season. These uniforms are to be worn to all scheduled sporting events. Team members are responsible for washing and maintaining all uniforms and equipment. If a uniform is destroyed or damaged, the cost of a replacement uniform shall be assessed to the students. All uniforms must be turned in at the end of the sport season.

### **Student Council**

The Student Council is a representative body that strives to make positive and significant contributions to the school and community. Its major goals are to represent and communicate the needs of the student body to the administration, and to work towards solutions to meeting those needs. It may make recommendations to the administration at any time, and has an opportunity twice a year to speak directly with the School Committee. Communication and strong enthusiasm for a better school are key factors for a successful Student Council at NRHS. The council may discuss any and all school issues. The Student Council encourages all students to take an active part in student life and to express themselves on school affairs and to take part in decisions affecting their school life. Students may volunteer to serve on the student

council for a period of one school year.

All students are welcome to attend general student council meetings.

## **Section V- Attendance Policy**

### **Attendance Policy**

All students are expected to attend school on a regular basis. Under the laws of the Commonwealth of Massachusetts: "Every child between the ages of 7 and 16 is compelled to attend school." At NRHS, pupils 16 years of age or over are also expected to conform to the same rules of attendance.

Every person shall have a right to attend the public schools of the town of residence, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town, unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public school. 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,, gender identity, religion, national origin or sexual orientation.

The Nashoba Regional School District adheres to, and is in full compliance with, Chapter 76 of the laws of the Commonwealth of Massachusetts which defines attendance regulations. Except in cases of illness or other extenuating circumstances, students are expected to be present when school is in session. Family vacations and trips which are scheduled when school is in session are not considered valid reasons for absence. If students see their teachers in advance, teachers will allow them to make up missed assignments, tests, and quizzes, they are not required to prepare work in advance for a vacation related absence. In addition, teachers are not required to re-teach or tutor students when they return from a vacation. Furthermore, the classroom teacher will establish the appropriate timeframe for making up the work. It is the student's responsibility to determine the work which needs to be done when he or she returns to school.

Students who are absent from school on a particular day will not be allowed to participate in any school activities or dances on that day. (The only exception would be if the absence from school has been authorized by the Principal, or their designee, in advance.) Students who are tardy **after 9:45 AM** or is dismissed **prior to 11:15 AM** will be ineligible to participate in extra-curricular activities on that day unless the tardy arrival or dismissal has been authorized in advance by the

Principal. This rule applies to games, practices, club meetings, rehearsals, dances, and any inter-school competitions. Other special requests for excused absences or the changing of final exams must be cleared in advance by the Principal prior to approval.

- Students who enroll in a course is expected to be present for every class session. Any more than 14 unexcused absences total for a yearlong course (4 credits) and 7 unexcused absences for a semester course (2 credits) may lead to loss of course credit. Students are permitted up to 4 unexcused absences for P.E. or any 1 credit course before credit may be lost.
- Attendance will be reviewed quarterly and each semester and noted on progress reports and report cards.
- Absences in first period will be considered a skipped class unless valid extenuating circumstances would not allow for the student's attendance and the student provides a note from the parent(s)/guardian(s) by the following school day.
- Missing more than half of the class period due to unexcused tardiness will be counted as an absence for the class period.
- Five (5) unexcused tardies (tardies without a note from a sending teacher/administrator/staff member) will equal one unexcused absence.
- Students are required to submit an absence note to the main office within two days of his/ her return to school. ***Parent notes will excuse up to 7 absences; all other absences must be excused by formal documentation (as outlined in the following section).***

#### **Excusable Absences (Formal Documentation Required)**

Absences not counted toward the limit of 14 or 7 for semester course:

- Death in the family (parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin.)
- Health Professional appointment - formally documented note needed from Physician, Dentist, Optometrist, etc.
- School sponsored/sanctioned activities: field trips; school-sponsored athletic events; class meetings; in-school or external suspension; up to three college interviews/visits approved by the Guidance Department, Administration, and teachers in advance of the interview/visit (college interviews/visits typically apply to Seniors, but non-Seniors may request an excused absence for a college interview/visit on an individual basis).
- Religious Holiday Observance.

- Legal/Court appointments - Court note required upon return to school.

### **Physical Education Attendance**

Students are expected to attend all physical education classes. Students who miss a class have two weeks from the date of return to class to make up their work. Students who wish to make up a PE class during study hall must receive a note from their PE teacher prior to making up the class, and this note must be presented to the supervising study hall teacher before going to the PE class. Extensions for making up classes/wellness work will be given at the discretion of the teacher. Long-term absences due to an injury or illness require a medical note from a doctor to be excused from classes. Students with a medical excuse will be required to complete Independent Wellness.

To participate in PE, students may wear the following attire: T-shirt, athletic shorts, sweatpants/shirt, warm up suits and sneakers that tie.

Unless medically excused, students must participate in physical education classes to participate in athletic team practices, varsity and junior varsity games and intramurals.

### **Loss of Credit**

In the event students lose credit for a course, the course grade will be earned but the credits will not. Students without enough credits in individual subject areas, or who do not meet the 90-credit requirement for graduation, may have to take another approved course (e.g., summer, night, following year). In exceptional circumstances, the Principal may develop individualized plans for students who have lost excessive credits as a result of absences.

### **Appeal Process**

Students and/or family may appeal the loss of credit due to excessive absences. The appeal must be heard by an administrator. The school may decide to waive or modify the attendance policy where reasonable grounds for the absences exist.

- Communication in the form of a letter of appeal must be received within 10 days of the receipt of notification that credits have not been earned.
- All appeals must contain written documentation that will/may excuse absences and reduce the number to the below the 14 or 7 allowed.
- The Principal will be the final determiner of credit acquisition/loss in the event of an appeal.
- Absences that cannot be appealed include truancy or class cuts, unexcused tardies, vacations, etc.

### **Class Cuts**

Students who cut classes will not be allowed to make up work, tests, or quizzes missed because of the cut. Furthermore, students will not be allowed credit, or the opportunity to make-up the missed assignments, for any homework or projects due the day of the cut. If the students are part of a group or cooperative learning project and cuts class, the action of that person will not adversely affect the rest of the group. *Absences in first period will be considered a skipped class unless valid extenuating circumstances would not allow for the student's attendance and the students provides a note from the parent(s)/guardian(s) by the following school day.*

**The sanctions to be imposed for cutting classes include:**

1 <sup>st</sup> Offense	One Detentions	Parental Notification
2 <sup>nd</sup> Offense	Two Detentions	Parental Notification
3 <sup>rd</sup> Offense	Half-day In-School Suspensions	Potential Parent Meeting

In situations in which serving In-School Suspension because of cut classes might have an adverse impact on students performance (i.e., because of additional missed academic time in other classes), administration may work with the students and parents/guardians to have the students serve disciplinary time outside of school hours.

**Early Dismissals**

Students who wish to leave school for legitimate reasons before the end of normal classes must bring a written request from their parent or guardian to the office at the start of the school day. If dismissal is approved, the students will be issued a dismissal pass and should check out through the main office before leaving through the front doors. Also, the students are required to make up all classroom work as determined by the teacher and should notify teachers where possible prior to leaving for the day. *Students who are 18 years of age or older may dismiss themselves from school for legitimate reasons; however, the students must check in with one of the administrators before leaving school grounds. If students dismiss themselves without an administrator's permission, they will not be able to return to school for the remainder of the school day or participate in after school activities. They will also forfeit all normal make-up work privileges for all classes missed and will receive disciplinary consequences.* Finally, Nashoba Regional High School is not an open campus; therefore, students are not allowed to leave the building during a study hall period and return to school. Students who do so will receive disciplinary consequences, and students who leave without permission and drive will lose parking privileges as described in the Student Vehicles section.

In order to participate in extra-curricular activities, students must either be present to school by **9:45** for the remainder of the school day; subsequently, students cannot be dismissed from school earlier than **11:15**. On early release days, students must be in school for the full session in order to satisfy the minimum requirement for full day attendance. If students miss more than one period unexcused then those students could be ineligible for extra-curricular activities that same day. Under certain extenuating circumstances, exceptions can be made at the discretion of the administration.

### **Tardiness**

It is critical that students are on time to school so that they receive the full benefit of instruction and so that classes are not disrupted by students arriving late. Students are expected to be in their classes at the 7:40 bell, at which time attendance is taken. Students late for school must report to the Main Office/Assistant Principals. Students who do not report to the Main Office/Assistant Principals when tardy will receive consequences at the discretion of the administration. Students who accumulates five (5) unexcused tardies to school during a semester will receive one (1) administrative detention. Any students who accumulates ten (10) unexcused tardies will receive ONE Full Day In-school suspension, or an alternative consequence determined by administration. . ***A parent note does not excuse a tardy, unless the reason for the tardiness would fit the definition of an excused absence (e.g., medical). Reasons such as car trouble or sleeping late are not excusable reasons.*** Subsequent continuous tardiness will result in further disciplinary action at the discretion of the administration and may include additional parental meetings, detention, in-school suspension, removal of parking privileges, and suspension of extracurricular activities.

If students are tardy five (5) times to one class, one (1) unexcused absence will be charged to the students for attendance and credit purposes. It is most important that students understand that 90 credits is the graduation requirement. If students are not punctual to class, lost credit for a course could take place when excessive tardiness becomes converted into absences.

Students who miss more than fifty percent of a class will be considered absent for that period. Students who have an unexcused tardy to school will not be permitted to make-up work missed that day.

*Students who have first period or last period campus study may come in to school prior to the start of second period or leave at the end of sixth period **with a pass from the main office and if they meet the eligibility guidelines. To obtain a pass from the main office, students must have a parental permission note and permission of the***

**administration.** This privilege will be reviewed by administration quarterly and will be revoked if a student's quarterly grade drops below seventy percent in any academic course. For the Fall, students will lose this privilege if they have a fourth quarter grade or a final grade for the prior year below seventy percent in any academic course. Finally, students will only be allowed to arrive late or to leave early on Early Release days if their campus study falls at the beginning or the end of the day.

*Excused tardies include medical appointments and other formally documented visits. A parent note does not excuse a tardy. Please, be on time!*

### **Truancy**

Students who are absent from school without an explanation, or who leave school grounds without permission, are considered to be truant. Students who are truant from school, including leaving school grounds without permission, will receive in-school suspension. Students will receive zeroes on all assignments missed that day. As per the "Class Cuts" policy, if the students who are truant is part of a group or cooperative learning project the action of that person will not adversely affect the rest of the group.

## **Section VI - Student Behavior**

The purpose of the Nashoba Regional High School Behavioral Code is to maintain a safe and disruption-free learning environment, to dissuade students from acting in unsafe or disruptive ways, and to encourage students to modify their future behavior after acting in unsafe or disruptive ways. At all times, all students and staff members are expected to exhibit Nashoba's Core Values by demonstrating integrity, communicating respectfully and effectively, working to achieve at high levels, relating to others with tolerance and empathy, and engaging with each other in positive and productive ways.

This code applies to the behavior of all students while they are on school grounds, in school buildings, and/or attending or participating in school-sponsored activities or events. Students violating the disciplinary code may receive disciplinary consequences up to and including suspension or expulsion. As a general rule, the severity of disciplinary consequences will be proportionate to the severity of the offense. The following table provides a general guide to the enforcement of disciplinary consequences, but the table is meant to be illustrative and not definitive: school administrators reserve the right to adjust the disciplinary sanctions to be imposed upon students if extenuating,

aggravated, or mitigating circumstances exist (a more extensive list of example behaviors may be found in the Appendix, and certain behaviors are explained in more detail in this section of the Handbook).

Nature of the offense	Typical range of consequences	Behavior examples
Minimally disruptive to others and/or minimally unsafe	Warning, teacher or administrative detention, parent conference, in-school suspension for patterns of repeated behavior, community service	Tardy to class, dress code violation, out of class without a pass, talking on cell phone in the hall
Somewhat disruptive to others and/or somewhat unsafe	Teacher or administrative detention, parent conference, in-school suspension for one or more days, community service	Skipping class, disruptive in class, failure to serve assigned consequences, inappropriate language (e.g., profanity)
Disruptive to others and/or unsafe	In-school suspension, external suspension, removal from sports team/club/activity	Repeated classroom disruption, verbally aggressive language, failure to follow safety instructions given by staff, non-credible threats, isolated bullying/harassing behavior, vandalism, smoking on school campus
Highly disruptive to others and/or highly unsafe	External suspension, possible expulsion	Fighting/physical aggression, under the influence, possession and/or distribution or sale of illegal substances, credible threats, patterns of bullying/harassing behavior, patterns of verbally aggressive language or behavior, possession of a weapon

Violations of the district’s “Code of Conduct” may result in an immediate hearing with the school administration or superintendent. All students in publicly funded settings are entitled to due process prior to

being excluded from school. Prior to imposing disciplinary sanction that will result in a student's suspension for ten (10) consecutive days or less, the principal, or designee, must provide the student with an informal hearing. This means that the student must be provided with notice of the charges and opportunity to respond. Suspension or long term suspension requires the principal to conduct a formal evidentiary hearing of which the parents are provided with prior written notice.

The remainder of this section provides more specific information about individual disciplinary policies or infractions.

**Nashoba Regional High School's disciplinary policies are governed by state and federal laws, including M.G.L. c. 71, section 37H and 37H1/2.**

**Massachusetts General Laws, chapter 71, section 37H states the following:**

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal.

Relative to student discipline:

- (a) Any students who are found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any students who assault a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any students who are charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the students may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel students who have been determined by the principal to have violated either paragraph (a) or (b).

- (d) Any students who have been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled students shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The students have the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the students have violated any provisions of this section.
- (e) When students are expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such students or to provide educational services to said students. If said students do apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said students a written statement of the reasons for said expulsion.

**Massachusetts General Laws, chapter 71, section 37H1/2 states the following:**

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

The students shall have the right to appeal the suspension to the superintendent. The students shall notify the superintendent in writing of their request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the students and the students parent or guardian within three calendar days of the students request for an appeal. At the hearing, the students shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the students. The superintendent shall render a decision on the appeal within five calendar

days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

The students shall have the right to appeal the expulsion to the superintendent. The students shall notify the superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the students and the students parent or guardian within three calendar days of the expulsion. At the hearing the students shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the students. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such students, no school or school district shall be required to provide educational services to such students.

### **Alcohol and Drug Abuse Policy**

The following additional regulations have been established to help assure the welfare of individual students as well as the general welfare of the school population. Students or parents seeking guidance on a drug/alcohol problem from any school administrator, counselor, teacher or other staff person shall be provided with such guidance without disciplinary action provided the students are not observed on school premises or at a school-related function under the influence, selling, possessing, and/or using alcohol or drugs (for example, if a parent speaks with a guidance counselor about their child's substance abuse outside of school, this would not result in disciplinary consequences at school).

The transportation, use, possession, distribution (the act of

giving or selling any such substances to another) and/or sale of alcohol, drugs, or drug paraphernalia (including look-alike drugs/substances) on school property, or at any school activity is strictly prohibited. A school activity is defined as any activity that has at least one of the following characteristics associated with it:

- a parental permission slip
- **sponsored by a student organization or club**
- an event or athletic activity supervised by coaches, teachers or school administrators
- transportation to the event is provided by the school
- the student activity fund is utilized in some manner to pay for the activity.

Disciplinary actions, up to and including expulsion, shall be imposed for the following infractions of the alcohol and drug abuse policy:

1. Transportation, possession, use and/or being impaired by alcohol or drugs (typically carrying an out-of-school suspension of at least five days); or
2. Selling or distribution of drugs, alcohol, or look-alike substances (typically resulting in a long-term suspension or expulsion).

Any students who have consumed or used alcohol or drugs before or during school, a school-sponsored function or extra-curricular activity (including but not limited to dances, the prom, banquets, athletic contests, drama and musical productions, awards programs.) may be barred from any school-sponsored function or extra-curricular activity for a specific period of time as determined by the Principal. At extra-curricular events, the Principal or their designee may request that students perform a *Breathalyzer* examination or submit to a sobriety evaluation by a school nurse to determine impairment. NRHS athletes are also bound by the rules and regulations set forth in the Athletic Handbook.

Whenever students are suspended or expelled for drug/alcohol-related acts, the school administration shall conduct a conference with the students and their parent or guardian prior to reinstatement of the students. In the event of several violations, school administration may offer to defer a disciplinary action or a portion of an action if the students agree to substance abuse evaluation. Such agreement requires full compliance with evaluation protocol, signing a consent form to release information, compliance with evaluation recommendations for treatment, and disclosure of such recommendations to the school.

### ***Staff Responsibilities***

In the event that Administrators have *reasonable suspicion* or are *reasonably convinced* that students are impaired by drugs or alcohol on school premises or at a school-related event, or that students are using, possessing, transporting, distributing, or selling alcohol, drugs, suspected drug materials (includes look-alike drugs/substances), drug paraphernalia and/or devices, the Principal and/or his designee may:

- Contact the nurse and require the students to perform a *Breathalyzer* examination to determine impairment, or submit to a field sobriety test.
- With the advice of the school nurse, decide whether the students should remain in school, be taken for emergency medical treatment or evaluation, or be released to the parent or guardian.
- Contact the students parent/guardian
- Search the students, the students belongings, the students vehicle and/or the students locker.
- Notify law enforcement personnel.
- Ask police to identify any suspected materials.
- Make a referral to the students guidance counselor.

If students use, possesses, transports, distributes, or sells alcohol, drugs, suspected drug materials (including look-alike drugs/substances), drug paraphernalia and/or devices, or is determined to be impaired by drugs or alcohol on school premises or at a school-related event, school Administrators shall:

- Notify the students parents or guardians.
- Contact law enforcement personnel (if necessary).
- Ask police to identify any suspected materials (if necessary).
- Take any other action deemed appropriate to maintain the safety and order of the school environment.

### **Assault and Battery**

Assault means placing a person or persons in fear of risk of imminent harm or danger. An assault may be committed by physical or verbal means.

Battery means an unconsented-touching by one person upon another. Battery includes, but is not limited to, hitting, kicking, spitting or touching another person with an object.

Students who commit an assault and/or battery upon another person on school premises or at a school sponsored event shall be subject to disciplinary sanctions, including expulsion.

### **Bus Rules**

Safety is a paramount consideration in school transportation. All school rules apply when students ride the bus and/or wait at the bus stop. In the event that students or group of students fails to follow school rules or regulations as established by the school or bus contractor

or fail to cooperate with the bus driver, the driver will report such misbehavior in writing to the Bus Coordinator for disciplinary action. Any students who violates school or bus rules shall be subject to disciplinary sanctions, including permanent suspension of the students bus riding privileges for the remainder of the school year and/or suspension or expulsion from school.

### **Academic Integrity**

Integrity is a core value at Nashoba, and academic integrity is essential to a successful learning. Without academic integrity, students cannot derive the most from their learning pursuits.

Cheating, therefore, is intolerable and will be treated seriously. Cheating is defined as but not limited to the following behaviors:

- Illicitly sharing or obtaining information about specific questions on an assessment before or after it is given
- Stealing and/or distributing tests or quizzes before they are administered, which includes previous year tests/quizzes ***without teacher consent***
- Sharing information or obtaining information about or during an assessment, which includes unauthorized use of study guides, notes, books, previous tests/quizzes or other sources of information
- Plagiarizing from another students work, from resources, or from any electronic source including the Internet
- Using any electronic devices or Internet communication including, but not limited to, texts, instant messaging, email, and social networking sites to receive and/or distribute information about an assignment or assessment, unless expressly permitted by the classroom teacher

A teacher is obligated to report to an administrator any individual violation of academic integrity of a serious nature (for example, cheating on a test, paper, or major assignment), and any pattern of violations of academic integrity of a less serious nature (for example, multiple instances of copying homework). A teacher always has the flexibility to report any individual violation of academic integrity, no matter the perceived severity.

Once reported to an administrator, the following consequences will apply (The sequence of offenses listed below refer to the number of reported offenses occurring in an academic year. Multiple offenses across multiple years, however, may warrant students moving to a higher offense level at the discretion of the administrator.):

#### **First Offense**

- A. The administrator shall document the offense. Any subsequent offenses in any year will be documented in PowerSchool,

including a description of any previous offenses.\*\*

- B. The students shall receive a zero grade on the assignment.
- C. Parent(s)/guardian(s) shall be notified by either the teacher or the administrator.

Second Offense

- A. The administrator shall make note of the event in PowerSchool\*\*
- B. The students shall receive a zero grade on the assignment, and the students grade for the quarter may be reduced by one full letter grade at the time of the incident.
- C. The students shall receive disciplinary consequences imposed by school administration.
- D. The students may be ineligible for after school extracurricular activities (which includes, but are not limited to, sport events/practices, drama, music, award nominations/ceremonies, and any other school-sanctioned activity) at the discretion of the Administration/Athletic Director.
- E. Parent(s)/guardian(s) shall be notified by the administrator, and a conference with the students, parent(s)/guardian(s), teacher, and administrator may be scheduled

Third Offense

- A. The administrator shall make note of the event in PowerSchool\*\*
- B. The students may receive a failing grade for the course, and as a result, may be removed from the course or moved down an academic level
- C. The students shall receive disciplinary consequences imposed by school administration
- D. The students may be ineligible for after school extracurricular activities (which includes but is not limited to sport events/practices, drama, music, award nominations/ceremonies, and any other school-sanctioned activity) *for a calendar year* at the discretion of the Administration/Athletic Director.
- E. The students shall be ineligible to serve in a leadership position within the school for a minimum of 12 months, and shall be removed from any leadership positions currently held within the school
- F. A conference with the students, parent(s)/guardian(s), and administrator shall be scheduled

\*\* Under the auspices of the of the National Association for College Admissions Counseling Code of Ethics, guidance counselors and school officials have the obligation to *disclose* any significant change in a candidate's academic status or qualifications, including personal school conduct record.

Individuals may report instances of cheating/plagiarism to the following anonymous email: [NRHSsafety@nrsd.net](mailto:NRHSsafety@nrsd.net)

### **Classroom Behavior**

All students are expected to be present and on time to class every day, to bring learning materials, to show respect for other people and their property, and to be prepared to participate.

The teacher in each class establishes and distributes policies and expectations that assure the desired atmosphere, one that is conducive to learning while meeting the needs of the entire class and the individual students. Teachers' expectations will be presented at the beginning of the year or the class. Those who disrupt a class will be given an opportunity to resolve the matter with the teacher.

If the students continue to demonstrate inappropriate behavior, teachers may contact the students parent or guardian to make them aware of the problem and how the teacher is attempting to address it; the teacher may assign a teacher detention for the infraction; if problem persists, the teacher will notify the office; if students misbehavior continues, the students will be referred to the office; chronic inappropriate behavior may lead to permanent removal from class.

#### *Removal From Class*

Students cannot be permanently removed from a class without due process. However, if students are posing a threat to themselves or others, they may be removed immediately from the class and referred to an administrator for appropriate action, including disciplinary sanctions. If students are sent out of class for disruptive or inappropriate behavior, the teacher will notify the office immediately and follow up with an administrator as soon as possible to work on a resolution of the issue.

#### *Behavioral/Attendance Contract*

Any students with chronic discipline/attendance problems may be placed on a behavioral/attendance contract by administrators. The terms and conditions of the contract will be communicated to the students and their parent or guardian. The students and parents will be provided with a copy of the signed contract. A behavioral/attendance contract does not need to be signed by a parent or guardian to be in effect. If students are alleged to have violated their behavioral contract, a hearing with the Principal or an administrator shall be scheduled to determine whether the violation occurred and the disciplinary consequences, if any, which should be imposed. The students counselor and parent/guardian may also be invited to attend that hearing.

### **Corridor Behavior/Etiquette**

Students are expected to behave in a safe, non-disruptive, and respectful manner at all times while in school corridors. ~~Students are not allowed to make phone calls while in the hall.~~ Students may not listen to music at a volume that others could hear, or use electronic devices in a way that might be disruptive or unsafe. **Food and drink can be consumed in the corridor and students should dispose of waste appropriately.** ~~are prohibited from consuming food or drink in the corridors/hallways. All food or drink should either be in a sealed container or out of sight.~~ In addition, students will not use inappropriate language or yell while moving through the corridors. Finally, students are not to linger, loiter, or block the pathways of others when in the corridors during or between periods. Students who are loitering in the hall will move when instructed by faculty/staff, and will do so in a respectful manner, or will face disciplinary actions otherwise. Students must have a valid teacher assigned pass or their signed agenda if they are in the corridors during class time. Students **may** be referred to the main office for disciplinary actions for failure to abide by the policy.

### **Dangerous and Disruptive Behavior**

Any students who commit an act that is deemed to be dangerous to the safety and welfare of other individuals on school property or at a school sponsored activity shall be subject to disciplinary sanctions, including expulsion. Students exhibiting behavior out of school that nevertheless has a nexus to the school and could create an unsafe environment, or lead to the disruption of the school environment, may be subject to disciplinary sanctions.

Any students using profanity directed at a staff member, or engaging in verbally aggressive language towards other students or towards a staff member, will be sent immediately to an administrator and will face significant disciplinary consequences.

### **Detention**

Students who violate the “Student Behavioral Code” may be assigned a detention by either the teacher or administration. Administrative detention is held after school for one hour at set times and on set days; teachers may define the parameters of detention that they assign, so long as the detention does not last longer than one hour. District policy requires that students and parents be given 24 hours notice prior to students being detained after school hours. Students are expected to make appropriate arrangements to serve detentions within 48 hours.

### **Administrative detentions and disciplinary sanctions:**

If students fail to abide by a teacher’s attempts to modify inappropriate behavior or fails to comply with the students disciplinary code, members of the administration may impose disciplinary sanctions,

including administrative detentions, for the students inappropriate behavior. Consequences for failure to report to detention are serious and are considered to be defiance of school authority. Students who fail to serve administrative detentions in a timely fashion may receive **In-School** detention and, where needed, in-school suspension.

Students are expected to be prompt to detention, and they should arrive with school related materials or other learning materials. Students are to remain quiet and reflective during detention. The detention monitor may at any time request that students be removed from or leave detention hall if the behavior of the students are deemed inappropriate or if the students are late to detention. The detention will not count and the students may receive further disciplinary sanctions. *Students may be required to fulfill their detentions by performing community service to the school. This can be done by working with the custodial or secretarial staff, by participating in the Community Service Club, or by completing administration-approved community service outside of school. Administrators may also assign **In-School** detention in some circumstances.*

Extra-curricular activities and non-academic students privileges (student parking, campus study) may also be rescinded at the discretion of the Administration for students who violate the school's disciplinary code. It is the belief of the school district that detentions supersede extra-curricular activities and students employment schedules. Coaches and/or extra-curricular advisors will be notified if the students fail to fulfill their behavioral responsibility.

**Teacher issued detentions:**

Teachers have the authority to issue their own detentions to students for behavior and/or actions that are deemed inappropriate. In such cases, teachers will supervise the detention. Teachers will contact the students parents or guardians to make them aware of the problem and how they are attempting to modify the students behavior or actions. Teachers' actions must be consistent with the District's policy regarding students discipline. Teachers will keep a record of students serving teacher-assigned detentions and make that record available to administrators. *Students who fail to serve teacher detentions may receive two administrative detentions.*

**Discipline of Special Needs Students**

The disciplining of special needs students is governed by federal and state special education law and the regulations promulgated thereunder. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400, *et seq.*, 34 C.F.R. section 300.519, *et seq.*, and Massachusetts General Laws c.71B.

Special needs students who violate school rules are subject to

removal from their current placement for up to ten (10) school days, to the extent that such removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the students disability. Additionally, in certain circumstances, special needs students may be removed for additional periods of time beyond ten (10) school days in the same school year.

School personnel may also order a change in the placement of students with a disability to an interim alternative educational setting for up to forty-five (45) days if students (1) carries a weapon to school or to a school function; or (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or at a school function. Additionally, a Massachusetts Bureau of Special Education Appeals hearing officer, under certain circumstances, may order a change in the placement of students with a disability to an interim alternative educational setting for up to forty-five (45) days. Under the circumstances described in this section, or if the removal of students will constitute a change in the students placement, a student's IEP TEAM may convene to review the students educational program and the misconduct. For more details on these procedures, you may contact the special education department.

### **Distractibles**

“Distractibles” are items that are inessential or inappropriate for school and have the potential to cause disruptions to the school environment. Like valuables, these items should be left at home. Laser pointers and digital recording devices are not allowed for use during the normal school hours unless specifically approved by an administrator for academic use. Students may not have digital recording devices on or in view at any time during the school day unless specifically approved by an administrator. Students may not use a digital device to record or take pictures of faculty members or students unless said faculty members or students has granted permission.

*Use of electronic devices is a privilege, not a right.* Students may use cell phones and musical devices during foyer study and at lunch. Electronic devices of any nature (cell phones, laptops, tablets, etc.) may only be used for academic purposes in the Media Center (students are allowed to listen to music through cell phones in the media center, but only with student-provided headphones and at a volume such that no one else is able to hear the music). Students may not use cell phones in the hall to make phone calls; students are allowed to use cell phones for non-disruptive purposes (e.g., texting) in the hall during passing times, but not in such a way that causes disruption or that causes the students to be late to class or study. Students are not allowed to use cell phones or

other electronic devices in classes unless given specific permission by the teacher. Cell phones and/or musical devices used in ways not allowed by school policy will be confiscated *as is* and turned into the main office. Students may pick up the item at the end of the school day; however, their use may result in disciplinary consequences. Multiple offenses will require parent/guardian retrieval of the item, and students demonstrating a pattern of inappropriate cell phone usage will be required to turn in their cell phones at the front office each morning.

***The school is not responsible for valuables that are damaged, lost, or stolen.***

### **Dress Code**

The school dress code reflects the Core Values and Mission of the school. All students should strive for high standards of achievement through hard work, initiative and collaboration. In addition, we seek to foster an atmosphere of acceptance and open-mindedness, in which students practice empathy and find common ground. With this in mind, students dress and appearance should be appropriate for the business of school. Therefore, students are expected to exercise good judgment in selecting school attire.

Any clothing, accessory, hairstyle or grooming habit that is a danger to students health/safety may not be permitted and students dress should not hinder participation in a given class (for instance, PE or a chemistry lab). Also, students dress that is obscene or offensive, and/or disruptive to the learning environment will not be permitted. All students are expected to dress appropriately during the school day and at all school-sponsored events.

#### **Prohibited Attire/Protocols:**

- A. Hoods, sunglasses, bandanas, hats and any other head/face covering may be worn with the permission of the building administration and staff. Students are expected to comply with teacher or staff requests to remove such items in classrooms.
- B. Articles which display drug, alcohol, or tobacco logos or depict use of the same
- C. Articles which display messages, illustrations or symbols that are lewd, indecent, offensive or vulgar
- D. **Articles with images or words targeting groups based on such factors as race, religion, gender and sexuality.**
- E. Clothing that reveals **nipples, genitalia or buttocks**
- F. Bare feet

Participation in team dress up or school spirit days does not excuse students from abiding by the dress code.

Students whose dress violates the code may be required to modify (i.e. cover, remove or change) their appearance. Refusal may result in a range of disciplinary consequences, including parent phone calls or detentions. Students dress code enforcement should not result in unnecessary barriers to school attendance.

With our core values in mind, all students should be able to dress comfortably for school and engage in learning without fear of body shaming or being singled out in front of peers. Reasons for conflict and inconsistent/inequitable discipline should be minimized whenever possible. Teachers should be allowed to focus on teaching without the additional burden of dress code enforcement. Teachers with specific student concerns should forward them to an assistant principal.

### **External Suspension**

External suspension is suspension from school. It is intended to address problems/issues that:

- effect the safety of other students or staff,
- constitute willful and/or habitual defiance of school authority or school rules, and/or
- are illegal in nature.

Students who are on outside suspension are suspended from classes and are not allowed on school property (either during normal school hours or during extracurricular activities and events) for the duration of the suspension period. The students may receive credit for work missed due to outside suspension if the work is subsequently made up by the students. Classes missed during an external suspension are not included in the calculations relative to the school attendance policy. Student-athletes may not represent their school if they are on outside suspension.

### **Bullying/Harassment**

Nashoba Regional School District is committed to providing a learning and working atmosphere for students, employees and visitors free from bullying/harassment (sexual harassment, cyber-bullying, hazing and intimidation). Such action may occur on the basis of age,

color, disability, gender identity, national origin, race, religion, sexual orientation or for any other reason.

It is a violation for any employee, students, or visitor to engage in or condone bullying/harassment in school or at school related functions, or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of bullying/harassment.

The school will take remedial and/or disciplinary action when such bullying/harassment occurs in or out of school, but has a nexus to school, or is disruptive to an employee's or students work or participation in school related activities. This includes reports of bullying/harassment, verbal, physical, electronic or in any other form.

Parents and guardians of students alleged to have engaged in bullying/harassment (verbal, physical or electronic) will be invited to attend a meeting at which the activity, words, or images connected to the complaint will be reviewed. Students disciplined for bullying/harassment will not be readmitted to the regular school program until parents or guardians have come into the school to discuss the circumstances of the event(s).

It is the responsibility of every employee, parent, and students to recognize acts of bullying/harassment and to take every action necessary to see that necessary protocols and procedures are followed. An employee, parent or students who believe they have been the target of bullying/harassment has the right to file a complaint and receive a prompt, confidential response in accordance with district protocol and policy. In some cases, in order to proceed, outside agencies may be contacted and involved so information relating to the complaint may be released.

### **Hazing**

The term "hazing" means 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 students or other person. Such conduct includes 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 or mental health or safety of any such students or other person. Consent shall not be available as a defense to any prosecution under this action.

All students, group, team, or organization shall receive a copy of this policy for distribution to each of its members or applicants for membership. It shall be the duty of the coach or designated officer of any group, team, or organization to distribute and explain the hazing

policy to each member of said group, team, or organization.

***Consequence***

Organizers or participants in hazing 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. Failure to report such crime shall be punished by a fine of not more than one thousand dollars. Suspension or expulsion may be imposed at the discretion of the administrator adjudicating the case. Student offenders may be removed from any athletic team or extra-curricular school activity. NRHS administrators may also notify law enforcement personnel of the violation for possible criminal prosecution.

**Interrogations by Police**

In situations where events occur outside of school that have a nexus to the school, law enforcement officials may wish to question students in an investigatory capacity during the school day or periods of extracurricular activities. In these situations, the Principal or their designee shall be present during the questioning. When students are under 18 years of age, law enforcement officials will not question students in an investigatory capacity unless a parent is present or parents have given their permission. When students are 18 years of age or older, efforts will be made to contact the students parent or guardian so that the responsible adult may be notified of the situation and be invited to the location where the police interrogation occurs. In a situation in which an immediate threat to the safety of the school exists, police may be required to interact directly with students prior to being able to contact parents. If police custody and/or arrest is involved, the Principal will request that all procedural safeguards for the students, as prescribed by law, be observed by law enforcement officials. This policy does not cover situations in which a police officer or School Resource Officer engages in non-investigatory/accusatory conversations with students on the school campus or at extracurricular activities.

**In-School Suspension/Saturday Detention DELETE**

In-school suspension is defined as the removal of students from their classes for disciplinary reasons for a full school day. Whenever possible and appropriate, administrators work to minimize the amount of time that students are removed from classes, and administrators frequently assign students a partial day of ISS rather than a full day. A partial day of ISS is held typically from the beginning of school to the end of fourth period. At administrator discretion, students may be assigned In-School Suspension immediately due to the nature of the behavior. Students are expected to be on time and to engage in academic work for the entire period of removal. Headphones and/or electronic

devices, including but not limited to games, cell phones, and iPods, are strictly prohibited in in-school suspension and as a result, will be confiscated by one of the Assistant Principals or the in-school staff. Students who are disruptive and/or talking will be sent home and will be required to make up in-school suspensions on another day. Student-athletes may not represent their school on the day of an in-school suspension, whether full-day or partial-day.

**DELETE Saturday detention is an alternative to In-School Suspension, which may be assigned at the discretion of an administrator. It is served on a Saturday morning from 9:00 AM to 12:00 PM under the supervision of a Nashoba administrator or faculty member. Students must arrive by 9:00 AM and stay until 12:00 PM; if students arrive late or leaves early, the students will not be considered to have met their disciplinary obligation. The same rules that apply to In-School Suspension—for example, no electronic devices, no talking, etc.—also apply to Saturday detention.**

#### **Passes/Bathroom Privileges**

Students must have a pass to move about campus during the day. Students who wish to use the bathroom must complete the sign out sheet in the teacher's room and use the bathroom closest to the classroom. All students are encouraged to use the bathroom between classes, not during class time. Students should abide by each teacher's bathroom policy. Any students who do not respect the use of the pass could receive disciplinary action.

#### **Public Displays of Affection**

Students should not display excessively physical forms of affection on the school campus at any time during the school day or during an extracurricular activity. Excessively physical displays of affection could include, but are not limited to, kissing, hugging, lap sitting or other touching which could be construed as inappropriate for a school setting. Students will receive one warning to discontinue their actions; however, if the behavior persists or they become insubordinate, said students may be referred to the main office for disciplinary actions. Parental notification will be made in the event of a disciplinary referral.

#### **Problem Resolution**

Teachers, Administrators, and the Principal are expected to talk with students and parents whenever a problem arises. Conversely, students (and parents) are expected to first meet and talk with their respective teachers (regular or special education teacher) if a problem is encountered related to a specific class or teaching practice. Students or parents who disagree with the decision of a teacher may then contact a member of the administration; if they disagree with the decision of an

Assistant Principal they may file a written appeal of the decision with the Principal. The appeal must be submitted to the Principal within five (5) days of the decision with which the parent or students disagree.

Except as set forth in M.G. L., chapter 71, section 37H and 37H1/2 and other provisions of applicable law, the Principal shall make the final decision on all disciplinary, attendance, credit, and course issues.

**Right to Notice and Hearing for Suspension or Expulsion**

The Nashoba Regional School District shall ensure each students due process under the law regarding disciplinary actions. Upon determination that a disciplinary action is required that would result in students being suspended or expelled, the following procedure shall be followed:

1. **Temporary Disposition** - The students shall remain in school and under the supervision of school authorities on the day of the suspension until the end of the school day or until the parent, guardian, or their designee takes physical custody of the students.
2. **Notification of Students** - Upon completion of an investigation written notification will be provided to the students and mailed to the parent/guardian of the students explaining the charges against the students, the reasons for the charges, the disciplinary action proposed, and the students right to a hearing. (M.G.L. 71:37H)
3. **Opportunity for a Hearing** - Upon notification of a suspension, a student has the opportunity for a hearing with the principal if charged with any of the following: found on school premises, or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, possession of a controlled substance, or charged with assault of a school employee. At this hearing, they shall receive the following:
  - a) oral notice of charges against them
  - b) an explanation of the basis for the accusation, and
  - c) the opportunity to present their defense.

The hearing shall take place before a suspension begins, unless the students presence at the school or in the classroom is considered dangerous or substantially disruptive to the academic process. If immediate suspension is necessary, notice to students and a hearing must follow as soon as possible.

4. **Expulsion** - As is provided by law a hearing must occur prior to an expulsion. An expulsion may not occur without first giving the students and their parents or guardians an opportunity to be heard. Once the expulsion has occurred, it shall remain in effect prior to any appeal hearing conducted according to the statutes.

5. **Appeals** - The students shall have the right to appeal an expulsion to the Superintendent of Schools. The students shall notify the Superintendent in writing of their appeal no later than ten calendar days following the effective date of the expulsion the Superintendent shall hold an appeal hearing with the students in accordance with the state law. At the appeal, the students shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. The Superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the students. Such decision shall be the final disciplinary action within the school community.

6. **Civil and Criminal Offenses** - In serious cases requiring legal action students may be remanded to the custody of the police. Parent/guardians will be notified of this decision as stated herein. Upon the issuance of a criminal complaint charging students with a felony or upon the issuance of a felony conviction, the students shall be given due process according to M.G.L. Chapter 71, §37H½. Under this law, if the principal has deemed that the presence of the students would have a substantial detrimental effect on the general welfare of the school, the principal may suspend the students. The students may appeal this decision to the Superintendent of Schools, but shall notify the Superintendent in writing of their request for an appeal no later than five calendar days following the effective date of the disciplinary action. Such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent of Schools. *In felonies involving weapons, should the principal not recommend exclusion, the students safety plan will require daily searches upon entering the building.*

#### **Search and Seizure**

The right of inspection of students school lockers and other school property is inherent in the authority granted to local School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding students and staff, students property and school property. Lockers are items of school property and students have no expectation of privacy regarding any materials placed or stored in school lockers. Also, students have no expectation of privacy in students desks, laboratory equipment or school computers. Similarly, students backpacks, purses and automobiles are privileged, not entitled personal items. As a result, random or scheduled searches of school and personal property, including periodic canine searches, may be conducted by school administrators at any time and any contraband items shall be confiscated. School administrators may also refer information relative to contraband items to law enforcement personnel. School administrators

may also request assistance from law enforcement personnel in carrying out searches of lockers, students and students property, including students motor vehicles, with the possible aid of canine units.

*Searches by Staff* - School administrators have the right to conduct a reasonable search of a students person and/or personal belongings or motor vehicle whenever the school administrator has reasonable suspicion that the students have violated a school rule or are carrying or possessing contraband items, including, but not limited to, drugs, alcohol, or weapons.

*Searches by school officials* of students, automobiles or the students property will be conducted in a way that protects each students rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

**Security Cameras**

A surveillance camera system has been installed to enhance the safety and security of students, staff and community members who visit the school, while diminishing the potential for personal and district loss or destruction of property. The cameras are installed in public areas only, including hallways, entrances and exits to the building and the cafeteria. The camera system will be in operation and regularly monitored by administration and office personnel throughout the year. Please be advised that recorded information will be made available to and used as necessary by school officials and/or law enforcement.

**Smoking**

The Massachusetts Education Reform Act of 1993, Ch. 71, Sec. 37H prohibits the *use* of any tobacco or look-alike tobacco products in school, on school grounds, on school buses, in school facilities or at school-sponsored events. In addition, NRHS also prohibits the possession **or use of any smoking or vaping products** ~~tobacco products or non-FDA approved nicotine delivery devices~~ (i.e. e-cigarettes, hookah pens), or other tobacco products in school, on school grounds, on school buses, or in school facilities.

NRHS is committed to having a smoke free/tobacco free environment for its students, faculty and guests. Smoking is a serious threat to both smokers and non-smokers and will not be tolerated. The following disciplinary sanctions are consistent with the law against smoking. Members of athletic teams are also subject to the regulations of the Athletic Department and the MIAA.

1 <sup>st</sup> Offense	Verbal/Written Notification	2 detentions	\$25 Fee
2 <sup>nd</sup> Offense	Verbal/Written	Full day In-School	\$50 Fee

	Notification	Suspension	
3 <sup>rd</sup> Offense	Verbal/Written Notification	Full day Out of School Suspension	\$100 Fee

**Theft**

Any students caught stealing (regardless of the value of the stolen item) from other students or staff member on school premises or at a school-sponsored or related event or activity shall be subject to disciplinary sanctions, including expulsion. Administrators may also require students who have stolen items to make restitution to the victim if the stolen item cannot be returned in its original condition to its rightful owner. The school may contact the local authorities as theft is a criminal activity. In addition, items valued over \$250 may result in felony charges.

**Vandalism**

All students must show respect and care for Nashoba Regional School District property. Any damage to property should be reported to the Main Office or the appropriate teacher. Acts of vandalism are crimes against the school district and the communities which support the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under MGL Ch. 266, Section 98: “Whoever willfully, intentionally and without right, or wantonly and without cause, destroys, defaces, mars or injures a schoolhouse, church or other building erected or used for purposes of education or religious instruction, or for the general diffusion of knowledge, or an outbuilding, fence, well or appurtenance of such schoolhouse, church or other building, or furniture, apparatus or other property belonging thereto or connected therewith, shall be punished by a fine of not more than one thousand dollars, or by imprisonment for not more than two years, or both.”

If students damage school property, the students and/or their parents or guardian shall be required to pay the district for the replacement value of the damaged property and/or the costs incurred by the district in cleaning or repairing the property.

**Weapons/Fireworks**

No students shall have in their possession, on school premises, or at any school-sponsored or related event or activity any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon includes any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm or muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

Students who carries, transports, possesses or uses a weapon on school premises or at school-sponsored or related events or activities shall be subject to disciplinary sanctions, including expulsion.

## **Appendix**

### **Discipline Violations**

The following list includes behaviors specifically prohibited by the NRHS Disciplinary Code. Nevertheless, school administration reserves the right to take disciplinary action for any other behavior or conduct that is not specifically mentioned in this Student Handbook, but nevertheless has an adverse impact on school safety and/or maintaining a disruption-free learning environment:

Fighting or behaving violently; inappropriate cafeteria behavior; threatening another with bodily harm; intimidating students or school personnel; disruptive behavior to include the classroom, corridor/hallways, and directed study; using abusive language or gestures, including racial or ethnic remarks which are improper; harassment; obstructing vehicular or pedestrian traffic; creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; is insubordinate - that is, failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of the students; oppositional or defiant behavior; truancy/leaving school grounds without permission (the district will file a Child in Need of Supervision, CHINS, petition for students who are chronic cases of truancy); failure to fulfill disciplinary obligations in a timely fashion; vandalism, or any destruction of real and/or personal property (including graffiti or arson); theft; possession/use/sale of drugs, alcohol, or drug paraphernalia; possession of weapons or fireworks; possession or use of tobacco or tobacco products; setting off the fire alarm; gambling; hazing; inappropriate use of the Internet; game playing; without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty, staff member, teachers' room, and/or the auditorium lobby/bathroom; enter upon and remain in the building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others; refusing or failing to report to directed study; without authorization, remain in any building or facility after it is normally closed; refuse to leave any building, classroom, or facility after being instructed to do so by an authorized administrative officer, member of the faculty, or staff member; failure to report to the main office after being instructed to do so by an administrator, member of the faculty, or staff member; enter into any unauthorized area for students (i.e., teachers' room); tardiness; unauthorized Snack Shack visits; cheating/plagiarism.

### **Internet Policy/Use of Networked Information Resources**

The Nashoba Regional School District recognizes the value and importance of network information sources and related technologies for a well-rounded education. The District supports access of students and staff within appropriate bounds.

The District makes telecommunications, electronic information sources, and networked services available for the enhancement of learning and teaching within various curricula. The District expects the staff to blend thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all students in the appropriate use of these resources.

The District realizes the positive and constructive use of these resources; it also recognizes the potential for possible misuse. Therefore, individual users must take full responsibility for their own actions. All users shall assume full liability, legal, financial or otherwise, for their actions. The District reserves the right to access, audit, and review usage. Use shall be governed by administrative regulations, procedures, user guidelines and user agreements. Information stored or transmitted on NRSD computer systems is the property of NRSD and may be reviewed by the District at any time.

In order to comply with the Children's Internet Protection Act (CIPA), this document will serve as Nashoba Regional School District's Internet Safety Policy. Nashoba Regional School District has a content filter in place that blocks and filters Internet sites that are obscene, contain pornography, or contain any material deemed to be inappropriate or harmful to minors as defined by CIPA [Pub.L.No.106-554 and 47 USC 254(h)].

Nashoba Regional School District includes in its curriculum Internet safety. The curriculum includes teaching students about appropriate and safe online behavior, including intellectual property, personal safety, and cyber-bullying awareness and response. To the extent practical, staff supervises and monitors appropriate usage of the online computer network and access to the Internet in accordance with this policy.

The district takes cyber-bullying seriously and appropriate action will be taken to protect students and staff from any form of cyberbullying. Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any

combination thereof, by one or more students directed at other students that has the effect of:

- causing physical or emotional harm to the other students or damage to his or her property;
- placing the other students in reasonable fear of harm to themselves or of damage to his or her property;
- creating a hostile environment at school for the bullied students;
- infringing on the rights of the other students at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Ethical participation in academic interactive web resources and electronic forms of communication is expected of all students and staff. Any text, voice or image that is considered inappropriate in the classroom is also inappropriate in all uses of interactive web resources and any electronic communications. This includes, but is not limited to, profanity, racist, sexist or other threatening or discriminatory remarks. Students should promptly inform a staff member if any messages received or material reviewed is inappropriate.

All personal or school-owned technology and electronic devices shall be monitored. All technology and electronic devices should be used primarily for academic purposes during official school hours. Use of the network, technology and electronic devices shall be permitted only upon submission of signed agreement forms by both parents/guardians and students. Some networks may require an additional agreement by users; i.e., outlining standards for behavior and communication. User accounts shall be limited, suspended, or revoked if these resources are misused.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
5. Trespassing in others' electronic files or plagiarizing others' work as their own
6. Violating copyright laws
7. Revealing identifying information such as first and last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs, unless approved by a teacher for the purpose of meeting course requirements.
8. Unauthorized disclosure, use, and dissemination of person identification information regarding minors

9. Sharing a password or using others' accounts and passwords
10. Intentionally wasting limited resources (i.e. excessive printing, downloading or online streaming)
11. Employing the network for commercial or other non-academic purpose
12. Damaging computers, computer systems or networks

Publication of information shall be in accordance with the Nashoba Regional School District Publication of Personal Information Policy.

Ref: E-Rate Primer Central, 2009; Children's Internet Protection Act (CIPA); M.G.L.; Chapter 71, Section 370

### **Student Parking Application/Regulations**

All students who wish to bring a vehicle to school must park in the designated area on school property, pay the appropriate fee and conduct themselves according to the regulations for use.

- Parking tags will be sold on the announced dates in the Main Office. Seniors will be given priority for parking spaces followed by juniors. Depending on parking availability, spaces for juniors may be assigned by lottery.
- The fee to park for the year is determined by the Central Office (non-refundable, pro-rated for students who get a tag after the **start of the academic year**).
- There are a limited number of daily passes that students can apply for in advance of the day they need it, depending on space availability. ~~Students will receive the daily pass the day they need it.~~ The cost of this pass is \$1 a day. Students may only receive two daily passes per week.
- Students must fill out the appropriate application for parking.
- Students must hang the parking tag on the rearview mirror of their car.
- Cars without tags may be towed at the owner's expense.
- ~~Students with outstanding obligations from the previous year will not receive a tag until those past obligations are met.~~ Students who have financial/disciplinary obligations from the previous year will not be given a tag until all of those obligations are satisfied.
- The school administration reserves the right to suspend or revoke parking privileges for unsafe driving, leaving school grounds without permission, excessive tardiness (more than five) or other disciplinary reasons.
- Students cannot sell or purchase parking tags from other students. Students who engage in either of these prohibited

activities will permanently lose parking privileges. With administrator approval, students may be given permission to “share” a parking pass to make more efficient use of limited parking space.

- Students are to inform Main Office personnel immediately in writing if they drive a car to school other than the one registered on the parking sheet maintained by the Main Office.
- Students are not permitted to park in any location other than the students parking lot until after buses have been dismissed at the end of the school day. Students will receive disciplinary consequences, including loss of parking privileges for failure to abide by this rule.

### **Glossary of Terms**

**AYP** (Adequate Yearly Progress), **IEP** (Individual Education Plan), **FBA** (Functional Behavior Assessment), **ADA/504** (Americans with Disability Act), **IHP** (Individual Health Plan), **PAP** (Personal Action Plan) or **IIP** (Individual Improvement Plan), **NCLB** (No Child Left Behind), **MCAS** (Massachusetts Comprehensive Assessment System)

### **Teacher Directory**

A directory of teacher information can be accessed at the following web site: <http://nrhs.nrsd.net/teacherlinks.html>

### **Fee Waivers**

*Did you know?*

Students eligible for free and reduced lunch are also eligible for full or partial fee waivers for standardized testing including SAT’s, ACT’s and AP exams.

No students should feel excluded from a school related opportunity due to financial concerns. As such, the school provides a number of financial supports so all of our students have equal opportunities to the programs offered here.

In these difficult and challenging economic times, more families are finding themselves in need of financial assistance. The Free and Reduced (F/R) Lunch program, administered anonymously through the PowerLunch system, offers students a quality, nutritious meal while in school. Furthermore, eligibility for F/R lunch is the criteria for used for issuance of fee waivers for testing and college applications.

The Nashoba Guidance Department will waive the cost of the PSAT for eligible students and College Board and ACT issue fee waivers for taking the SAT or ACT college entrance exams. Eligible students must come to Guidance well in advance test registration deadlines.

*These same fee waivers will also waive application fees at four colleges.* College application fees range from \$10 to \$100 each, and no

students should need to limit their college options. Counselors can also provide a letter requesting a college waive the application fee, and these requests are traditionally honored by colleges. Students who have used their four College Board provided fee waivers should discuss this option with their guidance counselor.

Athletes in need of full or partial waivers for sports participation fees must also qualify for free or reduced lunch and should see the Athletic Director, Ms. Rich, for more information. In some circumstances Nashoba Administration may have provisions to assist qualifying students with class dues and other co-curricular fees, and students or parents should discuss this concern first with their guidance counselor.

Kaplan will grant partial or full tuition waivers for students with F/R lunch who wish to enroll in test prep classes with them, and it is likely that other test prep providers will follow suit.

**Student Parent Acknowledgment of Receipt**

*I have read and understand the rules and regulations of the Nashoba Regional High School Student Handbook. I have also reviewed the revisions to the following policies: Student Vehicles, Sports, Academic Integrity, Distractibles, Dress Code, and Harassment.*

**Student:**

(Please print) \_\_\_\_\_

(Please sign) \_\_\_\_\_

**Parent:**

(Please print) \_\_\_\_\_

(Please sign) \_\_\_\_\_

**DATE:** \_\_\_\_\_

Return this form to your homeroom teacher the first week that school is in session. Failure to return the form does not supersede the authority of the Nashoba Regional High School Student Handbook/Agenda.

**Join Nashoba's School to Career Business Partnership**

Are you willing to share your professional knowledge with interested students? Can you help students considering a career in your field to better understand what it takes to be successful and enjoy the work?

Please give your name **to our guidance department and you** will be contacted to discuss the possibilities.

Name:

Company:

Career Field:

Address:

Phone:

Email:

I am interested in learning more about ways to work with Nashoba students learn more about different career fields.

\_\_\_\_\_ Shadowing: Host a student or group of students at your workplace

\_\_\_\_\_ Guest Speaker: Visit an appropriate class or school event to talk with students about your career field

\_\_\_\_\_ Informational Interviews: Schedule a meeting so a student can learn more about your career field

\_\_\_\_\_ Internships: Host a paid or unpaid students intern after school or during the summer months