

NORTON HIGH SCHOOL

66 West Main Street

Norton, MA 02766

(508) 285-0160

2021 - 2022

# STUDENT HANDBOOK





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# GENERAL INFORMATION

## CONTACT INFORMATION

Main Office	508-285-0160
Main Office Fax	508-286-2667
Principal	<a href="#">Ethan Dolleman</a>
Assistant Principal	<a href="#">Amy Benner</a>
Dean of Students	<a href="#">Jesse Shaughnessy</a>
Director of Athletics	<a href="#">Aaron Sumner</a>
Director of Pupil Personnel & Guidance	<a href="#">Vincent Cerce</a>
Special Education Team Chair	<a href="#">Amy Gaudette</a>
Guidance	508-285-0164
Guidance Fax	508-286-2669
Guidance Coordinator	<a href="#">Jennifer Proulx</a> (Students A-F)
Guidance Counselors	<ul style="list-style-type: none"> <li>• <a href="#">Allison Warren</a> (Students G-M)</li> <li>• <a href="#">Cate Nesbitt</a> (Students N-Z)</li> <li>• Shannon Griever (Students TBD)</li> </ul>
Adjustment Counselors (By assignment)	<ul style="list-style-type: none"> <li>• <a href="#">Michelle Amaral</a></li> <li>• <a href="#">Ellen Dufour</a></li> </ul>
School Resource Officer	<a href="#">Sergeant Jacob Dennett</a>
Health Office	508-285-0167
Nurse	<a href="#">Doreen Browne</a>
Website	<a href="https://www.norton.k12.ma.us/norton-high-school">https://www.norton.k12.ma.us/norton-high-school</a>

## NORTON HIGH SCHOOL CORE VALUES AND BELIEFS

The Norton High School community is committed to providing challenging curricula in a safe and positive learning environment. We strive to maximize each student's potential and encourage all students to exemplify:

- Respect
- Creativity
- Intellectual Curiosity
- Responsibility

## 21<sup>ST</sup> CENTURY LEARNING EXPECTATIONS

Norton High School students are critical thinkers and effective users of technology who can meet the following expectations:







<b>Academic Expectations</b>	<b>Civic &amp; Social Expectations</b>
<ul style="list-style-type: none"> <li>• Read, write, and communicate effectively</li> <li>• Work cooperatively and independently</li> <li>• Identify, analyze, and solve problems</li> <li>• Gather, evaluate, and apply information from a variety of sources</li> </ul>	<ul style="list-style-type: none"> <li>• Display global awareness</li> <li>• Utilize technology responsibly</li> <li>• Demonstrate community involvement</li> </ul>

## **PORTRAIT OF A GRADUATE**

As part of Norton Public School's *Vision 2022*, Norton High School will work to develop student competency in six core areas to promote college, career and life readiness.

### **Portrait of a Norton Graduate**



	<b>Personal Responsibility &amp; Accountability</b>	<b>Students:</b> <ul style="list-style-type: none"><li>• Act responsibly with the interests of the larger community in mind.</li><li>• Demonstrate personal integrity, honesty and ethical behavior.</li></ul>
	<b>Social &amp; Cross-Cultural Skills</b>	<b>Students:</b> <ul style="list-style-type: none"><li>• Learn from and work collaboratively with individuals representing diverse cultures, religions and lifestyles in a spirit of mutual respect and open dialogue in personal, work and community contexts.</li><li>• Know when it is appropriate to listen and when to speak.</li><li>• Conduct themselves in a respectable, professional manner.</li><li>• Respect cultural differences and work effectively with people from a range of social and cultural backgrounds.</li><li>• Leverage social and cultural differences to create new ideas and increase both innovation and quality of work.</li></ul>
	<b>Creativity &amp; Innovation</b>	<b>Students:</b> <ul style="list-style-type: none"><li>• Use a wide range of idea creation techniques (such as brainstorming, divergent &amp; convergent thinking).</li><li>• Elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts.</li><li>• Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas.</li><li>• View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small success and frequent mistakes.</li><li>• Act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur.</li></ul>
	<b>Critical Thinking &amp; Problem Solving</b>	<b>Students:</b> <ul style="list-style-type: none"><li>• Collect, assess and analyze relevant information.</li><li>• Reason effectively.</li><li>• Use systems thinking.</li><li>• Make sound judgements and decisions.</li><li>• Identify, define and solve authentic problems and essential questions.</li><li>• Reflect critically on learning experiences, processes and solutions.</li></ul>
	<b>Flexibility &amp; Adaptability</b>	<b>Students:</b> <ul style="list-style-type: none"><li>• Adapt to varied roles, jobs, responsibilities, schedules and contexts.</li><li>• Work effectively in a climate of ambiguity and changing priorities.</li><li>• Incorporate feedback effectively.</li><li>• Deal positively with praise, setbacks and criticism.</li><li>• Understand, negotiate and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments.</li></ul>
	<b>Information, Communication &amp; Technology Literacy</b>	<b>Students:</b> <ul style="list-style-type: none"><li>• Use digital technology, communications tools, and/or networks to assess, manage, integrate, evaluate, and create information in order to function in a knowledge society.</li><li>• Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies.</li></ul>

## **NORTON PUBLIC SCHOOLS NON-DISCRIMINATION NOTICE**

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

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

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

Complaints and requests for information should be forwarded to:

<p>Title I, Section 504 and Title VI: Jennifer O'Neill Assistant Superintendent for Teaching and Learning 64 West Main Street, Norton, MA 02766 508-285-0107 joneill@norton.k12.ma.us</p>	<p>Title II, Title IX and Chapter 76, Section 5 MGL Vincent Cerce Director of Pupil Personnel 64 West Main Street, Norton, MA 02766 508-285-0191 vcerce@norton.k12.ma.us</p>
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## **BELL SCHEDULE**

Block	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
<b>LLB</b>	7:40 - 7:50 (10)	7:40 - 8:10 (30)	7:40 - 7:50 (10)	7:40 - 8:10 (30)	7:40 - 7:50 (10)	7:40 - 8:10 (30)	7:40 - 7:50 (10)
<b>Block 1</b>	<b>A</b> 7:54 - 8:57 (63)	<b>F</b> 8:14 - 9:12 (58)	<b>D</b> 7:54 - 8:57 (63)	<b>B</b> 8:14 - 9:12 (58)	<b>G</b> 7:54 - 8:57 (63)	<b>E</b> 8:14 - 9:12 (58)	<b>C</b> 7:54 - 8:57 (63)
<b>Block 2</b>	<b>B</b> 9:01 - 10:04 (63)	<b>G</b> 9:16 - 10:14 (58)	<b>E</b> 9:01 - 10:04 (63)	<b>C</b> 9:16 - 10:14 (58)	<b>A</b> 9:01 - 10:04 (63)	<b>F</b> 9:16 - 10:14 (58)	<b>D</b> 9:01 - 10:04 (63)
<b>Block 3</b>	<b>C</b> 10:08 - 11:11 (63)	<b>A</b> 10:18 - 11:15 (57)	<b>F</b> 10:08 - 11:11 (63)	<b>D</b> 10:18 - 11:15 (57)	<b>B</b> 10:08 - 11:11 (63)	<b>G</b> 10:18 - 11:15 (57)	<b>E</b> 10:08 - 11:11 (63)
<b>Block 4</b>	<b>D</b> 11:15 - 1:04	<b>B</b> 11:19 - 1:08	<b>G</b> 11:15 - 1:04	<b>E</b> 11:19 - 1:08	<b>C</b> 11:15 - 1:04	<b>A</b> 11:19 - 1:08	<b>F</b> 11:15 - 1:04
<b>1st Lunch</b>	L: 11:15 - 11:40 C: 11:43 - 1:04	L: 11:19 - 11:44 C: 11:47 - 1:08	L: 11:15 - 11:40 C: 11:43 - 1:04	L: 11:19 - 11:44 C: 11:47 - 1:08	L: 11:15 - 11:40 C: 11:43 - 1:04	L: 11:19 - 11:44 C: 11:47 - 1:08	L: 11:15 - 11:40 C: 11:43 - 1:04
<b>2nd Lunch</b>	C: 11:15 - 11:40 L: 11:43 - 12:08 C: 12:11 - 1:04	C: 11:19 - 11:44 L: 11:47 - 12:12 C: 12:15 - 1:08	C: 11:15 - 11:40 L: 11:43 - 12:08 C: 12:11 - 1:04	C: 11:19 - 11:44 L: 11:47 - 12:12 C: 12:15 - 1:08	C: 11:15 - 11:40 L: 11:43 - 12:08 C: 12:11 - 1:04	C: 11:19 - 11:44 L: 11:47 - 12:12 C: 12:15 - 1:08	C: 11:15 - 11:40 L: 11:43 - 12:08 C: 12:11 - 1:04
<b>3rd Lunch</b>	C: 11:15 - 12:08 L: 12:11 - 12:36 C: 12:39 - 1:04	C: 11:19 - 12:12 L: 12:15 - 12:40 C: 12:43 - 1:08	C: 11:15 - 12:08 L: 12:11 - 12:36 C: 12:39 - 1:04	C: 11:19 - 12:12 L: 12:15 - 12:40 C: 12:43 - 1:08	C: 11:15 - 12:08 L: 12:11 - 12:36 C: 12:39 - 1:04	C: 11:19 - 12:12 L: 12:15 - 12:40 C: 12:43 - 1:08	C: 11:15 - 12:08 L: 12:11 - 12:36 C: 12:39 - 1:04
<b>4th Lunch</b>	C: 11:15 - 12:36 L: 12:39 - 1:04	C: 11:19 - 12:40 L: 12:43 - 1:08	C: 11:15 - 12:36 L: 12:39 - 1:04	C: 11:19 - 12:40 L: 12:43 - 1:08	C: 11:15 - 12:36 L: 12:39 - 1:04	C: 11:19 - 12:40 L: 12:43 - 1:08	C: 11:15 - 12:36 L: 12:39 - 1:04
<b>Block 5</b>	<b>E</b> 1:08 - 2:09 (61)	<b>C</b> 1:12 - 2:09 (57)	<b>A</b> 1:08 - 2:09 (61)	<b>F</b> 1:12 - 2:09 (57)	<b>D</b> 1:08 - 2:09 (61)	<b>B</b> 1:12 - 2:09 (57)	<b>G</b> 1:08 - 2:09 (61)

**GENERAL DISCLAIMER**

While this handbook serves as a guideline for students, faculty and administrators to follow, the administration reserves the right to react to each situation as unique and to make decisions on matters of concern which are not explicitly stated in this handbook. These decisions will be informed by teacher, administrator and therapeutic discretion.



# ACADEMICS

## **ACADEMIC GRADUATION REQUIREMENTS**

In order to receive a Norton High School diploma, a student must fulfill all graduation requirements.

Non-graduating seniors may not participate in commencement exercises with the class. These students may participate in all other end-of-year senior commencement activities, including attending graduation as spectators.

In the event that a student is unable to complete graduation requirements, NHS staff will work with the student and the family to craft a plan to complete his/her education, which may include completing NHS graduation requirements during the summer or beyond or seeking an alternate graduation path.

### **Course Requirements**

English	20 credits	
Mathematics	20 credits	(including Algebra II)
Science	15 credits	(including Biology & a Physical Science)
Social Studies	15 credits	(including US I & US II)
World Language	10 credits	
Wellness	12.5 credits	(a full-year course in 9th grade and a semester course all other years)
Electives	32.5 credits	(5 credits of arts, 2.5 credits of computer science)

Full year courses are 5 credits. Semester courses are 2.5 credits.

Students are required to amass 125 credits in order to graduate.

### **MassCore Course Recommendations**

To best prepare students for college and the workplace, the Department of Elementary and Secondary Education suggests that students complete the MassCore Program of Studies. Additional recommendations of this program are as follows:

- o Three years (15 credits) of science should be lab-based.
  - o Two years (10 credits) of the same foreign language.
  - o A full year of arts (10 of the elective credits required above).
  - o Opportunities such as AP classes, dual enrollment, a senior project, online courses for high school or college credit, and service or work-based learning.
- Students are also required to meet the Competency Determination standard established by the Massachusetts Department of Elementary and Secondary Education on the grade 10 Massachusetts Comprehensive Assessment System (MCAS) tests or retests in English Language Arts, Mathematics, and Science.
  - Students may not repeat a course for credit if they have previously passed the course.

For more information, please consult the Program of Studies.

## **COMMUNITY SERVICE GRADUATION REQUIREMENT**

All Norton High School students are required to do 40 hours of community service before graduation.

Students must complete 10 hours per year to be eligible to participate in extracurriculars, social activities, or other privileges at NHS.

Completion of hours will be expected according to the schedule below to participate in events or activities occurring at NHS. Note that these are *minimum* requirements.

	<b>Cumulative Hours Required by End of Year</b>
<b>Freshmen Year</b>	10 Hours
<b>Sophomore Year</b>	20 Hours
<b>Junior Year</b>	30 Hours
<b>Senior Year</b>	40 Hours

Students who have concerns about their ability to complete these yearly requirements or alternate plans to satisfy them should contact administration.

The full, 40 hours must be completed before students will be eligible to participate in senior end-of-year activities, including prom and graduation.

The requirement for transfer students will be prorated based on their date of enrollment.

Community service requirements will also be prorated for the following classes:

Class of 2022: 10 hours

Class of 2023: 20 hours

Class of 2024: 30 hours

Documentation of completed community service hours should be submitted to the guidance office. Information about community service opportunities are also available here.

### **PROMOTION REQUIREMENTS**

Advancement to the next grade level is determined by the number of credits earned.

Sophomore 25 Credits

Junior 55 Credits

Senior 90 Credits

### **COURSE CHANGES**

Changes in courses or schedules are not allowed, except in rare instances as deemed necessary by the principal or assistant principal.

### **CLASS RANK**

Class rank is determined by the Guidance Department in the fall of senior year and after mid-year grades are issued in grade 12. A weighted rank is available for use on college applications.

### **HONOR ROLL**

Students achieve honors as follows:

High Honors: Grades A- or better. (Allowed one grade of B+)

Honors: No grade lower than B-.

Honorable Mention: Fulfills Honors criteria but is allowed one grade of C+ or C (not C-).

### **EXTRA HELP**

Teachers are available after school on most days for extra help. It may be necessary to make arrangements in advance.

### **PROGRESS REPORTS**

These will be uploaded to the community portal midway through each term, although they may be sent via e-mail or postal mail at any time if a student's performance requires attention.

### **CREDIT RECOVERY & SUMMER SCHOOL**

- No student is eligible for summer school if his or her final average is below 50. The student will be offered an alternate credit recovery path which will better address missed course competencies.

- Summer School letters are sent home after final report cards. Summer School typically begins the first week of July and is offered for core, content courses at the CP level. Final offerings will be dependent on staffing.
- Additional support services will be determined by the Student Support Team.

### **REQUEST FOR MAILING OF OFFICIAL HIGH SCHOOL TRANSCRIPT**

A written request must be submitted by the parent/guardian or student (if the student is sixteen years of age or older) to have an official high school transcript forwarded from Norton High School.

### **ALTERNATIVE GRADES**

Alternative grades provide flexibility for teachers, students and families to accommodate students who have long-term absences or additional circumstances that necessitate an alternative manner of assessment.

An alternative grade discussion may be initiated by a teacher, guidance counselor or administrator. The use of an alternative grade would only result from a decision by the Student Support Team (SST). The possibility of an alternate grade and a student's situation will be presented by an administrator or guidance counselor. SST would not make decisions for alternative grades without teacher consultation prior to the SST meeting.

### **Grade Options:**

- I—Incomplete: This grade would only be utilized as a quarter grade. An Incomplete would be applied to a student who had missed substantial, excused absences within a quarter or had another extenuating circumstance that prevented work completion (e.g. concussion, injury, etc.). Essential work to be completed and a reasonable time frame for completion would be based on agreement between the teacher and student. The timeframe for completion should not extend beyond two weeks after the end of the quarter. Failure to complete make up work by that time would result in no credit.
- P/F—Pass/Fail: This grade could be used in a quarter or as a final grade for a semester or, in extremely rare cases, a full year course. The Pass/Fail option could be determined as an preemptive accommodation for a specific circumstance or in response to circumstances within an academic quarter. A "Pass" indicates that full credit is to be awarded. A "P" or "Pass" for the term will not be counted in a student's cumulative average. A "F" or "Fail" will be counted as a 59. Essential work to be completed to earn a "Pass" would be the result of agreement between the teacher and student.
- N—No Grade: This grade would only be used for a quarter grade or a mid-year/final exam. This grade would be used in only extraordinary circumstances for students with serious short term health or family crisis situations which prevented the student from attending school or completing work. Ns may not constitute any more than 30% of a student's final grade. Ns are ignored in the calculation of final grades.
- W—Withdrawal: This grade would appear on a student's transcript if a course were dropped or changed after the Add/Drop period has expired.

### **TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS**

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To ensure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

### **Teacher-Planned Classroom Discussions**

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).

6. In all cases teachers must obtain from the appropriate principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the schedule time of presentation.

### **Student-Initiated Forums on Controversial Issues**

Student groups may request permission to conduct forums on controversial issues in the schools. The principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the principal at least three weeks before the scheduled date of presentation. For each request the principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

(NPS School Committee Policy IMB)

### **HONOR CODE**

Cheating and plagiarism encompasses, but is not limited to, the following:

- Willfully giving or receiving of any unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students;
- Examples of cheating include the following:
  - Passing test or quiz information from one class period to members of another class period with the same teacher or the same exam/test/quiz.
  - Submission of pre-written writing assignments at times when such assignments are supposed to be written in class.
  - Illegally exceeding time limits on timed tests, quizzes, or assignments.
  - Unauthorized use of electronic devices, study aids, notes, books, data, or other information.
  - Computer fraud.
  - The use of signs, or gestures, and talking during a quiz/test/exam.
  - Copying from another student or allowing the copying of an individual assignment, including homework.
  - Faking an illness to gain extra preparation time for tests, quizzes, or assignments due.
  - Stealing copies of tests or quizzes or the teacher's edition of the textbook.
  - Illicitly accessing the teacher's answer key for tests or quizzes.
  - Stealing another student's homework, notes or handouts.
  - Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
  - Having a parent or another person write an essay or do a project which is submitted as one's own work; failing to use proper documentation and bibliography.
  - Use of cell phones or other electronic devices during class time.
  - Submitting an assignment that has been previously been submitted for the class or another class

Any student found cheating will receive a zero for his/her work, have parents notified of the offense, and be ineligible for the honor roll and honor society.

### **HONOR SOCIETIES**

Norton High School has chapters of the National, Art, Spanish, French, Music, Math, English, History, and Science Honor Societies. Students who are potential candidates will be informed of the qualifications for membership by the faculty advisor of each society.

The criteria for each honor society is as follows:

#### **FINDLATER CHAPTER OF THE NATIONAL HONOR SOCIETY**

The National Honor Society is one of the most prestigious organizations in the nation and membership in this society is one of the highest honors that can be awarded to a high school student. A student needs more than a high academic average for induction.

He/she must demonstrate the ideals of leadership, service, and character. Membership involves a responsibility to maintain these ideals. Membership also allows the individual to grow and adapt to new challenges.

#### Membership Criteria

- Juniors and seniors to be eligible for further consideration must have a 3.67 weighted cumulative scholastic average.
- Eligible students will be notified by letter and asked to fill out a Student Activity Information Form.
- A faculty council of five members appointed by the principal will select students by majority vote on the basis of leadership, service, and character derived from the Student Activity Information Form and faculty input.
- All students will be notified by letter of their acceptance.

### **RENAISSANCE CHAPTER OF THE NATIONAL ART HONOR SOCIETY**

The purpose of this honor society is to:

- Inspire and recognize those students who have shown outstanding ability in art.
- Foster excellence and a dedicated spirit to the pursuit of art.
- Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment.
- Aid members in working toward the attainment of their highest potential in an art area.
- Bring art to the attention of the school and community.
- Increase an awareness of art in relation to other areas of the school curriculum.
- Promote aesthetic awareness in all aspects of the school's total program.

#### Membership Criteria

- Membership is based upon art scholarship, service, and character.
- You must have been in attendance for a period equivalent to one year in art at this school.
- Sophomores, juniors, and seniors are eligible and must have a minimum art scholarship average of B and no other grade averages below a C.
- First year members are required to perform 12.5 verifiable hours of community service. All other members must perform 25 verifiable hours of community service per year, which are due upon graduation.
- To maintain membership all must be in art classes each semester of each year.

### **FRENCH AND SPANISH HONOR SOCIETIES**

The French and Spanish Honor Societies promote exposure to francophone and Hispanic cultures and provide activities that enhance the study of the French and Spanish languages. In addition, the societies provide scholarship awards to graduating seniors planning to study French or Spanish in college.

#### Eligibility

Students must meet the following requirements:

- Currently a junior or senior.
- Must be currently enrolled in Honors French/Spanish IV or V with a current average of B+ or better (an exception may be made for a student who has completed the highest level of French or Spanish offered at Norton High and is still enrolled as a student).
- Must demonstrate an honorable work ethic and character.

#### Membership Criteria

- Students must remain enrolled in Honors French/Spanish IV or V.
- Students must maintain a B average in their French/Spanish course.
- Members of the societies are required to participate in a minimum of four (4) activities sponsored by their society. Activities include tutoring, raising funds for scholarship purposes and organizing school-wide and/or community activities relating to the study of French or Spanish. Students must conduct themselves as honorable members of their society. Any behavior which prompts disciplinary action may result in dismissal from the society. Faculty advisors will review the above requirements at the end of each term. It is the student's responsibility to be aware of the requirements and to address academic concerns in a timely manner. Failure to do so may result in dismissal.

### Scholarships

All senior class members of the French or Spanish Honor Societies who are in good standing are considered for a scholarship award to be used for study at the college level.

### **RHO KAPPA HISTORY NATIONAL HONOR SOCIETY**

This is an honor society for the recognition of excellence in social studies at the high school level. This society is open to juniors and seniors who meet the membership entrance criteria. Affiliation with the society will allow the school and members a means to promote scholarship, leadership, and service in social studies within the school and community.

#### Eligibility

- Juniors must have fulfilled two years of the district requirements for social studies. Students must have received a B+ (3.67 GPA) average or better in their social studies courses.
- For Juniors to maintain membership they must continue to pursue academic social studies courses in their senior year while maintaining the appropriate grade point average.
- Seniors must have fulfilled three years of their district requirements for social studies in accordance with the above GPA requirements. They must also be currently enrolled in at least one academic social studies course for their senior year.
- Students must consistently exhibit qualities of leadership, service and citizenship in either their school or in a community group/organization. The signatures of two adult sponsors on the student application will serve as testimony to the student having met the leadership, service and citizenship criteria.

#### Membership Criteria

- All members must pay the Norton High School user fee by the established due date.
- All members must participate in established activities.
- All members must maintain the appropriate GPA in their social studies courses and be enrolled in social studies courses during their senior year.
- All members must attend 80% of general meetings or provide society officers or advisors with a viable excuse.
- Failure to fulfill any of the above obligations will result in termination of membership.

### **TRI-M MUSIC HONOR SOCIETY**

It will be the purpose of this chapter to:

- Provide an appropriate method of recognizing musical achievement in its members,
- Strengthen its school's music program,
- Help its members reach their full musical potential,
- Motivate and recognize its members' musical and personal achievement beyond the incentives of credits and grades,
- Encourage its members to work together toward the same goal, Present an inspiration and challenge to its members, and
- Focus public attention on its school's music program in the community.

The five classes of membership are: new student, continuing student, alumni, faculty, and honorary.

#### Eligibility

The sponsor of this chapter shall select candidates for student membership who meet the requirements below. The officers may assist the chapter sponsor in the selection only with regards to consideration of the prospective candidates' cooperation with fellow students.

#### Membership Criteria

- Candidates for student membership shall be chosen from those students enrolled in the music department at Norton High School, and at the time of their selection, meet the following requirements:
- They must be at least a sophomore,
- They must have enrolled in a music ensemble or class for at least one year at Norton High School.
- They must be of excellent character, exhibit a good attitude toward teachers and fellow students, and be cooperative and helpful in their classes while at Norton High School; and they must have maintained for

the previous semester at least a letter grade in music of B+ with at least a C+ letter grade in all other subjects.

### **MU ALPHA THETA (National Math Honor Society)**

The purpose of the national math Honor Society is to recognize and inspire those students who have shown an outstanding ability in math. The members will share their excitement for math and work to bring a mathematical awareness to their school.

#### Eligibility

Any junior or senior who is currently in their third math class with a minimum math grade of B+ and an overall GPA of 3.0 is eligible to apply for membership. At least one of those classes has to be an Honors level or above.

#### Membership Criteria

- Maintain the GPAs.
- Take an additional math class above the required, four classes for graduation.
- Each member will complete at least 5 hours of service.
- Each member will attend at least 75% of meetings and participate in at least 75% of Mu Alpha Theta activities.

### **NATHANIEL HAWTHORNE CHAPTER OF THE ENGLISH HONOR SOCIETY**

#### Purpose:

The Nathaniel Hawthorne Chapter of the National English Honor Society was founded in 2009 and was created to celebrate and provide opportunities for those who excel in the field of English Language Arts.

#### Eligibility:

##### *An applicant must:*

- Be a junior or senior.
- Have at least a 3.0 overall weighted GPA.
- Have at least a B+ (3.67) average or better in all English courses, including English electives.
- Submit completed application, including a writing sample and English teacher recommendation, on or before the due date.

#### Membership Criteria

##### *All members must:*

- Maintain required GPAs.
- Complete at least 3 hours of English tutoring at the high school, middle school or elementary schools.
- Attend at least 75% of the monthly meetings, fundraisers and events.
- Complete at least one of the following by the end of the school year and present about it at the final meeting of the year:
  - Attend a book club meeting.
  - Contribute to or help with the school newspaper or literary magazine.
  - Participate in any English-related clubs (drama club, creative writing club, debate club, etc.)
  - Complete an independent reading or writing portfolio to be set up with an advisor.

### **SCIENCE NATIONAL HONOR SOCIETY (SNHS)**

SNHS will be the prominent scientific organization that will engender a new group of young thinkers who will be the future of industry, research, and scientific exploration for America.

#### We pledge to:

- Encourage and recognize scientific and intellectual thought.
- Advance students' knowledge of classical and modern science.
- Communicate with the scientific community.
- Aid the civic community with its comprehension of science.
- Encourage students to participate in community service and in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all of mankind.

### Eligibility

*A member must:*

- Maintain a 3.0 (out of 4.0) overall weighted GPA.
- Have a B+ average across all science courses.
- Be enrolled in at least one science during the application year, preferably honors or AP level.
- Have completed at least 5 hours of community service prior to application.
- Be in good standing.

### Membership Criteria

- Maintain a 3.0 (out of 4.0) overall weighted GPA.
- Maintain a B+ average across all science courses.
- Be enrolled in at least one science class in every year of membership.
- Attend at least 75% of all meetings, fundraisers, and events.
- Complete 5 hours of science-based community service for each year of membership.



**NORTON HIGH SCHOOL RANKING SYSTEM 2021-2022**

**GRADE, QUALITY POINTS, AND NUMERICAL EQUIVALENTS  
FOR A GRADING SYSTEM USING PLUSES AND MINUSES**

**EXPLANATION OF THE QUALITY POINTS GIVEN FOR LEVELS OF COURSE WORK:**

<b>ADVANCED PLACEMENT</b>			<b>HONORS</b>			<b>COLLEGE PREPARATORY</b>			<b>COLLEGE PREPARATORY 2</b>		
<b>Grade</b>	<b>Quality Points</b>	<b>Numerical Equivalent</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Numerical Equivalent</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Numerical Equivalent</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Numerical Equivalent</b>
A+	5.33	97-100	A+	4.83	97-100	A+	4.33	97-100	A+	3.83	97-100
A	5.00	93-96	A	4.50	93-96	A	4.00	93-96	A	3.50	93-96
A-	4.67	90-92	A-	4.17	90-92	A-	3.67	90-92	A-	3.17	90-92
B+	4.33	87-89	B+	3.83	87-89	B+	3.33	87-89	B+	2.83	87-89
B	4.00	83-86	B	3.50	83-86	B	3.00	83-86	B	2.50	83-86
B-	3.67	80-82	B-	3.17	80-82	B-	2.67	80-82	B-	2.17	80-82
C+	3.33	77-79	C+	2.83	77-79	C+	2.33	77-79	C+	1.83	77-79
C	3.00	73-76	C	2.50	73-76	C	2.00	73-76	C	1.50	73-76
C-	2.67	70-72	C-	2.17	70-72	C-	1.67	70-72	C-	1.17	70-72
D+	2.33	67-69	D+	1.83	67-69	D+	1.33	67-69	D+	0.83	67-69
D	2.00	63-66	D	1.50	63-66	D	1.00	63-66	D	0.50	63-66
D-	1.67	60-62	D-	1.17	60-62	D-	0.67	60-62	D-	0.17	60-62
F	0	0-59	F	0	0-59	F	0	0-59	F	0	0-59

Please be aware that Norton High School has a weighted class ranking system. Advanced placement courses garner the most quality points towards class rank and level 2 courses the least quality points towards rank. The student who earns the greatest number of quality points ranks first in his/her class. Unleveled courses are not used in the calculation of a student's grade point average or in the determination of class rank.

# STUDENT SERVICES

## **JOHN B. ATWOOD GUIDANCE & SUPPORT CENTER**

The John B Atwood Guidance and Support Center is supervised by the Director of Counseling and Social Emotional Learning, Pre-K to 12. The Director works in collaboration with High School Administrators, the district office, government agencies and local non-profits. The Coordinator oversees social emotional learning, counseling services, guidance programs and the 504 process at Norton High School.

The primary purpose of student support services at Norton High School is to facilitate the educational process by helping students develop a positive self-image, take personal responsibility and develop a plan for college and/or career upon graduation.

All students are assigned a Guidance Counselor which will remain with them for their duration at Norton High School. This allows the Guidance Counselors to develop meaningful relationships to assist students with not only college and career exploration, but with social and emotional support as well. Guidance counselors also consult parents, teachers, and administrators on issues related to learning styles, emotional needs, and behavior.

All students also have access to a School to Careers Specialist. Students can make an appointment to work with this counselor to do more in-depth career exploration, apply for internships and work study opportunities, practice interview skills, develop a resume or apply for part-time employment. The School to Career Specialist also runs a number of activities and field trips to assist students with career exploration and the development of post-secondary life skills.

For students that require additional social-emotional support, School Adjustment Counselors are available. These counselors work with students and families to provide more intensive counseling services in a one-to-one setting or in specific specialized programming.

The following is a list of general services provided by counselors for students and their parents:

- Educational planning and counseling
- Scheduling of new students
- Crisis intervention and support
- Personal counseling
- Information sharing and consultation with parents and teachers
- Information about and referral to internal and external student support services
- Information about and referral to special services (Chapter 766 & 504)
- Assistance with decision making about the implementation of post-graduate plans
- College and career seminars
- College Planning Nights
- Provide direct classroom instruction regarding social emotional learning topics
- Testing programs
- Transitional support services

Please see the link below to the department website where you can find more information regarding our services, including our comprehensive "College Planning Guide".

<https://www.norton.k12.ma.us/norton-high-school/departments/student-support-center>

## **STUDENT SUPPORT TEAM**

The Student Support Team convenes to discuss action plans for struggling students. These students may be at risk due to academic failure, behavioral problems, and/or social-emotional concerns. SST members collaborate to create an action plan designed to help students achieve success.

## **LANCER LEARNING BLOCK**

Lancer Learning Block meets each morning to provide flexible, dedicated time to meet student needs. Lancer Learning Block is also an opportunity to advance Norton High School Priorities by supporting students' sense of belonging, social-emotional health and academic progress.

<b>Lancer Learning Block Goals</b>	<b>Portrait of a Graduate Student Outcomes</b>
Lancer Learning Block will provide a space and time dedicated to building community and fostering a sense of belonging through relationships with peers and faculty members at Norton High School.	<b>Social &amp; Cross-Cultural Skills</b> <ul style="list-style-type: none"><li>• Learn from and work collaboratively with individuals representing diverse cultures, religions and lifestyles in a spirit of mutual respect and open dialogue in personal, work and community contexts.</li><li>• Respect cultural differences and work effectively with people from a range of social and cultural backgrounds.</li></ul>
Lancer Learning Block will provide the structure for students to reflect upon, determine and take action to address their own academic and social/emotional needs.	<b>Critical Thinking &amp; Problem Solving</b> <ul style="list-style-type: none"><li>• Use systems thinking.</li><li>• Make sound judgements and decisions.</li><li>• Identify, define and solve authentic problems and essential questions.</li><li>• Reflect critically on learning experiences, processes and solutions.</li></ul>
Lancer Learning Block will provide the opportunity for students to discuss and engage with school, community, national and global topics.	<b>Flexibility &amp; Adaptability</b> <ul style="list-style-type: none"><li>• Adapt to varied roles, jobs, responsibilities, schedules and contexts.</li><li>• Work effectively in a climate of ambiguity and changing priorities.</li><li>• Understand, negotiate and balance diverse views and beliefs to reach workable solutions, particularly in multicultural environments.</li></ul>

Additionally, Lancer Learning Block is utilized to communicate schoolwide information. It may also be used as a time for students to connect with teachers for extra support, extend extracurricular activities or participate in schoolwide learning opportunities such as guest speakers, guidance assemblies, etc.

## **LIBRARY MEDIA CENTER**

The Norton High School Library Media Center is a welcoming and inviting space for students and staff with resources to meet curricular, personal and social-emotional needs. Students learn critical skills needed to become savvy consumers of information and lifelong learners. The collection includes books, magazines, newspapers, eBooks, audiobooks, and databases covering a wide array of subjects. Tech help, printing, desktop computers, charging stations, headphones, and a variety of maker materials are available for academic and personal projects. Games, puzzles, and creative outlets provide opportunities for social interaction and stress relief. The library media center is open from 7 a.m. to 3 p.m., Monday-Friday. Visit the library's web page for more information:

<https://www.norton.k12.ma.us/norton-high-school/departments/library-media-center>

## **TRANSPORTATION**

### **School Buses**

All students are eligible for school bus transportation provided any required bus fees are paid. Since safety is a crucial issue of bus operation, only the highest standards of student behavior are acceptable. The school bus driver is in charge at all times, and his or her rules and expectations must be followed. Students unable to cooperate will lose their bus riding privilege.

Any student taking the late bus home must have a valid bus pass as well as a signed note from a teacher, advisor, coach, or administrator validating the after-school activity. Students who are not participating in an after school activity may not take the late bus.

### **Student Drivers**

Driving an automobile to school is a privilege for juniors, seniors, and sophomores (in second semester).

- **Driver Safety:** Students should operate their vehicles with utmost caution, abiding by traffic safety rules and any direction provided by administration.
- **Parking Fees:** Students who purchase a parking permit will be required to pay the full amount of the annual permit fee regardless of when the permit is purchased. The fee for 2021-2022 will be \$25.00.
  - All students must be current in their class dues and other school debts in order to be eligible to purchase a parking permit. Juniors must have paid their dues for Freshman and Sophomore years, and Seniors must have paid their dues for freshman, sophomore, and junior years. Sophomores must have paid their dues for freshman year.
  - In September, juniors and seniors may apply to park on school grounds.
- **Parking Assignments:** All students will be assigned a numbered parking spot. Parking in an unassigned parking spot is grounds for immediate revocation of parking privileges and/or towing of the vehicle.
- **Loss of Parking Privileges:** Parking privileges may be revoked by the administration at any time for due cause. Additionally, the vehicle may be towed.
  - Behaviors that may result in a loss of parking privileges include the following: violation of school and/or parking lot rules, excessive tardiness to school, leaving school without permission, notification from Norton Police that a student has been driving recklessly to or from school, etc.
  - Parking on school grounds after parking privileges have been revoked is also grounds to have your vehicle towed.

### **DAILY ANNOUNCEMENTS**

The daily bulletin will be read during the Lancer Learning Block. It will include information about class and club activities and other important updates. Important public address announcements may be made through the office at the end of school.

### **SCHOOLBRAINS**

Norton High School maintains an online site called SchoolBrains, through which students and parents can view grades, attendance, conduct and other information. This site may also be used to email faculty and staff. All students are given a SchoolBrains community portal account. Parents may sign up for an account through the main office. They must do so in person with an I.D. This is a free service.

### **TEXTBOOKS**

Students are loaned texts for their classes free of charge.

Books should be covered, kept clean, and handled with care. This is the student's responsibility. The student must pay the replacement cost of lost, vandalized or mistreated books. Payment will be made by check to the "Student Activity Agency", unless otherwise specified.

### **SCHOOL RESOURCE OFFICER**

The SRO Program is designed to provide a safe, secure, violence-free, and nurturing school environment while creating strong relationships between the Norton Public Schools, Norton Police Department, and the community. The goals and objectives for the SRO Program include:

- To develop positive relationships with students, faculty, staff, and parents thereby enhancing the relationship of law enforcement with youth and the community and improving the educational climate.
- To provide a positive role model for students to instill in them good moral standards, judgment and discretion, respect for other students, and a sincere concern for their community.
- To provide a cooperative effort by being accessible and responsive to the needs of the students, faculty, staff, parents, and community.
- Awareness of and education about the cultural descriptors that make up the community's world views, including race, age, gender, gender identity, ethnicity, religion, culture, sexual orientation, physical or mental disability, immigration status, primary language and English proficiency, socioeconomic status, educational level, and occupation.
- A commitment to making all students and the school community feel welcomed, valued, respected, and acknowledged regardless of cultural descriptors.
- Knowledge of school-based legal issues.
- Commitment to protecting students' legal and civil rights Knowledge of school and community resources.
- An understanding of crime prevention problem-solving and community policing in a school setting.
- Public speaking and teaching skills.

- Knowledge of school safety planning and technology.
- Memorandum of Understanding Between Norton Public Schools and Norton Police Department Regarding the School Resource Officer Program

### **STUDENT INSURANCE PROGRAM**

A non compulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

(NPS School Committee Policy JLA)

### **LOST AND FOUND**

A lost and found collection for large items is located in the custodians' room. Small items such as jewelry will be kept in the main office. All items not claimed by the end of the school year will be donated to a charity or thrown away.

### **VOTER REGISTRATION POLICY**

Voter registration for students turning eighteen (18) is available. Eligible students should take advantage of this opportunity. Additional information on voter registration can be found here:

<https://www.nortonma.org/town-clerk/pages/voter-registration>

### **WORKING PERMITS**

According to law, any person under the age of eighteen must have a working permit whenever she/he takes a job for the first time, or makes a change in employment. Permits are obtained from the office of the Superintendent of Schools located at the side entrance to the Yelle Elementary School or found at the following link:

[https://www.norton.k12.ma.us/uploaded/District/Human\\_Resources/Work\\_Permit\\_Application.pdf](https://www.norton.k12.ma.us/uploaded/District/Human_Resources/Work_Permit_Application.pdf)

# EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in afterschool programs such as class & club activities and athletics. Extracurricular offerings at NHS provide opportunities to make friends, to meet students from other schools, to work cooperatively with others, and to become well-rounded. Such activities are an asset when students seek employment or admission to college.

## **EXTRACURRICULAR ELIGIBILITY**

Students must be passing six out of seven courses each quarter to maintain eligibility for after school programs. To be eligible to participate for the first quarter (fall season), students are required to have passed six courses (30 credits) from both the fourth quarter and the final grades from the previous school year. All courses count toward eligibility.

Students must also be in good standing behaviorally to participate in activities.

In the event that a school activity (i.e. prom) occurs on a non-school day, a student must be in school for the entire school day (missing no more than 10 minutes of any class) on the school day preceding the activity, except in the case of excused absences.

## **CLASS ACTIVITIES**

As a member of his or her respective class, a student has numerous opportunities to become involved. Each year each class elects a slate of officers. Various fundraising and social activities require the formation of committees, with opportunities to exercise leadership and develop school spirit. Dances, a prom, and a class play are a few examples.

## **CLUBS AND OTHER GROUPS**

Faculty advisors guide students in developing areas of skill and curiosity through clubs and interest groups. A student's ability to work, cooperate, and be responsible and accountable are enhanced by such memberships.

The following clubs and activities are generally offered depending on student interest and the availability of a faculty advisor:

American Sign Language Club	High School Quiz Show*
Best Buddies	Kindness Club
Book Club	Purple Pages*
Climate & Culture Committee	Newspaper*
Chess Club	Peers Achieving Change Together (PACT)*
Choir*	Rubik's Cube Club
Debate Club*	Speech Competition
Distributive Education Club of America (DECA)*	Table Top Club
Drama Club*	Women in STEM
ESports*	Yearbook "Sojourn"
Female Empowerment Club	Pep Band*
Future Educators*	Jazz Band*
Gender Sexuality Alliance (GSA)	Video Production Club*
Global Education Club*	

\*These clubs as well as all subject-area honor societies will require fees for the 2021-2022 school year. Payments can be made online or by check payable to Club & Activity Revolving Account. The fee is \$50 per club, with a \$100 family cap.

DECA requires a fee that is paid directly to DECA (check payable to: SAA-DECA) and is not included in the \$100.00 family cap for clubs and activities. This fee is subject to change by DECA.

## **STUDENT COUNCIL**

This is the primary organization devoted to student government. Six officers are elected annually by the members of the student council. They are president, vice-president, secretary, treasurer, historian, and webmaster. All officers and members must maintain academic eligibility.

The Student Council sponsors fundraisers and social events, supports charitable causes, and serves as the voice of the student body.

## **STUDENT ADVISORY COMMITTEE**

As required by state law, the NPS School Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio non voting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee. (NPS School Committee Policy JIB)

The Student Advisory Committee to the School Committee is an adjunct to the Student Council. Many worthwhile suggestions and concerns have been brought to the School Committee in this way; an example was the adoption of weighted class rank.

## **BAND**

For those students who are enrolled in band as a course, the marching and stage bands are provided concert band meets as a regularly scheduled class. Pep band and jazz band are offered as extracurricular clubs. There are opportunities to audition for regional and statewide groups, as well.

## **DANCES**

The school sponsors dances to promote school spirit and student socialization.

- Eligibility: Students must meet academic eligibility guidelines in order to participate in dances.
- Guests: Students from other schools are allowed only as guests of Norton students, who will be responsible for their good behavior. A permission slip is required in advance. The administration reserves the right to approve students' guests at dances. Students no longer enrolled in high school must be under 21 and are allowed as guests of Norton students, who will be responsible for their good behavior.
- Admission:
  - No student will be admitted more than one hour after the start of the dance. Students may leave no earlier than one hour before the dance's conclusion.
  - If a student leaves a dance, she/he may not return.
  - Any student who has been absent from school on the day of a dance may not attend.
- Substance Abuse: Any student suspected of having consumed alcohol or any other drug will not be admitted. Alcoholic beverages are not permitted on school grounds or at school events. Police will be present at dances to ensure this, as well as to maintain good order.
- Students must provide their own transportation.

## **ATHLETIC POLICY**

### **Philosophy**

Athletics provide opportunities to practice behaviors that are commonly associated with a successful adulthood. Many students complement their educational programs with the personal growth opportunities represented in a high school sports program.

### **Sports Offered at Norton High School**

#### **Fall**

Cross Country  
Cheerleading  
Football  
Golf  
Soccer  
Volleyball

#### **Winter**

Basketball  
Cheerleading  
Ice Hockey  
Indoor Track  
Swimming  
Wrestling  
Gymnastics

#### **Spring**

Baseball  
Lacrosse  
Softball  
Tennis  
Track

### Tri-Valley League Membership

Norton High School is a member of the 12-school league known as the Tri Valley League, governed by the MIAA and the TVL Constitution. A copy of the Tri Valley League Constitution is available in the Athletic Office. The league sets our game schedules for all levels of competition.

League members include: Ashland, Bellingham, Dover-Sherborn, Dedham, Holliston, Hopkinton, Medfield, Medway, Millis, Norwood and Westwood.

### Requirements for Athletic Participation

- Students must be considered eligible in accordance with Norton High School and MIAA academic guidelines.
- A student must secure during the last marking period preceding the contest a passing grade, and full credit, in the equivalent of at least four, major academic courses.
- MIAA guidelines require that all students who wish to participate in an athletic program must have a current physical examination prior to the start of the season. A copy of this exam must be submitted to the high school nurse's office before an athlete may begin practicing. A physical is valid for 13 months from the date of the exam.
- Students must submit evidence of enrollment in a comprehensive health plan or enroll in the school health insurance program.
- Students and parents must complete and sign a permission slip and consent form prior to participating in the first athletic contest of their sport. These forms must be completed for each sport in which the student participates.

### MIAA Athletic Eligibility Rules

Norton High School is a member of the Massachusetts Interscholastic Athletic Association, the organization that determines the rules and regulations governing athletics in the commonwealth of Massachusetts.

The athlete must adhere to all rules of the MIAA. All head coaches have a copy of these rules. A copy is also in file in the office of the Athletic Director, Principal and Guidance Director.

### Try-Outs

- Try out dates for each season are as follows: Fall - Last Monday in August, Winter - First Monday after Thanksgiving, Spring - Third Monday of March
- In certain sports, more students try out than can be kept on a team. When this situation occurs, cutting is necessary. During the try out period, the coach will explain the expectations and criteria used to select players for the team. Students have the responsibility to demonstrate that they understand the information and can meet the criteria.
- It is the coach's responsibility to evaluate and communicate with each athlete during the try out period and decide which students are selected. Students who do not make the team should be informed by the coach as to the reasons for their decision. Coaches have the discretionary authority in choosing their teams. Students cut from a team are encouraged to try out for another team. In accordance with MIAA regulations, students electing to leave a team after the first athletic contest may not join any other teams in that season.
- Students academically ineligible at the start of the season may try out for a sport once they have met academic requirements at the end of the term. Students participating at this time must follow the MIAA guidelines of practice time before they may participate in an athletic event. In fairness to those students already selected, sports where cuts have been made are excluded.

### Sportsmanship

Norton High School expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches, parents and spectators should treat opponents, game officials and visiting spectators with respect.

The MIAA reserves the right to "warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official, or school determined to be acting in a manner contrary to the standards of good sportsmanship." Norton High School, in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, home and away.

### Parent/Spectator Behavior Standards

All spectators attending Norton High School sponsored athletic contests are expected to:

- Remain in the assigned area of the game site at all times during the game.
- Accept adverse or unpopular decisions of game officials without vocal and/or other demonstrations.



- Keep off the playing area during or immediately after the game.
- Refrain at all times from inflammatory, obscene, or obnoxious calls, yells, and gestures toward officials, coaches, players or opposing fans.
- Abstain from rowdy or obnoxious acts, including throwing objects of any sort.
- Support the cheerleaders in demonstrating constructive sportsmanship.
- Show respect for property of schools, at game sites and in communities. Vandalism will not be tolerated.
- Cooperate with police and other security at all times.
- Observe all laws and regulations regarding the use of alcoholic beverages at the game site. No spectator should be under the influence of any chemical substance.
- Refrain from carrying or using any horns or noise makers of any kind. Such articles will be confiscated.
- Observe with dignity and attention the playing of the "National Anthem."
- Smoking is prohibited on school grounds.
- Conduct at games is subject to the same standards as stated in the Code of Discipline.

#### Tri Valley League's policy regarding sportsmanship and fan behavior

The Tri Valley League is committed to the highest ideals of sportsmanship, as well as to establishing a healthy environment for competition. We will not tolerate negative statements or actions towards competitors, game officials or fans in attendance at our events. This includes taunting, trash talking, baiting, berating players or officials, or actions which cause ridicule or embarrassment. The TVL has a zero tolerance policy. We will not issue warnings. Offenders will be ejected and each school's discipline policy will also be in effect. Any student who has this imposed on them will not be allowed to attend any athletic contests as a spectator in any sport for the rest of that season. The principals and athletic directors of the TVL stand committed to hosting events which support the highest ideals of sportsmanship.

#### Good Citizenship Clause

To be eligible to be a TVL All-Star, athletes must represent good citizenship in all aspects of school and community involvement. School discipline and team discipline will also be considered in determining eligibility.

#### School Obligations

A student-athlete with a school disciplinary obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect and should not request disciplinary action to be postponed or canceled for any athletic reason. The athletic department reserves the right to remove a student from a team for excessive disciplinary problems and may reinstate the student upon sufficient evidence of improvement. It is expected that athletes be model citizens both in and out of school. They will be held to high standards and should set a positive example for all students.

Students requiring academic extra help sessions or make-up work are expected to complete them as soon as possible. On a practice day, students should stay after school to complete work whenever necessary. Coaches should be informed by students when practice time will be missed due to academic obligations. Once the obligations are completed, students are expected to report to practice on that day, as soon as possible. If students did not give advance notification to the coach, students should ask their teacher for a note explaining the tardiness. Students arriving late to practices due to make-up work or extra help will not suffer any athletic team penalty.

#### Admission to Games

It is the policy of the Tri Valley League and Norton High School to charge admission to home contests in varsity football, girls' and boys' JV/varsity basketball, and girls' volleyball. The fee is \$3.00 for students and seniors and \$5.00 for adults. At Thanksgiving games, the fee is \$5.00 for all tickets. The admissions collected at our contests help offset the costs of the entire athletic program. In addition, any other away contests will also have an admission fee.

#### Chemical Health

During the season of practice or play, (MIAA rule: first fall practice to last day of school) a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco products; marijuana; steroids; or any controlled substance.

The minimum penalties are:

First Violation:

When the principal confirms that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest, totaling 25% of all interscholastic contests in that sport. For the student, these penalties will

be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated (i.e. all fractional part of an event will be dropped when calculating the 25% of the season).

**Second and Subsequent violations:**

When the Principal confirms that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest, totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated (i.e. all fractional parts of an event will be dropped when calculating the 60% of the season).

# ATTENDANCE

## **ATTENDANCE POLICY**

Attendance is vital to students' success in school. Regular school attendance creates continuity of instruction, allows for personal interactions between students, teachers and peers, and enables the student to attain his/her potential.

Students are required to attend all classes each day that school is in session. The hours of attendance are 7:40 a.m. to 2:09 p.m. Students who are not in their first period class at 7:40 will be considered tardy.

## **EXCUSED ABSENCES**

The following will be considered as excused absences:

- Doctor or dentist appointments or illnesses (with notification from doctor's office).
  - Documentation must be submitted within three weeks of the illness or appointment.
  - The school nurse may be called in lieu of a doctor's visit for an excused absence.
  - Dismissal notes must contain the doctor's name and time of appointment for verification purposes.
  - Notification should be submitted at the start of the school year or when diagnosed for cases of chronic illness.
  - Students returning to school after four, consecutive days of absence must be cleared by the school nurse or present a doctor's note. Parents will have the option to contact the school nurse to describe the illness and symptoms. The school nurse may authorize the student's return to school. The school nurse may also require that the student see a physician to obtain a doctor's note.
- College Visits
  - Appointments for college admission, scheduled visitation and/or orientation sessions will be excused if notification is provided one week in advance.
- Court appearances
- Field trips
- Religious holidays
- Bereavement

## **UNEXCUSED ABSENCES**

The following represent some unexcused absences:

- Family vacations
- Job interview
- Illness not requiring a doctor's attention
- Appointments
- Dismissals (not included under valid reason)
- Tardiness (not included under valid reason)
- Visits to the school nurse or guidance which are deemed unnecessary. It is the students' responsibility to account for his/her whereabouts by providing a pass to the classroom teacher(s).

The administration reserves the right to render the final decision on any attendance matter. The administration is likewise not solely limited to the above list of excused and unexcused reasons.

## **TARDINESS**

### **To School**

- Every third, unexcused tardy will result in one, 90-minute office detention.
- Any student with an unexcused tardy by more than 60 minutes will be assigned a detention.
- Excessive tardiness may result in the loss of privileges.
- When arriving at school tardy, students should report to the main office for a pass to class. Failure to sign in to the office may result in disciplinary action, including a loss of parking privileges.

### To Class

- Unexcused tardiness to class will result in disciplinary action to be determined by the teacher in accordance with their class expectations.
- Students tardy to class unexcused for half or more of the period or more will have accrued an unexcused class absence.

### **EARLY DISMISSAL**

#### By Parent

A student may be dismissed only when a written request is received from a parent/guardian. The reason for dismissal, including the date and time for dismissal, must be stated along with a phone number where the parent can be reached. Students should bring the note to the office upon arriving at school for the day.

Telephone dismissals are not accepted. If you encounter a situation that requires your son/daughter to be dismissed via telephone, we will either require that you come into the building to sign him/her out or send an email from the address on file. This is done to ensure the safety of students.

#### For Illness

If a student becomes ill, he/she should get a pass from the classroom teacher and report immediately to the Health Office. If the nurse is not in, the student is to go to the main office. Under no circumstances should a student who is ill go anywhere else. Before a student is dismissed, the nurse will contact the parent for approval. All students who are dismissed are to sign out at the main office.

### **MAKE-UP WORK**

The student is responsible for obtaining make-up work from teachers and making arrangements for extra help due to missed instruction. Many teachers maintain Google Classrooms or websites, which can be checked from home. The student can also email the teacher to inquire about assignments.

If a parent wishes to pick up missed work while a student is unable to attend school, she/he should call the Guidance Office to make the request 24 hours in advance.

A student has the same number of days to complete make-up work as the number of days absent.

### **REPORTING ABSENCES OR TARDIES**

Parents are required to call the school on the morning of the day of the absence or tardy. Parents also have the option of calling the school nurse to authorize an excused absence. A parent may notify the office of a tardy by phone or written note. If a parent does not make a call to the school, someone from the school may call the house in order to verify the absence.

### **ATTENDANCE AND CREDIT LOSS**

If a student has more than five, unexcused absences in a quarter then the student will be considered an attendance failure and will receive an F\* for that term for all classes. If a student receives an attendance failure (F\*), it represents 59%. If the actual grade was lower than a 59, that grade will stand.

Due to a shortened fourth term, graduating seniors with four, unexcused absences will receive an attendance failure (F\*).

Students who lose credit for a course will be expected to continue in that course for the remainder of the year. If at the end of the year, the student has maintained a grade of no less than 50 that student will be eligible for credit recovery.

### **CLASS ABSENCE & TRUANCY**

A student absent unexcused from a class for half the period or more will have accrued an unexcused class absence.

Students who are absent from school without being excused will be considered truant. Truancy will result in making up all work missed and disciplinary action. Subsequent offenses may result in suspension and loss of student privileges.

Students who leave the building and grounds for any reason without a nurse or office dismissal will be considered truant.

A student who is absent in excess of seven days for two marking terms or fourteen days for the school year will be considered truant. Students who have excessive absenteeism may be referred for legal action. If the causes for absences were primarily the student's health or family emergencies, the school principal may grant waivers if all course work has been completed.

#### **EXTRACURRICULAR/ATHLETIC PARTICIPATION**

Excessive absenteeism and/or tardiness may result in students being denied extracurricular or athletic participation.

This policy continues through the school year and includes proms, dances, field trips, athletic events, etc.

#### **ATTENDANCE APPEALS BOARD**

Students have the right to appeal any loss of credit to the Attendance Appeals Board. This board, consisting of NHS staff members, will meet on a quarterly basis to review the attendance appeals of students who have excessive absences. At least one of the student's parents must be present at the hearing.

# STUDENT BEHAVIOR

Norton High School believes that all students deserve access to a safe and positive learning environment. Just as students will gain academic skills here, it is also our goal to encourage positive behavior and teach social and emotional skills that will promote success at school and in life.

Through the *Portrait of a Norton Graduate*, specific competencies can be directly applied to student behavior. It is understood that these skills must be taught through proactive instruction.

Personal Responsibility & Accountability.	<ul style="list-style-type: none"><li>• Students will act responsibly with the interests of the larger interests of the community in mind.</li><li>• Students will demonstrate personal integrity, honesty, and ethical behavior.</li></ul>
Social & Cross-Cultural Skills	<ul style="list-style-type: none"><li>• Students will conduct themselves in a respectable, professional manner.</li><li>• Students will respect cultural differences and work effectively with people from a range of social and cultural backgrounds.</li></ul>
Creativity & Innovation	<ul style="list-style-type: none"><li>• Students will view failure as an opportunity to learn.</li></ul>
Critical Thinking & Problem Solving	<ul style="list-style-type: none"><li>• Students will make sound judgments and decisions.</li></ul>
Flexibility & Adaptability	<ul style="list-style-type: none"><li>• Students will deal positively with praise, setbacks and criticism.</li></ul>

When students exhibit negative behaviors, Norton High Staff will implement positive interventions and supports whenever possible.

Supporting school committee policy on student behaviors is as follows:

When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

(NPS School Committee Policy JK)

		Behavior Examples and Definitions	Possible Interventions
<b>Level 1</b>	<b>Teacher-Managed Classroom Behaviors</b>  <i>Student needs support following classroom or school expectations.</i>  <i>Students may have lagging skills in the behavior area that require additional teaching.</i>	<ul style="list-style-type: none"> <li>• Violation of established classroom expectations</li> <li>• Disrespect (failure to respond to adult requests, talking back, and/or socially rude interactions)</li> <li>• Disruption (behavior that causes interruption of class activity; includes talking/yelling, noise, and/or out-of-seat behavior)</li> <li>• Inappropriate language/gestures (written or spoken language or gestures not suitable for school environment)</li> <li>• Inappropriate physical contact (low intensity physical contact or horseplay that does not result in any injury)</li> <li>• Tardiness to class (arrival to class after the expected time without a pass)</li> <li>• Class cuts (first offense)</li> <li>• Violation of NHS Honor Code (i.e. cheating and plagiarism)</li> </ul>	<ul style="list-style-type: none"> <li>• Review of behavior expectations, redirection and reteaching of needed skills</li> <li>• Reinforcement of positive behavior</li> <li>• Student Conference</li> <li>• Parent/Guardian Outreach</li> <li>• Classroom Behavior Contract</li> <li>• Loss of Class Privileges</li> <li>• Restorative Practices or Restitution</li> <li>• Teacher Session</li> <li>• Administrator/Counselor Consult</li> <li>• Referral to Student Support Team</li> </ul>
<b>Level 2</b>	<b>Administrator-Managed Classroom or School Behaviors</b>  <i>Student behaviors are ongoing and/or of higher intensity.</i>  <i>The student has not responded to classroom interventions.</i>	<ul style="list-style-type: none"> <li>• Repeated violations of established classroom expectations</li> <li>• Disrespect (intentional or extreme disrespect that disrupts the educational process)</li> <li>• Disruption (intentional or extreme behavior that disrupts the educational process)</li> <li>• Class cuts (second or greater offense)</li> <li>• Defiance (blatant or hostile challenge of the authority of a school member)</li> <li>• Failure to report to teacher session</li> <li>• Violation of school/district expectations/handbook (e.g. dress code)</li> <li>• Tardiness to school (arriving late to school without an excused reason)</li> <li>• Truancy (absences from school without an excused reason)</li> <li>• Leaving without permission (leaving school grounds, building, or assigned area without obtaining prior approval of staff)</li> <li>• Failure to report to teacher session, office, detention or Saturday School</li> <li>• Bus incident or reckless driving</li> <li>• Recording or photographing another without permission</li> <li>• Property damage/vandalism (student engages in serious misuse of property that disrupts the educational process)</li> </ul>	<ul style="list-style-type: none"> <li>• Review of behavior expectations, redirection and reteaching of needed skills</li> <li>• Reinforcement of positive behavior</li> <li>• Student Conference</li> <li>• Parent/Guardian Outreach</li> <li>• Referral to Mentoring Program</li> <li>• Loss of Privileges (e.g. parking on campus, late arrival, participation in extracurricular activities or events, access to school or personal electronic devices)</li> <li>• Behavior Contract</li> <li>• Restorative Practices or Restitution</li> <li>• Detention</li> <li>• Saturday School or In-School Suspension</li> </ul>
<b>Level 3</b>	<b>Administrator-Managed Classroom or School Behaviors</b>  <i>The student has not responded to Level 2 interventions.</i>  <i>The student is unable to be in class/school due to safety concerns and/or extreme disruption.</i>	<ul style="list-style-type: none"> <li>• Repeated violation of established school/district expectations</li> <li>• Failure to report to Saturday School or In-School Suspension</li> <li>• Abusive or threatening language (verbal threats or swears directed at staff or other students)</li> <li>• Bullying, harassment or intimidation</li> <li>• Inciting a fight/posturing (encouraging a fight, including taunting, baiting, or organizing disruptive activities with or without the use of electronic devices)</li> <li>• Threatening behavior (behavior that indicates potential harm to students, staff and/or school property)</li> <li>• Physical contact/Aggression (Student is involved in intentional actions that result in serious physical contact and injury of another student.)</li> <li>• Falsely causing a school emergency</li> <li>• Refusal to be searched</li> <li>• Violation of NPS Substance Abuse Policy</li> <li>• Possession and/or use of smoking or vaping substances and/or paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-School Suspension</li> <li>• Consultation with school psychologist or BCBA</li> <li>• Consultation with NPS Pupil Personnel Services</li> <li>• Referral to outside agencies</li> <li>• Behavior Intervention Plan (BIP)</li> <li>• Modifications to academic plan</li> </ul>
<b>Level 4</b>	<b>Consideration for Long-Term Removal from School &amp; District-Level Interventions</b>	<ul style="list-style-type: none"> <li>• Arson</li> <li>• Possession of a dangerous weapon</li> <li>• Possession of a controlled substance</li> <li>• Assault on a member of the educational staff</li> <li>• Felony charge, complaint or conviction</li> </ul>	<ul style="list-style-type: none"> <li>• Long term, out-of-school suspension</li> <li>• Expulsion</li> <li>• Consultation regarding support services with the Director of Pupil Personnel</li> </ul>

## **LOGISTICAL AND PROCEDURAL INFORMATION ABOUT BEHAVIORAL INTERVENTIONS**

### **Detention**

A detention is the detainment of a student by administration after school. Office detention runs from 2:15 - 3:40 p.m. on Tuesdays and Thursdays and is held in the main office.

- **Scheduling:** Students will typically be notified of an assigned detention several days or more in advance. Reminders are emailed to students on the day before the assigned detention. Detentions and sessions take precedence over all extra-curricular activities, including outside jobs and athletics.
- **Rescheduling:**
  - o **Student Requests:** Approval to reschedule a detention will be at the discretion of the administration. A written or email request must be submitted at least 24 hours in advance of the assigned detention. Further documentation of the scheduling conflict and/or parent notification may be requested.
  - o **Rescheduling Due to Absence:** In cases of absence, it is the students' responsibility to report to the main office for a reschedule date. This will typically be on the next detention date offered.
- **Missed Detention:** Any student who misses an assigned detention may be assigned a Saturday School or In-school Suspension. If a student is assigned one of these consequences as a result of failure to report to detention, he/she may no longer be issued a detention penalty. He/she may be assigned a Saturday School or In-School Suspension upon his/her next violation that merits a detention.

### **Saturday School**

Saturday School may be used in place of out-of-school suspension or as an alternative disciplinary action at the discretion of the administration. Saturday School will run from 8:00 a.m. to 12 noon on a schedule to be determined by the administration.

- **Missed Saturday School:** Students who fail to report to Saturday School or are asked to leave will receive a two day out-of-school suspension. If a student is suspended as a result of failure to report to Saturday School, he/she may no longer be issued a Saturday School penalty. He/she may be suspended upon his/her next rules violation greater than a detention.
- **Work Component:** Saturday School will require a service/work component. Students who are to serve a Saturday School will be required to do work around the school. Should a student or parent decide that they do not want the student to do this work they may elect to attend a hearing for consideration of an out-of-school suspension.
- **Transportation to and from Saturday School** is the sole responsibility of the student and/or parent.

### **In-School Suspension**

In-School suspension is another alternative to out-of-school suspension.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

(NPS School Committee Policy JIC)

Behaviors that may result in an in-school suspension coincide with the offenses for Saturday School. In-school suspension will be utilized when staffing is available.

### **Suspension**

A student may be suspended from school or classes by the administration for appropriate and sufficient reasons. Such students will be detained in the building until the end of the school day and begin serving the suspension the following day. A student whose continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school will be sent home immediately through the process of an emergency removal.

Whenever possible, NHS administration will consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

(NPS School Committee Policy JIC)



## **DUE PROCESS RIGHTS AND PROCEDURES**

Due process refers to the rights of a student to a hearing before being suspended or expelled from school. Before suspension, the principal or designee must give the student an informal hearing at which he/she will be given the opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. The student and parent may also present information to be considered in determining what remedies and consequences may be appropriate, such as evidence-based strategies and programs such as mediation, conflict resolution, restorative justice and positive interventions and supports.

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

## **EDUCATIONAL SERVICES DURING REMOVALS**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

(NPS School Committee Policy JIC)

Teachers will be notified of a students' suspension so that accommodations can be made. Students should make arrangements to stay after school with teachers upon their return.

Tutoring services may be available for long-term suspensions with approval from the Pupil Personnel Services.

## **EXPULSION**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

(NPS School Committee Policy JIC)

## **STUDENT PRIVILEGES**

A privilege system will be established to reward students of Norton High School and incentivize students to remain in good standing based upon academic achievement, attendance and behavioral expectations. It will also add an additional layer of behavior intervention for high school administration. Privileges will be designed to provide students with more freedom to manage their own time, which helps students transition to college or career after high school.

Efforts will be made to create a graduated system of privileges that affords seniors with the greatest incentives. Examples may include late arrival, early release and/or free blocks.

## **BULLYING PREVENTION**

Norton High School and Norton Public Schools are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;

- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.
- Reporting: Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.
- Investigation:
  - The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.
  - The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.
  - Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.
  - Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.
- Disciplinary Action: If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.
- Retaliation: Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

The [bullying prevention and intervention plan](#) shall be posted on the school district website.

(NPS School Committee Policy JICFB)

## **SEXUAL HARASSMENT**

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Norton Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

(NPS School Committee Policy ACAB)

Please note that the entirety of the Sexual Harassment policy may be found on the [NPS School Committee Online Policy Manual](#).

### **CAFETERIA**

All students must report to the cafeteria for their assigned lunch period. Students may not leave designated eating areas without permission from the administrator or teacher on duty.

Tables and surrounding areas are to be left clean. Trays and rubbish should be properly returned and disposed of. No food is to be removed from the cafeteria.

### **CELL PHONES**

Students are expected to adhere to the individual policies of their classroom teachers regarding cell phone use. Students who do not adhere to those policies may be asked to leave their cell phones in the office or at home. Parents/guardians who choose to text or call their child should not expect an immediate response as phones should be turned off during class time. Parents who need to get a message to their children may do so by contacting the front office.

### **DRESS REQUIREMENTS**

Norton High School's Mission is to provide students with "challenging curricula in a safe and positive environment". Similarly, the Portrait of a Norton Graduate dedicates Norton Public Schools to preparing for college or a career. We affirm students' right to express themselves through their clothing choices and the primary responsibility for appropriate dress lies with the student and their parents or guardians.

In the interest of maintaining a school climate that is conducive to teaching and learning, administration may ban dress that is inappropriate due to health, safety, and/or is disruptive of the educational process. Student attire enforcement will not create disparities in class time or increase marginalization of any group.

Standards of Dress for students should comply with the following guidelines:

- Students may not wear attire that intentionally shows private parts, presents a health or safety hazard, and/or would contribute to a hostile or intimidating school environment.
- Students may not wear attire that promotes violence, sexual activity, substance abuse, profanity/obscenity, or discrimination of any kind.
- Students may wear hats or head coverings, but the student's face must be visible to staff. Hats or head coverings must not cover the ears and not interfere with the line of sight of any student or staff. Students are not to wear hoods up.
- Students must abide by a teacher's direction to restrict the wearing of hats or other items that might interfere with learning or safety in their classroom. Exceptions will be made for a documented or known instructional, safety, religious and/or medical reason.

Administration is authorized to:

- Have students change their clothing in school (either their own clothing or school-provided attire).
- Send offending students home to change their clothing if such clothing is determined by the principal or their designee to be inappropriate for school purposes.
- Suspend those students who defy reasonable requests to dress appropriately for a school setting.

### **STUDENT SEARCH**

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

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

(NPS School Committee Policy JIH)

Failure to comply will result in disciplinary action.



## **NORTON PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

Norton High School students are expected to adhere to the NPS Acceptable Use Policy, created by the Technology Department. This policy can be reviewed in full here:

[https://www.norton.k12.ma.us/uploaded/District/Technology/Policies/aup\\_6-12\\_2009.pdf](https://www.norton.k12.ma.us/uploaded/District/Technology/Policies/aup_6-12_2009.pdf)

## **SUBSTANCE ABUSE**

Possession, use or sale of any mind-altering substance (drug, synthetic drug or alcohol) is not only against the law, but is also a very serious disciplinary offense. The sale, use or possession of drugs, synthetic drugs, drug paraphernalia or alcohol on school grounds during school, on school buses, at bus stops, and during school-sponsored events is strictly prohibited. Students found in violation of this policy will be dealt with as follows:

- Use, possession:
  - Up to 10-day out-of-school suspension.
  - Notification of parents, administration and the superintendent.
  - Notification of the Norton Police Department.
  - Recommendation for counseling.
  - Violations can result in a recommendation for an expulsion hearing.
- Sale, distribution or possession with intent to distribute:
  - 10 day out-of-school suspension.
  - Notification of parents, administration and the superintendent.
  - Recommendation of expulsion by the principal.
  - Immediate police intervention including court follow up.
  - Recommendation for an expulsion hearing.
- Rumor or suspicion:
  - With reasonable cause, any student under suspicion of use, possession or sale may be asked to empty his or her pockets, handbag, locker, etc. This will be done under the direction of the principal or assistant principal. Failure to comply will result in a five-day out-of-school suspension.

The principal and assistant principal reserve the right to modify any of the above procedures when the situation so warrants.

## **VAPE DETECTORS**

With the aim of protecting the health and safety of the entire school community, Norton High School may utilize vaping detectors in school bathrooms. Vaping detector technology detects vapor from tobacco and marijuana, as well as detecting loud noises typically associated with aggression, disruption or vandalism, with no audio or video recording taking place. Vaping detectors may be used in concert with hallway surveillance cameras and/or staff supervision to assist the District in determining who engaged in inappropriate and/or prohibited activity. The District will handle any suspicion of vaping activity, aggression, disruption or vandalism, detector related or otherwise, in accordance with its student search and student discipline policies and procedures. A student found to have tampered with a vaping detector will be subject to disciplinary action in accordance with student discipline policies and procedures, as well as being responsible for any property damage caused by the student's tampering.

## **SUBSTANCE ABUSE OUTSIDE OF SCHOOL POLICY**

### **Philosophy**

The Norton Public Schools, in collaboration with the community, inspires excellence in teaching and learning in order to promote individual talents and maximize each student's potential. The Norton school system recognizes the use of chemicals as posing substantial health problems for adolescents, resulting in negative effects on behavior, learning, development, and attendance. The abuse of chemicals can affect every aspect of a student's life. Given the risks involved, it is not acceptable to view substance abuse as a rite of passage.

The Norton School Committee recognizes that alcohol, tobacco, and other drug abuse is a significant public health issue and supports a comprehensive School and community effort to address the issue to assure that the educational goals of the District are fully realized. This commitment will be honored in an environment in which safety and integrity are keystones and one which, furthermore, is free of drugs, alcohol, and other like impediments of growth.

### Actions

Thus, the Norton School District will address the possession, use and sale of any mind-altering substances or drug paraphernalia, any time it occurs, whether during the school year or not, and whether on campus or not. The use, abuse and sale of mind altering chemicals are always illegal, and Norton students will be expected and encouraged to adhere to the law twenty-four hours a day, seven days a week, 365 days per year.

### Procedures

When it is brought to the attention of the school administration that a student has been using or selling mind altering chemicals, even outside of the school day or year, the school administration will meet with the student and the student's parents to address the issue. If appropriate the school will refer the matter to the Norton Police Department. With reasonable cause, any student under suspicion of use, possession or sale may be asked to empty his or her pockets, handbag, locker, etc. This will be done under the direction of the principal or assistant principal.

### Consequences

If a student is found to have sold or distributed mind-altering or performance enhancing chemicals, that matter will be referred directly to the Norton Police Department, and the school will address the discipline issue in direct correlation to how the Norton Police address it. If felony charges are filed, the principal will begin expulsion proceedings, M.G.L. Chapter 71 Section 37H1/2.

Adopted November 30, 2009  
Revised January 25, 2010

## **USE OF PASSIVE BREATHALYZERS AT SCHOOL DANCES, PROMS AND AFTER PROM PARTIES**

### Philosophy

To ensure the health and safety of students in school and at all school functions, Norton High School has a zero tolerance policy regarding the use of alcohol. The school has the authority and responsibility to control alcohol use. The school will continue to be aggressive with consequences as well as education, intervention and support.

Staff, students and parents work very hard to promote and plan activities that are safe, orderly, legal and fun. Out of respect for the efforts of the people who have worked so hard to create these events, and out of concern for the safety of their peers, students need to make a commitment not to use alcohol before or during school functions. Alcohol should never be present at school or any voluntary school function including those that take place off campus. The passive Breathalyzer test is an effective deterrent to student consumption of alcohol.

(NPS School Committee Policy JJBA)

### Conditions

Any students or guests coming to the event may be subject to testing. Students selected for testing must pass to gain admittance. Students will be advised in advance that a Breathalyzer process may be carried out at school-sponsored dances or activities. The method of testing is not considered to be intrusive; students blow in a disposable tube.

### Policy Statement

It has been recognized that students have a lesser expectation of privacy in the school setting, while attempting to ensure their safety and the safety of others.

### Policy Purpose

Norton High School is attempting to address the documented problem of, and generalized concern about, alcohol consumption by its students. While the majority of the student population do not engage in such activities, unfortunately, an increasing number are using alcohol prior to arriving and during school-sponsored dances, making alcohol a part of their culture. The influence of alcohol use by students does not coincide with the educational goals of the school.

### Professional Action Directions

If the results of the first test are positive, a second test will be administered. Students with a positive reading from the use of the passive breathalyzer will be denied admittance to the event. Students who refuse to use the breathalyzer

will not be admitted. Students who refuse the breathalyzer and appear to be under the influence of alcohol will be detained until a parent or other responsible adult picks them up. Students found under the influence of alcohol at a school-sponsored event will be detained and picked up by a parent or other responsible adult, not by law enforcement. Students found under the influence of alcohol will be subject to consequences outlined in the school's disciplinary code as detailed in the Student Handbook.

### **PHOTOGRAPHING, VIDEO RECORDING AND SECURITY CAMERAS IN SCHOOL**

In accordance with school committee policy, NHS utilizes security cameras to, “ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.... They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.” (ECAF).

Video footage may be used as part of disciplinary screenings.

Parents may request a viewing through their legal representative.

Students may not photograph, video and/or audio record any other parties and/or distribute photos, videos and/or audio under the following conditions:

- without their express permission
- and/or with the intention or effect of causing physical or emotional harm or creating a hostile environment at Norton High School.
- and/or in an area where there is a reasonable expectation of privacy.

### **ELEVATOR USE**

Any student who needs to use the elevator must notify the school nurse and must receive an elevator pass from main office staff. These students may be accompanied by one individual to assist them through the hallways and on the elevator.

Any student who uses the elevator without permission will receive a Saturday School for insubordination. Further, if student behavior results in the elevator shutting down, students will be charged an amount of \$500.00 per student to help defer the repair cost incurred by Norton Public Schools. The elevator technician will analyze the internal computer and notify the Director of Facilities if the cause of the elevator shut down was preceded by the actions of the individuals in the elevator.

# MISCELLANEOUS

## **CHANGES IN STUDENT INFORMATION**

To keep our records up-to-date, parents are requested to log into their SchoolBrains account to make any changes in address, and home or work phone numbers or email addresses, so that they can be reached promptly if any situation warrants. If there is any difficulty accessing SchoolBrains, please call the Guidance Office.

## **CLASS DUES**

Annual class dues will be assessed. These will cover the cost of the student's Class Night dinner, rental of graduation cap and gown, and yearbook in the senior year. Class dues are required to participate in certain activities/events, including the commencement ceremony. Students are encouraged to pay dues yearly. Class dues are currently \$40 per year, which is subject to change.

If a student transfers to Norton High School as a senior, he/she must pay \$80 in dues to cover the costs of graduation.

If a Norton High School student enrolled in an out-of-district placement wishes to participate in graduation, the fee to cover the graduation gown will be \$26.

## **DEBT POLICY**

Students are responsible for books, supplies, uniforms, etc. issued to them by the school system. Students who fail to return any such items must reimburse the school for the replacement cost. Failure to pay debts may result in some materials and privileges being withheld until debts are resolved. Debts will be owed regardless of when they are incurred.

Seniors who have debts will not be issued a cap and gown, and will not then be eligible to participate in the graduation ceremony. Therefore, it is important that students resolve their debts prior to senior year.

Debts must be paid in order to purchase a parking permit.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities and graduation exercises and activities while the student is enrolled in this District.

(NPS School Committee Policy JRAA)

## **FIRE AND LOCKDOWN DRILLS**

Fire drills are implemented as a safety precaution. Directions for exiting the building are posted in each room. Students should leave the building quickly. Whenever the fire alarm is sounded, students should be silent in order to hear emergency directions from the teacher.

In the interest of student/school safety, periodic lockdown drills will also occur. These will be unannounced and will involve local safety officials. An automated phone call or message will let parents know that a lockdown drill has occurred. Please do not come to the high school during any lockdown situation.

(NPS School Committee Policy JL)

## **FUNDRAISING**

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.



Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

(NPS School Committee Policy JJE)

### **GRADUATION SPEAKERS**

The senior class president will deliver greetings to the audience. The valedictorian and salutatorian, first and second ranked students respectively on a weighted scale, will deliver theme addresses.

If more than one student is ranked first in the class, then that number of valedictorians will deliver the addresses, and no salutatorian will be named. If the class president is the sole valedictorian, she/he may be asked to deliver separate addresses, or to combine the greeting with the theme address. If the class president is one of multiple valedictorians, his or her address of greeting will serve to initiate the theme addresses of the other student speakers.

The valedictorian and salutatorian are determined after the first semester (January) of the senior year. All ranks are cumulative for the high school career, to the point of selection. Exchange students are not eligible. Transfer students must have been enrolled at Norton High School since the beginning of their junior year.

### **LOCKERS**

As a condition of use of a school locker, students are advised that the administration reserves the right to inspect a locker if necessary to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations. A locker is the property of the school. However, all attempts will be made to secure a student's prior consent and to have the student present when property is inspected, but such guarantee of notification or presence is not expressly implied or granted.

Students are prohibited from sharing lockers.

### **NO SCHOOL OR DELAYED OPENING ANNOUNCEMENTS**

Announcements of school cancellation or delayed opening will be made between 5:00 and 6:30 a.m. on local cable television, and radio stations WBZ Boston, WCVB, and WRKO. Additionally, you will receive notification through ParentSquare informing you of the cancellation or delay.

On days of extreme but temporary bad weather conditions, the schools may open on a delayed schedule.

### **PARENT ADVISORY BOARD**

The Norton High School Parent Advisory Board meets monthly. All parents are welcome to attend and participate. Please call the principal at (508) 285-0160 for additional information.

### **PARENT CONFERENCES**

School wide parent conferences are held after first and second term report cards have been issued. A parent wishing to arrange a conference with a teacher at any other time should call the school.

### **PARENT VISITATIONS**

If for some educational purpose a parent or guardian wishes to observe his or her child in a class, a written request must be made to the principal three days in advance. All visitors are to report to the office before proceeding to any other area of the building.

### **PHOTOGRAPHING/RECORDING/INTERVIEWING**

Throughout the year, Norton High School students may be interviewed, recorded or photographed by their teacher, other students, the school district and local or national media. The pictures and videos may appear on the school's website, social media sites, district publications and district presentations. Pictures and videos may also appear on any local or national media.

Parents/Guardians who do not want their child to be photographed, interviewed or recorded should notify Norton High School in writing by October 1.

### **PUBLICITY**

Norton High School would like to use the names and pictures of its students in publicizing student awards, accomplishments, distinctions, and daily life in the media. Information given to the media may include students' names and present grade levels. Parents who do not wish to have such information given out, or have their children's pictures used in the media, should notify Norton High School in writing. If we do not hear from you by October 1, we will assume that you agree to allow the school to release news about and/or photos of your child.

### **SCHOOL SITE COUNCIL**

Norton High School is served by a School Site Council consisting of a community representative, parents, teachers and a student representative. For further information, contact the principal.

### **LOST OR STOLEN ITEMS**

The school is not liable for any lost or stolen items. Valuables should be kept on your person or secured in a locker.

### **STUDENTS ON SCHOOL GROUNDS AT NIGHT**

Any student or group of students who use the school, school grounds or athletic fields as a gathering place will face immediate school disciplinary action as well as legal action for trespassing from the Norton Police Department. Such events are neither endorsed nor supported by the school and will not be tolerated.

### **STUDENT RECORDS**

The Massachusetts Board of Education approved the following regulations on October 25, 2005. Non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

1. the non-custodial parent has been denied legal custody bases on a threat to the safety of the student or to the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. The non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

(NPS School Committee Policy JRAA)

### **VISITORS TO THE SCHOOLS**

In order to assure that no unauthorized persons enter buildings with wrongful intent, all visitors to schools must first report to the school office to receive a visitor's pass before visiting elsewhere in the building. An ID will be required to enter the building.

School principals are authorized to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on school grounds. Faculty and students should immediately report any unauthorized person to the main office. A log shall be maintained in each school office for recording the name, address and purpose of each visitor.

# GOVERNING LAWS & LOCAL POLICIES

Norton High School and Norton Public Schools will abide by the provisions of the following laws and policies.

## **STATE LAWS INVOLVING SCHOOLS**

- Chapter 269, Section 10: Act Relative to Weapons Carried on High School Grounds
- Chapter 269, Section 17-19: Hazing
- Chapter 94C, Section 32J: Drug-Free School Zone
- Chapter 71, Sections 37H, 37H  $\frac{1}{2}$  and 37H  $\frac{3}{4}$
- Chapter 270, Section 22 & Chapter 71, Section 20: Smoking and Tobacco Use
- Chapter 766: Discipline for Students with Special Needs
- Chapter 272, Section 99C
- Chapter 630, Section 23: Student Records

## **NPS POLICIES**

- Safe Schools Policy (ADD)
- Bullying Prevention and Intervention Plan (JICFB)
- Prohibition of Hazing (JICFA)
- NPS Homework Vision. See here:  
<https://docs.google.com/document/d/1eRvll9BgzWZeRyPQOiULactV4GfTUp-7nklQnZDhRWI/edit>
- Any applicable NPS School Committee Policies. For full details, see here:  
<https://z2policy.ctspublish.com/masc/browse/nortonset/norton/root>