

NORWELL PUBLIC SCHOOLS



NORWELL HIGH SCHOOL

STUDENT-PARENT HANDBOOK 2021 - 2022

MISSION STATEMENT:

Norwell High School strives to actively engage students in a creative and challenging learning environment that inspires an inclusive atmosphere of integrity, mutual respect, and global awareness and prepares students for academic and social success.

INTEGRITY • LEARNING • RESPECT

www.norwellschools.org/hs

NORWELL HIGH SCHOOL

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NORWELL SCHOOL COMMITTEE

www.norwellschools.org

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Kristin A. McEachern

Alison L. Link, Chair

Christina Kane, Clerk
Kiersten H. Warendorf

CENTRAL OFFICE ADMINISTRATION

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FAX (781) 659-8805

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Norwell Middle School

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Norwell High School

PHONE (781) 659-8810 or (781) 659-8808

Marc F. Bender, Principal
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Jennifer L. Greenberg, Assistant Principal
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Matthew F. Marani, Assistant Principal
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The mission of Norwell Public Schools, in partnership with the community, is to provide excellence in education through a challenging and supportive environment, empowering students to be versatile, innovative, and responsible citizens who are prepared to navigate and contribute to a dynamic global society.

WELCOME

September 2021

Dear Parents and Guardians:

On behalf of the Norwell School Committee and Norwell Public Schools, I would like to take this opportunity to welcome you to a new school year and to introduce you to our ***HIGH SCHOOL STUDENT-PARENT HANDBOOK***. High school is an extremely important time for adolescents -- a time for growth, maturity, and preparation for the responsibilities of adulthood. Working with you and your child, we look forward to many and varied learning experiences, positive social interactions, and a year of productive relationships among all members of our school community.

Norwell Public Schools is committed to the concept that a child's education is the product of the school **and** home. We believe that a strong partnership between school and your family will result in success for your child. You can help with this partnership in many ways. By regularly showing interest in your child's schoolwork, asking questions, and giving praise for accomplishments, you can reinforce what the school is trying to accomplish. Similarly, stressing the need for regular attendance conveys to your child the importance of school. Visiting school and attending as many school activities as possible also send a message to your child that education has a high priority in your family.

For our part, we need to keep you informed on a regular basis about school activities and your child's progress. We also need to provide you with as much information about the school as possible. To that end, the ***HIGH SCHOOL STUDENT-PARENT HANDBOOK*** has been developed and can now be accessed at <http://www.norwellschools.org>. It contains important information regarding expectations for academic achievement and student conduct. Since students are held accountable for these expectations, we urge you review this handbook carefully with your child and, once you have done so, please log in to the Aspen Parent Portal and complete the digital **Receipt Confirmation** for this *Handbook* by **Friday, September 10, 2021**. Please feel free to call the school for clarification of any rule, regulation, or policy. Also, please do not hesitate to contact me personally at 781-659-8800 or via e-mail matthew.keegan@norwellschools.org, if you have concerns or questions regarding school matters.

I wish you and your child a successful school year.

Sincerely,

Matthew A. Keegan
Superintendent of Schools

EXPECTATIONS FOR STUDENT LEARNING

NORWELL HIGH SCHOOL LEARNING EXPECTATIONS

ACADEMIC EXPECTATIONS

Norwell High School has identified six school-wide expectations for student learning. A rubric has also been developed for each academic learning expectation. Each department has a primary responsibility for one of the learning expectations.

The Norwell High School learning expectations are designed to reinforce the skills students need to learn and demonstrate throughout their high school experience. While the learning expectation rubrics do not determine grades, we will be examining how well they correlate with scoring guides. Each department will use their rubric in conjunction with a student assignment during each semester. A copy of the student's work and the rubric will be kept in portfolio folder located in the records' room.

Over time students will become more familiar with the academic learning expectations. Each year the assignments students are asked to complete will become more complex and require an increased depth of thinking and quality of presentation. Although the assignment and material will change, the rubrics will remain the same. As we work with the rubrics, we will look to improve upon them when necessary.

As students work to meet the learning expectations, teachers and departments will also use the rubric results to evaluate curriculum/content and instruction. This process is designed to clarify academic expectations for students and to maintain a continual process of reflection and "decision-making related to [our] curriculum, instruction, assessment, policies, and procedures" (NEASC 5).

	Creative Expression	Laboratory Investigation	Effective Researchers	Effective Writers	Oral Presentation	Reflective Problem Solvers
Art	P					
English				P		
Math						P
Music	P					
Science		P				
Social Studies			P			
Tech Ed	P					
World Languages					P	

P = Primary Responsibility

S = Secondary Responsibility

NEASC, the New England Association of School and Colleges, asks schools to "communicate aggregate data on the school's progress achieving all school-wide expectations to the school community...To report school-wide progress, schools may choose to present this information to the press, on the school's web page, through regular news letters that go to the entire community and not just the parents, in the town or city's annual report, and in many other ways" (NEASC).

"Guide to Developing and Implementing the Mission." New England Association of Schools and Colleges, Inc. (NEASC) August 2005.

NORWELL HIGH SCHOOL CORE VALUES AND MISSION

Core Values Statement

Norwell High School strives to actively engage students in a creative and challenging learning environment that inspires an inclusive atmosphere of integrity, mutual respect, and global awareness and prepares students for academic and social success.

Integrity: *The focus allowing us to be true to ourselves and others.*

1. A student cites all sources used in an essay or research paper and submits only her own original work.
2. A parent supports and pushes his child to honor a commitment made, even when the student wants to quit.
3. A parent contacts the school when his/her child has acted in a manner that violates academic and social rules.
4. A teacher sets and meets his deadlines for graded work just as he expects his students to meet their deadlines.

Learning: *The path to personal growth throughout our lives.*

1. An administrator focuses on what a student can learn from a disciplinary situation more than on punishment.
2. A parent helps her student consider what can be learned from a situation of failure – be it getting cut from a team or cast, losing an election or coming up short on a test, lab, project or essay.
3. A student has a chance to reflect upon and articulate what he has learned from a particular event, accomplishment, project, and to receive specific feedback from a teacher, coach, director or advisor.

Respect: *The willingness to be civil, open-minded, and tolerant.*

1. A teacher recognizes and accommodates a student's identified special needs.
2. A student comes to class with the required materials (books, pens, paper, etc.)
3. A teacher starts and ends class on time.
4. A parent plans family vacations around the school calendar.

DIRECTORY **NORWELL HIGH SCHOOL**

18 South Street

Telephone (781) 659-8810 Fax (781) 659-1824, www.norwellschools.org/nhs

Administration and Counselor

Marc Bender	Principal	781-659-8810	X 1301	marc.bender@norwellschools.org
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Melanie Coogan, ^{LTS}	School Secretary	781-659-8810	X1306	melanie.coogan@norwellschools.org
Brenda Barrientos	School Counselor	781-659-8806	X 1313	brenda.barrientos@norwellschools.org
Meaghan Dempster	School Counselor	781-659-8806	X 1311	meaghan.dempster@norwellschools.org
Amy Greene	School Counselor, District School Coordinator	781-659-8806	X 1314	amy.greene@norwellschools.org
Rebecca Prescott	School Counselor	781-659-8806	X 1312	rebecca.prescott@norwellschools.org
Sean McInnis	Athletic Director	781-659-8811	X 1315	sean.mcinnis@norwellschools.org

Please contact the appropriate Assistant Principals regarding the following areas:

Assistant Principal – Jennifer Greenberg

- Grades 9 and 10 attendance and discipline
- Teacher evaluation and supervision
- Testing; MCAS, PARCC, PSAT, AP
- Ninth grade transition - Freshmen Orientation
- Substitute coverage
- Section 504 Plans - Team Chairperson
- Child Study Team - Co-chairperson
- Co-curricular Activities
- Fees and Waivers - 9th and 10th grade
- Parking

Assistant Principal - Matthew Marani

- Grades 11 and 12 attendance and discipline
- Teacher evaluation and supervision
- Aspen Information System
- Special Education - Team Chairperson (Initials and Re-Evaluations)
- Child Study Team - Co-Chairperson
- Athletics
- Fees and Waivers - 11th and 12th grade
- iPad and Technology
- Calendar
- Teacher Duties
- Internship Program
- Scheduling
- Photography Contact

Faculty and Staff

Art

Erin Carney
Nathalie Coughlin
Nathan Nottingham
Ross Kowalski
Melinda Lane, Aide
Jennifer Pratt
John O'Briant, Arts & Wellness Curriculum Coordinator
Kathy Medairos
Matthew Lantier
Kristen Maniscalco
Susan Boyer, Special Education Building Coordinator
Judith Field
Julie Gordon
Kelly O'Keefe
Laurel Rheault
David Benedict, Aide
JoAnn Callahan, Aide
TBD, Aide
Diane Rockwell, Aide
James Shields, Aide

School Psychologist
Behaviorist
Occupational Therapist
School Nurse
Social Worker
English

Caitlin Hannigan
Jennifer Demeo
Shawonna Dearborn
Catherine McInnis
Michele Henderson
Craig Belmore
Judy Browne
Jessica Johnston
Leigh Lewis, Curriculum Coordinator
Kelsey Link
Walter Lang
Margaret Driscoll
Meredith MacKinlay

Social Studies

Bryan Bechtel
Glenn DiTomaso
Julie Fox, Curriculum Coordinator
John Goniatis
Barrett Jacobs
Thomas Jacobs
Christopher Lacy
John Willis
Patricia Wilson
Kelly Adams
Sandra Gilabert
Elizabeth Fitzgerald
Marianne McElwee
Rabia Mifdal
Amanda Miller
Ashley Critchley
James Whelton, Curriculum Coordinator

World Languages

Faculty and Staff (continued)

Mathematics

Megan Anderson
Ashley Blumberg
Kylie Calzone
Amy Cortright
Heather DelCore
Alexandra Ingalls
Brady Murphy
Tara Plassmann, Curriculum Coordinator

Science

John Browne
Adam Bradshaw
James Carey
James Casagrande, Curriculum Coordinator
David Kitchen
Arianne Lozan
James Britton
Stephen Marsh

Instructional Technology

John Goniatis

Clubs and Activities

Please visit the Norwell High School website and select the “Teacher Pages” link to find the email addresses of the club and activity advisors.

Activity/Club

Advisor

AFS	Rabia	Mifdal
Art & Fashion Clubs	Nathalie	Coughlin
Best Buddies	Erin	Carney
Best Buddies	Kelly	O'Keefe
Book Club	Jennifer	Pratt
Chemistry Club	Stephen	Marsh
Clipnotes (formally Decibelles)	Marianne	McElwee
Clipper Leadership Academy	Matthew	Marani
	Jennifer	Greenberg
Creative Writing Club (formally Poetry)	Judy	Browne
Diversity (Clipper Kindness Coalition)	Meaghan	Dempster
Drama Club	Chris	Lacy
Environmental & BioStem Club	James	Carey
Environmental & BioStem Club	David	Kitchen
Film Club	Craig	Belmore

Film Club	James	Carey
Global Citizenship	Kelly	Adams
Halyard	Kelsey	Link
Investment Club	Kylie	Calzone
JSA	Bryan	Bechtel
Latin Club	Jim	Whelton
Math Team	Amy	Cortright
Medical Careers Club	David	Kitchen
Mock Trial	John	Goniatis
National Honor Society	Melinda	Lane
NorWELL for South Sudan	Jessica	Johnston
Norwell Navigator	Walter	Lang
Peer Educators	Meaghan	Dempster
Peer Educators	Amy	Greene
Peer Educators	Rebecca	Prescott
Pep Band	John	O'Briant
Robotics advisor	Ross	Kowalski
SADD	Kristen	Maniscalco
Spanish Club	Marianne	McElwee
Student Government	Tara	Plassmann
Student Government	Brenda	Barrientos
Student Government 2022	Megan	McBride
Student Government 2022	John	Goniatis
Student Government 2023	Arianne	Lozan
Student Government 2023	Dave	Benedict
Student Government 2024	Judith	Field
Student Government 2024	Marianne	McElwee
Volunteer Corps	Ashley	Blumberg
Yearbook	Arianne	Lozan
Yearbook	Jenn	Schad

Athletics

Sean McInnis, Athletic Director
e-mail sean.mcinnis@norwellschools.org
781-659-8811
David Benedict, Athletic Assistant

Fall	Coach	Assistant
Cheerleading	Victoria Pagnini	
Cross Country (Boys & Girls)	Charles Martin and Kelly Adams	
Field Hockey	Jennifer Schad	Dina O'Neil, JV Helen Doyle, Freshman
Football	Mark Killinger	John Willis, Jeff Perkins, Jared Lordi, Paul Scarpelli, Kevin Clark
Girls' Soccer	Kara Connerty	Kevin Cantwell, JV1 Jack Dwyer, JV2
Boys' Soccer	Jack Browne	Tim Trenger, JV1 Robert Doran, JV2
Golf	Ken Camerota	John (Barrett) Jacobs, JV
Volleyball	Scott Gilmartin	Nikki Kandalraft, JV Jen Scarpelli, Freshman
Winter		
Girls' Basketball	Matthew Marani	Glenn DiTomaso Kristen Maniscalco
Boys' Basketball	John Willis	TBD Robert Doran
Cheerleading	TBD	
Gymnastics	Cassandra Pacella	
Boys' Hockey	James Casagrande	James Whelton
Girls' Swimming	Julie Fox	
Boys' Swimming	Jennifer Schad	
Girls' Track	Charles Martin	
Boys' Track	Christopher O'Neil	
Girls' Ice Hockey	Frank Messina	
Ski Team	Joel Shepherd	Kara Coughlin
Spring		
Baseball	Thomas Jacobs	Rich Wolbach

Lacrosse	Josh Stolp	John (Barrett) Jacobs John Gilbert Bill Reilly
Girls' Lacrosse	Kara Connerty	Katherine Lewis
Softball	John Willis	Glenn DiTomaso
Tennis (Girls)	Judith Field	
Tennis (Boys)	Brady Murphy	
Girls' Track	Charles Martin	Raymond Thompson
Boys' Track	Kelly Adams	Christopher O'Neil

ACADEMIC POLICIES AND PROCEDURES

Norwell High School is an academically competitive public secondary school emphasizing college preparation. Norwell High School is accredited by the New England Association of Secondary Schools and Colleges. The curriculum offered is primarily college preparatory. Students are required to carry at least six (6) courses each semester. Students are expected to take one course in each of the major subject areas each year (English, social studies, mathematics, and science). Students are also required to take three (3) years of a world language.

Advanced Placement Classes

Norwell High School is committed to the principle that all students are entitled to access opportunities to participate in rich and rigorous curricula. In keeping with this belief, students are encouraged to engage in Advanced Placement coursework when appropriate. As a learning community, we believe that students benefit from the challenge of engaging in college-level coursework during their high school experience. Norwell High School emphasizes student participation over prerequisites in its approach to AP access.

A body of research suggests that students who engage in Advanced Placement coursework in high school are more likely to be successful in their post-secondary education. These students may apply credits earned from achieving a qualifying score on an Advanced Placement exam to place out of introductory courses, are able to engage in more rigorous coursework sooner in their post-secondary education, and are more likely to complete a bachelor's degree in four years than students who have not engaged in Advanced Placement coursework.

Advanced Placement coursework mirrors the experience students would have in an introductory course at the college- or university-level. Students enrolled in Advanced Placement courses are expected to demonstrate independence and initiative. Expectations of students in Advanced Placement courses include daily reading, independent learning that may take place outside of the classroom, and ongoing long-term assignments.

When deciding whether to enroll in an Advanced Placement course, students and parents are encouraged to think about how the workload of an Advanced Placement course will be balanced with the demands of the student's other courses, co-curricular and athletic participation, and other responsibilities. Structures and procedures are in place that enable the School counselors to review students' course selections to ensure that students' schedules are realistic and balanced.

Students who enroll in an Advanced Placement course are expected to take the AP exam in May.

There is a College Board exam fee associated with the AP exam. AP exam fees are due prior to the academic school year. Students will be required to pay the exam fees by September 30th. If a student has financial difficulty with the fees, they should contact the assistant principal prior to September 30th. Any student not paying the required fee by September 30th will be un-enrolled from the AP class and placed in an appropriate Honors levels class. Students enrolled in Advanced Placement courses must take the AP exam in that course in order to receive “AP” credit on their transcripts. Students enrolled in AP courses who do not take the exam will receive “Honors” credit on their official school transcripts. Students who are enrolled in 4 or more AP courses may choose to take all 4 or more exams or have the option of taking only 3. Students must notify their school counselor no later than October 15th if they want to pursue this option.

Cheating and Plagiarism

Cheating undermines the basic relationship of trust between a student and teacher. It prevents the proper evaluation of a student’s work, it detracts from the achievement of all students in the class, and it is one of the most serious offenses a student can commit. In keeping with the responsibility of the school to teach standards of scholarly work generally accepted in colleges and to promote the integrity of its students, plagiarism is regarded as a most serious matter and will be handled as a form of cheating.

In the event an incident of cheating is detected by a member of the faculty, the following procedure will be implemented:

1. The teacher will meet with the student to ensure the student’s understanding of the nature and severity of the incident and to inform the student how the transgression will or will not affect the student’s ensuing responsibilities in class.
2. A grade of “0” will be recorded for the test or assignment.
3. The teacher will prepare a report so that the incident will be documented in detail and may be brought expeditiously to the attention of the administration. The parent or guardian must be informed of the incident. If discipline is warranted, the administrator will hold a parent conference at which the teacher is present. Administration will take disciplinary action appropriate to the gravity of the incident.
4. If the student is a member of the National Honor Society, the student may be removed from that society; if the student is not a member of the National Honor Society, the incident will affect the student’s selection for membership.
5. Any student found to be providing information to a fellow student during a test or examination or preparation of graded work that is expected to be the student’s own will be considered as guilty of cheating as the student receiving the assistance and the full force of the rule will apply to him/her as well.

If the student holds any formal leadership role or roles in the school, those roles may be terminated for the school year.

Before students can be removed from the National Honor Society or any leadership and/or co-curricular role, they will be provided basic due process rights including written notice of transgression and a hearing before the National Honor Society faculty council or school principal or designee.

Communication

Communication between home and school is a priority at Norwell High School, and staff is committed to developing and implementing effective strategies for facilitating strong connections between home and school. In the instance

that a question or concern arises, there are several avenues by which that question or concern can be answered or resolved.

Generally, matters concerning the classroom should first be directed to the teacher. If the matter cannot be resolved satisfactorily, it should then be brought to the attention of the student's school counselor. If necessary, the school counselor will arrange for a meeting of the student, parent/guardian, the teacher, the counselor, and the appropriate grade administrator.

Any emergency issue, or problem related to school policy or protocol, should be brought to the immediate attention of one of the assistant principals. The principal works with students, staff, and parents/guardians to be sure that inquiries are responded to by school staff in a timely and sensitive manner, and to ensure that the steps to resolving concerns outlined above are followed.

The process below outlines steps to resolving student or parent questions and concerns that may arise. At any point in time, students and parents are welcome to contact the principal directly, who can provide direction and guidance:

1. The student discusses the issue with the teacher;
2. Should the conflict not be resolved, a meeting between the parent, student and teacher can be arranged;
3. If the conflict is still not resolved, a meeting between the parent, student, teacher and school counselor can be arranged.

A meeting with an Assistant Principal may be requested if a resolution cannot be reached through the steps outlined above.

Dropping and Adding Subjects

The master schedule of courses at Norwell High School is determined by students' course requests. While the school does its best to accommodate course choices, not all student requests can be honored because of budget decisions, scheduling constraints, student enrollment, and teacher availability.

While some course changes are unavoidable, the following framework has been established to ensure that only essential course/schedule changes are made:

1. Course/schedule changes will only be made in cases where the student requests a change in course level or to a new course.
2. Course/schedule changes will not be made to accommodate student requests for a specific teacher.
3. No course/schedule changes will be entertained during the first cycle (7 school days) of the school year.
4. Course/schedule changes may be proposed at the start of the second cycle (8th school day) of the school year.
5. Students who drop a course after the first interim report will receive a "W" (withdraw) on their transcript.

Any request for a course/schedule change may require a meeting of the student, parent, school counselor, and teacher to discuss the potential change.

Dual Enrollment

Currently enrolled Massachusetts public high school juniors and seniors who are in good academic standing at their high school and/or who have been recommended by high school principals, school counselors and/or teachers, will be eligible for consideration to take individual courses at Massachusetts public institutions of higher education. Students participating in dual enrollment may earn credit(s) that meets requirements for high school graduation and higher education matriculation. Students must have attained a 3.0 GPA or better, in order to be eligible to participate and must receive B's or better in college classes and an overall college GPA of 3.0 or higher to remain eligible for Dual Enrollment participation for the following semester (if applicable).

Any student playing MIAA sports must comply with MIAA rule 52. Students taking Dual Enrollment classes may not be able to participate as MIAA Athletes.

Norwell High School students wishing to participate in the Dual Enrollment Program must apply through the Norwell High School Counselor Department and must have administrative approval. There is currently no state funding for dual enrollment coursework. Reduced tuition may be available.

Final Exams

Ninth, tenth and eleventh graders take final exams at the end of the year. Seniors will take a three quarters final exam at the end of the third term and a one-quarter final exam at the end of the fourth quarter. Any student taking an AP exam will not be expected to take a final exam for that course. Any senior that has maintained an A- or better grade for the year is exempt from the one-quarter final exam at year's end.

Grade Point Average

A student's grade point average is used by colleges and universities as a relative measure of his or her academic strength and potential. The GPA is calculated by assigning a point value to those final grades earned in core academic courses (English, mathematics, science, social studies and world language) and averaging their sum total.

The first calculated GPA includes final grades for freshman and sophomore year along with first semester junior year.

Weighting Differential

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>C.P.</u>	<u>Honors</u>	<u>A.P.</u>
A	94-100	3.75	4	4.25
A-	90-93	3.5	3.75	4
B+	87-89	3.25	3.5	3.75
B	83-86	3	3.25	3.5
B-	80-82	2.75	3	3.25
C+	77-79	2.5	2.75	3
C	73-76	2.25	2.5	2.75
C-	70-72	2	2.25	2.5
D+	67-69	1.75	2	2.25
D	63-66	1.5	1.75	2
D-	60-62	1.25	1.5	1.75

F	59 or below	0	0	0
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When in unique situations, a student is allowed to take a class for a grade of “Pass” or “Fail”, “Pass” work is equivalent to the work required to earn a grade of “C” in that class. For the purposes of GPA, the “Pass” will be figured in at the value of a “C” in that course.

N- no grade.

Students absent for excessive documented reasons and who are unable to complete required class work during a specific term will receive an N grade at the end of the term in each affected class. No credit will be received for that term.

A student who receives 2 N’s in a class may lose credit for the year. A meeting involving administration, parents, teachers and the student will be held to determine the academic outcome.

It is Norwell High School’s belief that students need to be in class to receive credit. Students who are tutored outside of school for classes they are unable to attend for extended periods of time will also receive a grade of N in each class on a term-by-term basis.

Graduation and Promotion Requirements

All students must earn 110 academic credits in order to qualify for a diploma. Students must successfully complete the following distribution requirements:

4 years of English

4 years of Mathematics

4 years of Social Studies (includes one (1) year of US History)

4 years of Science (includes 1 each of Biology, Chemistry and Physics)

3 years of a World Language (Students must either successfully complete the third year of one language, of which two years are completed at Norwell High School, or take three years of a combination of languages).

4 semesters of Unified Arts (Fine Arts, Music/Performing Arts, Applied Technology, Theater Arts). Students must take at least one (1) semester of an arts related course (Fine Arts, Music/Performing Arts, or Theater Arts).

Students need to complete PE/Health I and II and two (2) PE electives before graduation.

State law requires that students must participate in physical education during the school year.

Norwell High School Learning Expectations Graduation Requirements:

Students’ progress toward achieving Norwell High School’s Learning Expectations is evaluated each semester and reported on the semester report cards.

In order to graduate students must receive a performance level of **Meets Expectations** in English, mathematics, social studies and science. Students can earn their graduation status by meeting expectations during the second semester in their junior year in English, mathematics, social studies and science. Students can earn their graduation status in social studies in the second semester of their sophomore or junior year once their research projects/papers are complete.

Students can receive recognition of commitment to fulfill the Norwell High School Learning Expectations in art, world language, music, applied technology, and or theater by meeting expectations during a semester after their fourth semester of study within a specific subject.

Students may substitute one of the recognition subjects for one of the four-year requirement courses only once. If they do so, they will not receive recognition in that subject.

***Based upon their learning profile, students may apply for a waiver to a graduation requirement and may be waived from that requirement with the principal's approval. Students must apply for said waiver and must provide documentation to support their request.**

World Language Requirements

All Norwell High School graduates must have either:

1. Completed the third-year course in one language, of which two years of study must be completed at Norwell High School, or
2. Completed three years of language study in two or more languages.

NOTE: While students can complete the Norwell High School requirement in two years, most colleges and universities expect students to have completed three years of language at the high school level.

Home and Hospital Tutoring

Norwell Public Schools provides home and hospital tutoring for students who, in the judgment of their physician, should remain at home or in the hospital on a day or overnight basis, or any combination or both, for a period of not less than fourteen school days in any school year. Upon receipt of a physician's written order verifying that a student enrolled in the Norwell Public Schools must remain at home or in the hospital for medical reasons, the principal of the school that the student attends shall arrange for tutoring services in the home or hospital. Before a student can receive these services, a licensed physician must complete the state required form. Forms are available through the Counselors Office or the Office of Instruction.

Students absent for documented medical reasons and who are unable to complete required class work during a specific term will receive an N grade at the end of the term in each affected class.

A student who receives 2 N's in a class may lose credit for the year. A meeting involving administration, parents, teachers and the student will be held to determine the academic outcome.

It is Norwell High School's belief that students need to be in class to receive credit. Students who are tutored outside of school for classes they are unable to attend for extended periods of time may also receive a grade of N in each class on a term-by-term basis.

Students absent for documented medical reasons, for less than an entire term, and who are able to return to school and make-up all required work will be eligible for course credit consistent with all other Norwell High School students.

Students absent for documented medical reasons, for more than an entire term, and who are able to complete required coursework for the term missed will eligible for a "Pass" or "Fail" grade. "Pass" is equivalent to the

work required to earn a grade of a “C” in that class. For the purposes of GPA, the “Pass” will be figured in at the value of a “C” in that course.

It is crucial to facilitate the flow of work between teachers, students, parents, and district-assigned tutors. During periods of extended student absence, teachers will be responsible for providing up to one week’s worth of work/assignments missed as a result of the student not being in school. Upon receipt of returned work, teachers will provide additional work/assignments.

Home or hospital tutoring is considered short-term and is not a replacement for regular attendance at school. According Massachusetts Department of Elementary and Secondary Education, the goal of home/hospital tutoring is to “...minimize the educational loss that might occur during the period the student is confined at home or in a hospital” (603 CMR 28.03 (3)(c)).

Homework Expectations Guidelines

High School Level

In keeping with the Norwell School Committee’s homework policy, Norwell High School regards homework as an integral part of the academic program. Homework serves a critical role in achieving instructional objectives.

A body of research suggests that homework enhances the educational process. Homework provides opportunities for students to reinforce acquired skills or practice newly acquired ones. Homework also provides students with opportunities to prepare for new information or apply and elaborate on information that has been introduced.

Homework can be expected every night and most weekends. Homework expectations for weekends are generally equivalent to the course level’s daily homework duration for one night.

The types of homework assigned and the time required to complete it will vary by course level (e.g., College Preparatory, Honors, Advanced Placement) at Norwell High School. Students who are taking a course at a level they were not recommended for may find that assignments will take longer to complete. Students and parents should be aware that there may be times during the year (e.g., the end of a term) when multiple assignments or assessments may be due simultaneously for different classes. In cases in which students are struggling to complete homework in the intended amount of time, they should make arrangements to meet with their teacher outside of the school day to discuss the difficulties at hand.

The amount of time that students can expect to spend on homework is communicated in advance in order to allow students and parents to make healthy and balanced decisions around the courses that students select to take during an academic year. Students and parents are urged to focus on creating a manageable, balanced course of study by accounting for academic demands and expectations, as well as non-academic demands on students’ time such as participation in athletics and co-curricular activities, family obligations, and any student employment responsibilities.

While acknowledging the academic benefits of homework, the Norwell High School faculty also recognizes that there are times throughout the school year when students need time to relax, recharge, and have time to spend with their family without academic demands. To demonstrate its commitment to promoting and supporting balance in students’ lives, NHS will identify specific times throughout the school year during which homework will not be assigned.

Honor Roll

The honor roll is issued 4 times a year. In order to make the honor roll at Norwell High School, a student must meet the following standards:

High Honors - A student must achieve no less than five A's or A-'s in all courses receiving letter grades. All pass/fail courses must be passed. No course grade may be lower than a B-.

Honor Roll - A student must achieve a B- or better in all courses receiving letter grades. All pass/fail courses must be passed as failure in any subject will disqualify the student from honor roll status.

Incompletes

If a student needs to be given an "Incomplete" in a class, that student has ten school days to make up all work and be given a grade by the teacher, unless granted more time by an administrator. Any "Incomplete" must be authorized by an administrator. Any work not completed after ten school days will be figured into the grade as a zero. Teachers will notify parents of this change. If a student who has been given an incomplete earns a failing grade in that class after the two weeks, all athletic eligibility requirements will be enforced at that time.

Make-up Policy

If a student is absent, and the absence is "Excused", for up to three consecutive days, he or she will have up to 10 ten school days to make-up all homework, tests, and reports missed during these three days. Long-term assignments are expected to be turned in by the original due date unless the teacher grants an extension. Students have the responsibility to make arrangements with teachers to schedule the taking of make-up tests. If after 10 school days, work remains incomplete, the students must petition the assistant principal in order to receive credits.

Rank in Class

Norwell High School does not calculate rank in class.

Reporting Student Progress

Report cards are issued at the end of each quarter or nine-week session. Letter grades and teacher comments are used to designate a student's progress. Comments are used where appropriate. Interim reports on students' progress are posted in the Aspen parent portal.

SAT Test Programs

The most widely used tests for college acceptance are the Preliminary SAT (PSAT) and the SAT.

These tests are usually taken during the junior and senior year. Students who have completed Geometry should be prepared to take the PSAT. The junior year PSAT serves to qualify for National Merit Scholarships. The PSAT will be administered to all Sophomores and Juniors during the school day on October , 2021.

Typically, students take the SAT Reasoning Test in the spring of their junior year and repeat same in the fall of their senior year. SAT Subject Tests are required by some colleges. SAT Subject Test may be utilized for admission, placement, and/or exemption from freshmen courses.

All of the tests described are products of the College Board. Some students may prefer to take the ACT offered by the American College Testing Program. Students with questions about college admission tests should contact their school counselor.

Summer Reading

All students will be required to do summer reading. Summer reading assignments are posted on the school web site (www.norwellschools.org/nhs). Students will be assessed on this reading during the first cycle of the school year in September. The results of that test will be a part of students' first term grade in his/her English class.

Summer School

Norwell students who fail a course, or fail to earn course credit may attend other towns' summer programs in order to make up academic deficiencies. Note that students failing a course at Norwell High School must have had a 50 or better numerical average in that course in order to be permitted to attend summer school for credit.

By attending summer school, students may avoid having to repeat a course. Students that do not make up a course during the summer will need to double up in that major area the following year. When a student attends summer school, both the original grade and the summer school grade will appear on the student transcript. No extra credit is given for repeating a course previously passed. It is the responsibility of the student to have summer school grades forwarded to Norwell High School. Students may not apply any more than 20 credits earned in outside programs toward a Norwell High School diploma. All outside programs must be approved in advance by an administrator. Students are also encouraged to enroll in courses for enrichment purposes.

Three-Year Graduation Option

Under certain circumstances, a student can be certified for graduation at the end of three years at Norwell High School. A student would have to be accepted at an accredited institution of higher learning and enrolled in that institution in the fall. No waivers to this policy will be allowed by the administration of Norwell High School. The diploma will be awarded upon successful completion of one semester of academic work at the institution of higher learning.

Three- and One-Half-Year Option

Norwell High School students who have acquired 90 credits at the end of their junior year will have the option to elect to leave in January of their senior year if they have met minimum graduation requirements. If a student is interested and eligible, he/she must notify the counselor by May 1 in the junior year. Parental permission must be secured and an approved schedule arranged for the senior year. Students who choose to leave in January and are involved in athletics must abide by MIAA rules and regulations (61.1.1) that state that an early graduate may represent his/her school until the end of the sport season in which he/she is participating. Any student who chooses to remain involved in athletics and/or co-curricular events is subject to the jurisdiction of the school principal. Students are welcome to take part in all graduation related functions and to participate in the graduation ceremony in June.

Valedictorian/Salutatorian

The graduating class valedictorian and salutatorian are determined based upon students' weighted grade point averages. The GPA is based upon students' final grades in their core academic subjects (English, mathematics, social studies, world language, and science) over the course of their high school career (grades 9 – 12) as is reflected on the transcript. The valedictorian and salutatorian GPA are calculated at the close of 4th term, senior

year. For students who transfer to Norwell High School from another accredited high school, the GPA will include grades earned at the previous high school. Courses from previous high schools that are designated as honors level will be weighted as such. Courses for which a level is not designated will be weighted as college prep level classes. Students who enroll in approved college courses may petition to the high school administration to have those course grades included in their GPA calculation, in which case the grades will be weighted at the AP level. To be eligible for either valedictorian or salutatorian, a graduating senior must have been enrolled at Norwell High School for a minimum of two full academic years.

CODE OF CONDUCT:

Norwell High School Rules and Regulations

Before School Procedures

Norwell High School opens at 7:00 a.m. on school days. The academic wings of the building are accessible beginning at 7:30 a.m. Students who arrive to school before 7:30 a.m. will report to the cafeteria. Students who have scheduled meetings with teachers or co-curricular advisors before 7:30 a.m. will be greeted by the faculty member who they are meeting with and supervised until the end of the meeting or 7:30 a.m., whichever comes first. Students in the academic wings without authorization will be subject to disciplinary action.

After School Procedures

Students who are not involved in co-curricular activities or athletics are to leave the school building and grounds upon the arrival of the late bus. Students are not to be unattended on school grounds or in the building after dismissal on Monday and Friday or after the late bus, which picks up at about 4:00 p.m. on Tuesday, Wednesday and Thursday. Advisors who keep students beyond this time must be with the students until their transportation arrives. Students remaining in the building without authorization in violation of this rule will be subject to disciplinary action.

Bullying, Cyberbullying, Harassment and Hazing

It is the policy of the Norwell School Committee to promote a safe and professional learning and work environment where everyone is treated with dignity and respect. Therefore, bullying, cyberbullying, harassment, and hazing in any form will not be tolerated. It is an expressed violation of School Committee policy for any employee, student, volunteer or visitor to engage in or condone bullying, cyberbullying, harassment, or hazing, or fail to report or fail to take corrective measures when they become aware of such actions or activities in school, on school grounds, at school events, or in any way connected to school. For complete policies, definitions, and reporting procedures, please see District Policies and Procedures at the end of this handbook.

Class Cut

Unexcused absences from a class will result in a zero for all class work missed including assignments that are due to be handed in and tests/quizzes that are taken during that class period, and an immediate after-school conference with the teacher involved, loss of the privilege to participate and/or attend co-curricular activities for the day. In addition:

- First Offense: A one-hour detention to be served on the assigned date.

- **Second Offense:** Two one-hour detentions to be served on the assigned dates.
- Repeat Offenses: One in school suspension day and loss of the privilege to participate and/or attend co-curricular activities for the day of the suspension.

Failure to complete consequences within the given time frame will be labeled insubordination and will result in a one-day suspension.

Electronic Devices

Norwell High School understands the benefit that certain electronic devices can provide to student learning. Students who wish to use an electronic device in a classroom setting for academic purposes or in school must have the prior approval by their individual classroom teachers and/or administration. If approval is given, the student is responsible for the device; the school will not be responsible in the event that the device is lost, stolen, or damaged while on school property.

Norwell High School also recognizes the potential distraction that such electronic devices can create when used at inappropriate times, in inappropriate places, or for non-academic purposes. **Unauthorized student use** of electronic devices such as cell phones, smart phones, music players, laser pointers, hand-held games, tablets, laptops, netbooks, or similar devices will result in the device being confiscated and given to an administrator. Teachers are the direct supervisors of their classrooms and may confiscate the electronic device as soon as the device is perceived to be a distraction or used in an unintended fashion. Failure to respond to a teacher request or directive is insubordination, a class B offense, and may result in a suspension.

Inappropriate use of electronic devices, as determined by a faculty member or administrator, will result in the confiscation of the electronic device. Violations of this policy will result in the following consequences:

- **First Offense:** The device will be confiscated and returned to the student at the end of the school day.
- **Second Offense:** The device will be confiscated and only returned to a parent.
- **Subsequent Offenses:** The device will be confiscated and only returned to a parent; the student will be required to serve a one-day in-school suspension.

Parents are strongly encouraged not to call or text students during the school day on their cell phones as all calls and texts are disruptive to the educational process for the student and for other students in the class. In the event that a parent deems it necessary to contact their child during the school day, they may do so by contacting the main office directly.

Leaving the School Grounds without Permission

Leaving the school grounds without permission is an automatic suspension offense. When a student voluntarily cuts a class that student receives no credit for any assessment taken or given for the day. A student is responsible for work missed during a period of suspension and may receive credit for the work done. If a student uses his/her vehicle to leave school grounds without permission, that student will lose their parking privileges as determined by the designated school administrator.

Student Dress Code

Appropriate student dress reflects positively on the school community. Students should consider school their place of employment and dress appropriately. To ensure the school environment is conducive to education, students will be prohibited from wearing clothes that disrupt the learning process or otherwise compromises health, safety or cleanliness. All students must abide by the following standards:

1. Clothing must be free of offensive language that might include, but not be limited to, references to drugs, alcohol or sex.
2. All students must be fully clothed at all times during school and school-sponsored events, with all undergarments covered.
3. No bare feet.
4. Students are expected to remove hats during school assemblies, class meetings, visits from guest speakers, and other similar events and activities. Teachers use individual discretion to determine the permissibility of wearing hats in classrooms.

The school administration reserves the right to determine whether the student's attire is within the policy standards. Any student not attired in accordance with the policy shall correct the violation or leave school for the day.

Student Search

The principal or a designated administrator is entitled to conduct a search of a student's person, assigned locker, immediate possessions (including property), and vehicle on school grounds whenever there is reasonable suspicion the student has violated or is violating the law or the rules of the school including those relating to tobacco, drugs or alcohol, weapons, and student safety.

Study Hall

Directed studies are assigned to students for the purpose of completing homework assignments, reading, doing library research and meeting with teachers and/or support staff. It is expected that all directed study-halls are silent, so talking will not be tolerated. Students will only be able to use the library and/or computer labs with the permission of the study hall teacher and the librarian.

Unauthorized Areas

If a student has a pass to the nurse, restroom, or other school location, the student must go to that destination only. If a student is in an area without permission, he/she is in an unauthorized area and is subject to office detention.

Junior and Senior Privileges

1. Juniors and seniors will be assigned to independently directed study-halls. If they are in school during this time, they must be in one of the following places:
 - a. the cafeteria;
 - b. the library;
 - c. teacher's room, only with teacher permission and only during a teacher's assigned "prep" period or study-hall.

If a junior in good standing and has a study-hall first block of the day, the student may arrive to school prior to the end of the first block. The student must sign in at the office when they arrive to school.

Students with these privileges that arrive prior to the end of the first block will be able to participate in co-curricular activities that afternoon/evening.

2. If a junior in good standing has a study-hall last block of the day, the student may leave school at the beginning of the last block after signing out in the office. Students with these privileges that leave at the beginning of the last block will be able to participate in co-curricular activities that afternoon/evening.
3. If a junior in good standing has a study-hall during the lunch block, the junior may leave school at the beginning of the lunch block after signing out in the office. The junior must return to school and sign in at the office prior to the start of the next class period.
4. If a senior in good standing has a study-hall during any block of the school day, the senior may leave school at the beginning of the block after signing out in the office. The senior must return to school and sign in at the office prior to the start of the next class period. (SENIORS ONLY)

Eligibility

In order to be eligible for these privileges, the junior or senior must be in good standing. Good standing will be determined at the beginning of each term and is defined as:

During the previous term, the student:

- was not suspended;
- did not have any class cuts;
- did not have more than 6 tardies;
- student earned a C- or better in each of their academic classes;
- did not have significant discipline issues (as defined by the high school administration);
- was active and supportive in Advisory;
- does not have any outstanding obligations

Loss of Privileges

Junior and senior privileges will be immediately revoked for the remainder of the term if:

- The student is an unauthorized place during study-hall;
- The student is suspended for any reason;
- The student drives a student without this privilege off campus;
- The student drives other students if he/she has not had his/her license for 6 months;
- The student causes any disturbance to the community while off campus.

CODE OF CONDUCT: **Massachusetts General Laws**

Students may be subject to discipline for behavior, which occurs on school grounds, in school buildings or at school related activities taking place off campus during the school year. Typically, students will not be disciplined for behavior occurring during the summer recess, unless there exists a nexus to school events or activities.

School Admission & Non-Discrimination (M.G.L. c. 76, s. 5)

Every school-aged resident of Norwell has the right to attend the Norwell Public Schools. Norwell Public Schools is not required to enroll any individual who does not reside in the Town of Norwell. No person shall be excluded from or discriminated against in admission to Norwell Public Schools, or in obtaining the advantages, privileges and courses of study of Norwell Public Schools on account of age, race, color, gender, religion, national origin, gender identity, homelessness or disability.

Drugs/Weapons/Assaults

The Education Reform Law of 1993 as per Section 37H of Chapter 71 of the Massachusetts General Law (M.G.L.)

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin may be subject to expulsion from the school or school district by the principal.
2. Any student, who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
4. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
5. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this service.
6. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

Massachusetts' law provides for a mandatory minimum sentence of two (2) years imprisonment and a fine of not more than \$10,000 for anyone convicted of selling controlled substances within 1000 feet of school property.

In addition, any student who has been involved in the sale, use, distribution of drugs or has committed an assault of any type on another student, staff member or administrator, or has been involved in a weapons violation will be subject to exclusion from participation in school activities or events. The statute does not provide an appeal to the School Committee.

Weapons

Chapter 150, Chapter 269, Section 10, Chapter 648 and Chapter 71, Section 37L

Whoever not being a law enforcement officer, and irrespective of any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any school building or on any school grounds without the written authorization of the School Committee or the Superintendent of Schools, shall be punished by a fine of not more than One-Thousand Dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means."

Chapter 648 expands Chapter 269 in three ways. First, school grounds now include elementary and secondary schools. Second, the law now includes firearms and "other dangerous weapons." Third, any faculty member or administrator must report violations of the law or be subject to criminal charges. For the purpose of school discipline, weapons will include the above, as well as knives, any martial arts weapons, incendiary devices, and any other objects and/or materials deemed to be dangerous by the building administration. Included as well are replicas, facsimiles, and toy weapons. They are not allowed on school buses, in school buildings, or on school grounds.

Any student found to be in possession of a weapon would have that weapon confiscated by the principal or his or her designee. The weapon will be turned over to the police department.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

CODE OF CONDUCT: **Consequences and Due Process**

Discipline and Consequences

Behavior problems are generally addressed in each classroom. The classroom teacher uses a variety of management strategies to help each student abide by the rules and modify his/her behavior, always stressing positive behavior. If an inappropriate behavior continues, the school shall use all of its resources to resolve the difficulty quickly and effectively. Parents are notified about a problem or an issue when it is deemed appropriate. Consequences may include one or more of the following:

1. Conference with school administrator;
2. Detention;
3. Conference with parents with or without the student;
4. Loss of the privilege to attend school activities;
5. School or community service;
6. Suspension;

7. Exclusion (Suspension of more than 10 days);
8. Expulsion.

Class A Offenses:

- Abuse of a pass
- Being after school without reason
- Being in unauthorized areas without permission
- Bus violations
- Cheating and plagiarism (See Academic Policies)
- Class disruptions
- Cutting class
- Disrespectful behavior towards staff
- Disrespectful or disruptive behavior while off campus on Upper House Privilege
- Failure to report to office when requested
- Failure to serve teacher detention
- Other disruptive or inappropriate acts judged serious by the administration
- Failure to sign in to office upon arrival to school
- Gambling (any form)
- Loitering
- Throwing objects, including snowballs
- Truancy
- Unauthorized leaving of the building
- Unauthorized student parking

Consequences for Class A Infractions:

First Infraction: Detention(s) and loss of privileges

Second Infraction: Suspension 1-3 day

Class B Offenses:

- Assault on a staff member (MGL)
- False fire alarms and/or tampering with school safety equipment (MGL)
- Felony charge or conviction (MGL)
- Harassment on grounds of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability (MGL)
- Hazing (MGL)
- Possession and/or use of a weapon (MGL)
- Sexual harassment (MGL)
- Abusive or vulgar language or actions to staff or students
- Use of hate symbols, hate speech, or other actions or language intended to target another person's or group's race, ethnicity, gender, religion, or disability
- Habitual neglect of responsibilities
- Inciting others to disregard school rules
- Insubordination (i.e. refusal to obey the directive of a staff member or give appropriate name when asked)
- Repeated violations of school rules
- Safety violations (e.g. possession and/or use of fireworks or smoke/odor bombs)
- Serious computer violations
- Stealing
- Theft of school or private property
- Unauthorized leaving of school grounds
- Vandalism (e.g. including graffiti, misuse of equipment)
- Violation of the Chemical Health Policy at school or any school-related event
- Unwanted touching

- Cafeteria disturbance (e.g. throwing food or excessive rowdy behavior)
- Excessive tardiness
- The use and /or possession of look-alike, designer drugs or drug paraphernalia
- Forgery
- Fighting
- Inciting physical violence (including at athletic and other co-curricular competitions)
- Actions reasonably inferred as intimidation
- Other disruptive or inappropriate acts judged serious by the administration
- Failure to serve office detention

Consequences for Class B Infractions:

Suspension of up to and including 1-10 days, exclusion, or expulsion.

Referral to Norwell Police or Fire Department and/or for psychiatric evaluation where appropriate or required.

Restitution where applicable.

Detention - Teacher

If a student is asked to report to a teacher detention, he/she must report on the day determined by the teacher. If a student fails to report, the teacher detention will be doubled.

Social Probation and Co-Curricular Suspension

Students on co-curricular suspension may not participate on any school-sponsored team, club or organization. Students on co-curricular suspension may be required to attend, but not participate, in practices and meetings. At the discretion of the coach or advisor, and with the approval of an administrator, this attendance may be required in order to return to the team, club or organization at the end of the co-curricular suspension.

Students on social probation will not be allowed to attend such school-sponsored events such as dances, proms, class trips, overseas trips, athletic events, or any other co-curricular activities so designated by the administration. The administration reserves the right to grant permission to attend some co-curricular events and to deny attendance at others during the period of social probation. Social probation will last a minimum of 10 consecutive calendar days and a maximum of 180 school days at the discretion of the school administration.

Detention - Office

Students serve detention either before or after school. If a student fails to report, it will be doubled. If the student still fails to serve the detention, the student will be issued a one (1) day in-school suspension. If, for any reason, a student cannot make a given detention, permission to reschedule must be given by an administrator before the detention is missed. **Students who have failed to serve their detentions will not be allowed to participate in any extra-curricular activities until the detention is served.**

In-school Suspension

In-school suspension is the removal of a student from regular classroom activities, but not from the school premises. In-school suspension shall not be considered a short-term suspension.

Short-term Suspension

Short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal (or designee) may, in his or her discretion, allow a student to serve part of a short-term suspension in school.

Long-term Suspension

Long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

Expulsion

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under G.L. c. 71, §37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) 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, as provided in G.L. c. 71, §37H or §37H½.

Due Process & Notice of Suspension and Hearing

Consistent with M.G.L. c. 71 §37H3/4, and except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal (or designee) may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The principal (or designee) shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:

- the disciplinary offense;
- the basis for the charge;
- the potential consequences, including the potential length of the student's suspension;
- the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- the date, time, and location of the hearing;
- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- if the student may be placed on long-term suspension following the hearing with the principal:
 1. the rights set forth in 603 CMR 53.08 (3)(b); and
 2. the right to appeal the principal's decision to the superintendent.
- The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

- Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal

The principal (or designee) may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal;
- Provide written notice to the student and parent;
- Provide the student an opportunity for a hearing with the principal, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

A principal (or designee) may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Alternatives to Suspension

To the extent reasonable, the principal (or designee) shall avoid using suspensions that remove students from the school premises and regular classroom activities. Alternatives to such suspensions include:

- Loss of privilege
- Exclusion from co-curricular activities (including athletics) and/or school-sponsored events
- Detention
- Apology
- Student contract
- Restitution
- Probation

School-wide Education Service Plan

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Norwell High School's school-wide education service plan is outlined below.

Services available to students serving a long-term suspension:

- Coordination of workflow between student and teachers by school counselor and/or administration
- Supervised instruction provided by teachers after school hours
- Tutoring

Services available to students serving an expulsion:

- Tutoring
- Additional services may be available on an individual basis

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Director of Student Services of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally, school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities). Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. See 34 CFR 300.530(d).

False Fire Alarms/Tampering (MGL, Chapter 268, Section 32)

Interference or tampering with police or fire signal system; false alarms:

Whoever opens a signal box connected with a police signal system for the purpose of giving or causing a false alarm, or interferes in any way with such a box by breaking, cutting, injuring, or defacing the same; or with any police signal wires, or with anything connected therewith, or with such purpose, wantonly and without cause tampers or meddles with a signal box connected with a fire signal system, shall be punished by a fine of not less than One Hundred Dollars (\$100) nor more than Five Hundred Dollars (\$500) or by imprisonment for not more than two years, or both. Any student who interferes, tampers with a fire signal system, or is connected with false alarms in any way, will be subject to suspension and/or possible expulsion.

Mediation

Students in conflict can be referred for mediation by teachers, administration, other students or themselves. School counselor personnel have a formal, confidential session of mediation with the two parties which results in a signed contract resolving the conflict to both parties' satisfaction. School counselors are available for students who would like to confidentially work through ways of independently dealing with conflict. However, a school counselor or administrator may determine that mediation is necessary at which point parents will be contacted.

Student Judicial Board

A student who wishes to become a member of the Norwell High School Judicial Board must be eligible to run as delineated for Co-curricular activities. Members are selected through an application process reviewed by a committee made up of the administration, teachers and student government members. Selection is based on Norwell High School's core values. The board will consist of two sophomores, two juniors, two seniors, two faculty volunteers and one alternate from each grade (and two alternate faculty members). Applicants will apply each spring for a one-year term. Judicial Board members are eligible to re-apply. Students holding an elected position in student government are not eligible to apply.

Students who commit handbook infractions may bring a case to the judicial board within three school days of the administration's decision. In the case of more serious matters which require a timelier meeting of the Judicial Board (i.e. infraction committed right before Prom, important game or performance, etc.) the student must appeal the day consequences are administered and a small committee of judicial board members will meet to decide if the case should indeed go before the board. The student and parent must sign a form releasing all materials used by the administration in deciding consequences to the Judicial Board. The Judicial Board may not hear cases involving legal matters. The decision made by the judicial board is a recommendation only and the principal or his/her designee has the option to accept it.

Students Charged with a Felony (Chapter 380 of the Acts of 1993)

The principal of a school may suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Students charged with and/or convicted of a felony are subject to suspension and/or expulsion consistent with Massachusetts General Law Chapter 71, Section 37H ½.

ATTENDANCE POLICIES

Attendance

Students are expected to be in homeroom by 7:55 a.m. and remain in school for the entire school day. Students being dismissed before 11:37 a.m. will be marked absent for the day. Students who are absent from a class 10 or more times in a semester will be denied credit for that course. The only absences excused will be those necessitated by school-sponsored field trips, court appearances, family bereavement, for visits with active-duty military parents or guardians, or for medical reasons documented by a medical professional. Missing more than 15 minutes from a class will be considered an unexcused absence for that class. In addition, juniors are granted a total of three (3) days and seniors are granted a total of five (5) days excused absences for college/career planning purposes. These absences will only be excused if the student presents documentation from the admissions office of the school that they visited.

Students are advised that all detentions and make-up work sessions must be served before participating in any co-curricular activity. An administrator's pre-approval will waive any penalties. Students who fail to serve a detention may not participate in any co-curricular activity until that obligation is satisfactorily filled. Any

student suspended from school is automatically prohibited from participating in a rehearsal, practice, competition, game, or performance for the duration of the suspension.

Attendance data is maintained and reported to the state for accountability measures. Chronically absent students are monitored at the school and state level. Chronic absenteeism is defined as missing 10 percent or more of the school year (equivalent to 18 days a year, 2 days every month) for any reason including excused and unexcused absences.

Students who spend a class period in the nurse's office will not be eligible to participate or attend any co-curricular or school events that day.

Students considering an *Internship Program* during term 4 of their senior year must not accrue more than five absences during 3rd term, in order to maintain eligibility.

Attendance Review Board

If a student loses credit, he/she may appeal to the Attendance Review Board to have the credit restored. Students who appeal should present any relevant documentation. The Attendance Review Board will either restore credit, allow the student the opportunity to earn back the credit, or deny the student the lost credit. The Attendance Review Board recommendations are forwarded to the principal who will make the final decision. All appeals to the Attendance Review Board must be made in writing within two (2) weeks of the loss of credit. Attendance Review Board members will be made up of (1) administrator, (1) school counselor, (1) member of the faculty and (1) member of the student government.

Denial of Credit

Credit for courses is awarded on a semester (half-year) basis. Any student who accumulates 10 total absences from a class during a semester will be denied the 2.5 credits for that course. Upon successful completion, year-long academic courses award 5 credits and semester-long courses award 2.5 credits.

In keeping with the school's commitment to due process, the following steps will occur before denying any student academic credit:

- An attempt will be made to phone the parents/guardians of absent students every day.
- After five (5) absences parents/guardians will be notified in writing of their child's attendance status and its threat to academic credit.
- Upon the 10th absence from any class within a semester, a letter will be sent home which formally denies credit. The students and parent/guardian may appeal the credit denial to the Attendance Review Board.

Dismissal from School

When the nurse determines that a student is too ill to remain at school, parents/guardians will be contacted. **Parents must enter the building and sign students out from the Administration Office.** If a student drives himself/herself to school, the student must sign out at the office before leaving the building. The high school administration reserves the right to determine the legitimacy of a dismissal request, and to approve or deny.

In order for a student to be dismissed early from school, their parent/guardian must notify the office on the morning of the dismissal in writing with the date, time, and reason for dismissal, as well as a telephone number for verification. When picking a student up from school, the parent/guardian will report to the main office where students will be dismissed only after a parent/guardian has introduced himself or herself to the secretary or administrator and sign the student out (**Please note: without medical or legal documentation, classes missed will be considered unexcused**). In cases of emergency, parents/guardians may call the main office so appropriate arrangements to have the student ready for dismissal can be made. No student will be released from school on the basis of a phone call, however, unless the person calling can be identified. Students will not be dismissed to another adult, including a non-custodial parent, without the written permission of the custodial parent or guardian. Court documents such as restraining orders and custody agreements must also be on file in the school office. If there is concern that a non-custodial parent may attempt to dismiss a child without approval of the custodial parent, a confidential code word should be provided to the principal and used only in instances of dismissal to someone other than the custodial parent or guardian.

Early Release Days

Early Release Days are provided throughout the school year for Professional Development activities for staff. On these days, which are designated on the Norwell Public Schools' yearly calendar (inside back cover), students will be dismissed before lunch.

Student Absences and Excuses

Regular and punctual school attendance is essential for success in school. School vacations are scheduled in advance throughout the year. Generally, we do not expect that students will be absent for vacations when school is in session. The principal must be contacted in advance of any extended absences. Teachers are not required to provide work prior to a student's absence. It is the student's responsibility to make up school work that is missed due to an extended absence.

The only absences excused will be those necessitated by school-sponsored field trips, court appearances, family bereavement or for medical reasons documented by a medical professional or for visits with active-duty military parents or guardians. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

In order to be considered present, students must be in attendance for at least one-half of the school day.

School Hours

Norwell High School's school day is from **7:55 a.m. to 2:37 p.m.** On early release day, students are dismissed at **11:37 a.m.**

Tardy to Class

Students must arrive to class on time. Infractions will involve teacher detention. If the problem continues, a referral will be made to an administrator.

Tardy to School

All tardies to school will be considered **unexcused**. All students must be in homeroom by 7:55 a.m. or they will be considered tardy. If a student is tardy and the student is involved with a co-curricular activity and have a practice, meeting, or event that day, the student may not attend any co-curricular activity that day unless the student serves a detention prior to attending his/her co-curricular event. If the student is not involved with a co-curricular activity or does not have a practice, meeting, or event that day, the student will be required to serve a one (1) hour office detention on the first available detention day. Failure to serve detention(s) may result in a co-curricular suspension and/or in-school suspension.

Each student will be allowed three (3) tardies (*free tardy*) without penalty each term. When a student chooses to use a *free tardy*, they must bring their Norwell High School ID card to an administrator (who will punch a hole in the card). Students must arrive to the office before 8:15 a.m. in order to use a *free tardy*. Once a student has used three *free tardies*, they will not be able to participate in any co-curricular activities that day.

Students arriving late to school with purchased coffee or other similar items will be given the option to return it to their vehicle or dispose of it.

Truancy from School

Students who are truant from school, meaning an adult is unaware that their child is absent from school, will be subject to the following:

- First unexcused absence: Two hours of detention/parental notification
- Second unexcused absence: A one-day school suspension and a student/parent conference with the principal.

CHEMICAL HEALTH POLICIES

**NORWELL HIGH SCHOOL WILL NOT TOLERATE THE USE OR POSSESSION OF DRUGS,
WHICH INCLUDES THE USE OF ALCOHOL AND TOBACCO.**

Notwithstanding the provisions of the Code of Conduct on page 21, and in keeping with the additional expectations, any student found to be in violation of the chemical health policies will be subject to the Norwell High School consequences delineated below. In addition, all participants in MIAA governed high school sports will be subject to all MIAA rules regarding chemical health. (See Appendix C).

Norwell High School also holds those students in leadership roles (i.e. team captains, class officers, organization or club officers, peer educators) to high expectations. Leaders carry with them the responsibility to guide those in their charge and in so doing must be held to the strictest standards. In keeping with the additional expectations on students in leadership roles (e.g., team captains, Peer Educators, Student Government, club/organization officers), violations of Chemical Health Policy at any point in the calendar year will result in the forfeiture of leadership positions. Therefore, any violation of the chemical health policies will result in the forfeiture of leadership roles for 3 athletic seasons. During the second season of leadership forfeiture, a student may request to be eligible for leadership opportunities during the third season by submitting a written request to the principal.

The principal may consider reinstating leadership opportunities only if the student is in good standing during the academic term during the second season.

All drug and alcohol offenses are cumulative, all school and non-school related offenses are cumulative.

Chemical Health Policy violations may be school related or non-school related. School related violations refer to those infractions that occur during the school year or at school-sponsored activities. Non-school related violations are those infractions that occur outside the scope of school days and/or events. Consequences for non-school related violations will be imposed upon notification from the Norwell Police Department of a student's use, possession, or being under the influence of alcohol or drugs.

Allegations of a student's use, possession of, or being under the influence of alcohol or drugs that are not substantiated by the Norwell Police Department will be shared with the parent/guardian of the student.

The student may also be required to participate in a drug/alcohol awareness program.

See *Appendix B* for outline of substance abuse consequences.

Drugs

The use of drugs, including steroids in or out of the season as well as in or out of school, is illegal and a serious offense. Drugs are defined as a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin.

A violation of the Norwell High School Chemical Health Policy in or before school or at a school-related activity will result in up to and including ten (10) days suspension from school, twenty (20) consecutive calendar days co-curricular suspension, thirty (30) consecutive calendar days of social probation and forfeiture of all formal leadership roles for three (3) athletic seasons for the first offense with readmission through the principal or designated administrator.

Under Chapter 369 of the Acts of 2012, "An Act for the Humanitarian Medical Use of Marijuana," codified in M.G.L. c. 94C, App. §§ 1-1 – 1-17 ("Law"), registered marijuana patients' possession and consumption of medical marijuana is legal in Massachusetts. The law expressly states that a school is not required to accommodate on-site medical marijuana use, however. (See c. 94C, §1-7). In stark contrast, marijuana remains a Schedule I illicit drug under federal law, regardless of medical need/registration. Given this conflict of laws, coupled with a lack of administrative guidance to date, the district is awaiting further direction from lawmakers and/or governing agencies prior to drafting an official medical marijuana policy.

Non-school related drug violations including transporting, possessing, consuming, or distributing, will result in co-curricular suspension for a up to and including a minimum of thirty (30) consecutive calendar days for the first offense and (b) social probation for a minimum of forty (40) consecutive calendar days and also the forfeiture of all formal leadership roles for three (3) athletic seasons. Subsequent offenses will incur suspension from all co-curricular activities and social probation based upon the length of the student's school suspension. In addition, the student will forfeit all formal leadership roles for the remainder of high school.

Alcohol

Students exhibiting signs of having consumed alcohol such as, but not limited to, glassy eyes, slurred speech,

unsteadiness on the feet, or the emission of an alcoholic odor may be required to take a Breathalyzer test administered by a school administrator. If a student tests positive for alcohol he or she will receive two additional opportunities to take the test. Students who test positive for alcohol or students who refuse or are unable to take a Breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol.

The use of alcohol in and out of season as well as in and out of school is illegal and a serious offense. Any possession or consumption of alcohol by a student in or before school, on school property, and at or before any school-related function, will result in up to and including ten (10) days suspension from school, twenty (20) consecutive calendar days co-curricular suspension, thirty (30) consecutive calendar days of social probation and forfeiture of all formal leadership roles for three (3) athletic seasons for the first offense with readmission through the principal or designated administrator.

Non-school related alcohol violations including transporting, possessing, and consuming of alcohol for the first offense will result in a co-curricular suspension for up to and including twenty (20) consecutive calendar days and social probation for thirty (30) consecutive calendar days including forfeiture of all formal leadership roles for 3 athletic seasons. Subsequent offenses may result in a hearing before the Superintendent of Schools and possible exclusion or expulsion from school. Mandatory alcohol counseling at the student's expense may be required as a condition for return to school. The student will also receive up to and including a minimum of sixty (60) consecutive calendar days of co-curricular suspension and social probation. In addition, the student will forfeit all formal leadership roles for the remainder of high school.

Tobacco, Nicotine Products, & Vaping

Smoking, chewing tobacco, or vaping by Norwell High School participants in co-curricular activities, including athletics, in or out of season, as well as in or out of school is a violation. The use and/or possession of tobacco products, including chewing tobacco, and products that contain nicotine has been proven to be detrimental to a student's health and performance.

According to Chapter 71, Section 37H of the MGL, the School Committee prohibits the use of any tobacco products within the school buildings, the school facilities, or on school grounds, or on school buses by any individual including school personnel. In addition, Chapter 71, Section 2A states that it is unlawful for any student, enrolled in either primary or secondary schools in the commonwealth, to use tobacco products of any type on school grounds during school hours.

If a student is found to have possessed or used a tobacco product or vaping while on school grounds or while at a school-related event, the tobacco product or vaping device will be confiscated and the student will receive up to and including a one (1) day suspension from school and a fifteen (15) calendar day co-curricular suspension. Subsequent Offenses will result in up to and including a minimum two (2) days suspension from school and fifteen (15) consecutive calendar day co-curricular suspension and twenty (20) consecutive calendar days social probation.

HIGH SCHOOL INFORMATION

Change of Student Information

Please notify the school immediately of any change in student information, for example address or telephone number. If you are moving from Norwell, please come to the office to sign a records release form.

Communication Mechanisms

The administration and faculty of Norwell High School believe in working together with parents and/or guardians for the best education possible for each student. Parents are invited to come to or call the school with any concerns.

In the fall there is an open house and parent-teacher conferences. In March there is an informational evening for eighth grade parents and students. The Norwell High School newspaper, the *Navigator*, as well as other publications, are available on the Norwell High School website. A weekly newsletter, *What's Happening*, is shared electronically with students, parents and staff.

Students are informed about school activities and concerns via the morning announcements and advisory groups. The administration uses the district's email system to share information with families about school news and events. Each school has a site on Norwell Public Schools' web page. Please check out information about Norwell High School at www.norwellschools.org/nhs.

Eighteen-Year-Olds

All students attending Norwell High School, regardless of age, are subject to the same rules. An 18-year-old is, however, with parental permission, allowed to exercise some degree of independence. Eighteen-year-old students with parental permission slips on file are allowed to sign themselves in and out of school. Once signed out of school, the policy remains that students may not re-enter during the same school day without a doctor's note or legal notice. Eighteen-year-old students are responsible for adhering to the attendance policy and all other procedures outlined in the student handbook. If an 18-year-old signs out and misses a full class period, they may not participate in any co-curricular activity that day. Any homework, quizzes, tests, or projects missed as a result of the 18-year-old dismissal will be assigned a grade of zero and cannot be made up.

Emergency School Cancellation

Regular school attendance reinforces the importance of education and prepares students for the responsibilities they will face after graduation. It is this fundamental conviction along with child care concerns, belief that children are often safer in school, promotion of a strong work ethic, and the dependable performance of Norwell's highway Department that result in the practice of keeping Norwell schools in session, even during most snowstorms. However, there are situations when extremely heavy snowfall, ice covered roads, or other emergency conditions lead to the cancellation of school. Delayed openings are even more rare, and will only be employed in those unique circumstances when weather conditions are likely to improve substantially and additional time is needed to treat road surfaces. Early dismissal due to impending storm conditions will only be employed in extreme cases; however, from time to time, it may be necessary to dismiss middle and high school students slightly earlier so that the buses are able to transport kindergarten to grade five students in a timely fashion. While very infrequent, there may be occasions when afternoon kindergarten is cancelled due to hazardous weather conditions. In those instances when school is cancelled the Superintendent will place an

emergency phone call to all phone numbers that are connected to the student's record in Aspen. **NO SCHOOL ANNOUNCEMENTS** will be broadcast on the following stations:

RADIO

WBZ – AM 1030
WRKO – AM 680
WATD – FM 95.9
WEEI – AM 1460
WBUR – FM 90.9

TELEVISION

WBZ – Channel 4
WRKO – Channel 7
WCVB – Channel 5
WFXT – Channel 25
NECN – Channel 6 or 13

International Excursions

Norwell High School recognizes the educational benefits of travel to other countries to enhance and support classroom instruction. These trips are limited to students in grade 10 and above and/or students engaged in advanced course work (year three or higher). International excursions are proposed by teachers and are subject to approval by the Norwell School Committee. The schedule* below outlines the international trips expected to run over the course of the next four school years:

Spain	February 2022
France	April 2022
South America	February 2023
Italy	April 2022 *rescheduled from 2021

*Additional trips may be organized. Examples of recently visited destinations include Panama (Spanish), Puerto Rico (Spanish), and Quebec (French)

Any other international trip offerings (e.g., *World Challenge*, etc.) are not sponsored by Norwell High School or the Norwell Public Schools.

iPad Acceptable Use Agreement

Norwell Public Schools 1:1 Technology Initiative is designed to bring mobile technology into the classrooms at Norwell High School. Every NHS student and staff member will be given an iPad to use in the classroom and at home throughout the school year.

I. DISTRIBUTION

iPads will be distributed during iPad Orientation. Before the iPad can be issued, parents and students must sign and return the iPad Signature Page acknowledging that they a) understand and agree to the stipulations set forth in the iPad Acceptable Use Agreement; b) understand that when the iPad is out of school, it will access any available Wi-Fi and follow the Internet controls associated with that network; and c) acknowledge that they are responsible for replacement costs if the iPad is damaged or lost and that they received information regarding the availability of insurance.

II. CARE OF THE iPad

The iPad is school property and all users must follow the Acceptable Use Agreement for this technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly should be given to a teacher who will, if necessary, bring it to the NPS Technology Department for an evaluation of the equipment.

A. General Precautions

1. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised and unsecure area.
2. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of NPS.

B. Carrying the iPad

It is required that students use protective cases that have sufficient padding to protect the iPad from normal treatment and provide a suitable means for using the device in class. Extreme care should be taken to handle the iPads safely.

C. Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

1. Avoid leaning on the top of the iPad when it is closed.
2. Avoid placing anything near the iPad that could put pressure on the screen. (This includes when it is in a backpack and/or carrying case.)
3. Clean the screen with a soft, dry cloth or anti-static cloth; no cleansers of any type should be used.
4. Avoid bumping the iPad against lockers, walls, floors, etc.
5. When storing your iPad in your locker, avoid placing heavy objects, such as books or binders, on top the device.

III. USING THE IPAD AT SCHOOL

Students will be expected to have their school-issued iPad with them every day at school. As student agendas will be on the iPads this year, students should bring their iPad to every class for which they need to record daily assignments as well as any class for which the teacher requires its use. Students are responsible for keeping their iPad charged so that it can be used in school. Personal iPads should not be used in school, as they will not be pre-loaded with the necessary applications (apps) and textbooks.

A. Setting up an Apple ID Account

An Apple ID account must be created for each student using the student's school email address (firstname.lastname@students.norwellschools.org). It is important to create the account using the student's school email address in order to keep personal Apple accounts separated. This account should be considered a parent account; however, if a student is thirteen years old (minimum age defined by Apple), parents can choose to give their child control of the account by giving them the account password.

The Apple ID account will allow students to back up the content on the iPad onto an iCloud account. Also, when we are pushing out school approved apps, this account will give the student or parent the ability to download those apps via the Self-Service app on their iPad. If a parent chooses not to give their child control of the Apple ID account, when an app needs to be pushed onto the machine, the student will bring the device to their parent to enter the Apple ID password.

B. Screen Savers/Backgrounds

Inappropriate media may not be used as a screen saver or background. Inappropriate media includes but is not limited to the presences of guns, weapons, pornographic material, inappropriate language, alcohol, drug, gang-related symbols or pictures and will result in disciplinary actions.

C. Sound/Music/Games

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is only allowed on the iPad if permission is obtained from a teacher; any downloaded music should be for educational purposes only. Internet games are not allowed on the iPads. If educational game apps are installed, it will be with the approval of Norwell Public Schools. All apps must be district-provided.

D. Camera

The iPad camera should only be used for academic purposes. Personal pictures may not be taken with or stored on the iPad at any time.

IV. INTERNET CONNECTIVITY

The iPad will have an Internet browser installed on it so that when the iPad has access to Wi-Fi, the Internet will be accessible through the device.

A. Internet Access at School

While at school, students will be accessing the Internet through the NPS network, which follows the required Children's Internet Protection Act (CIPA) regulations. For more detailed information about CIPA, go to <http://www.fcc.gov/guides/childrens-internet-protection-act>.

B. Internet Access Away from School

When the iPad is out of school, it will access any available Wi-Fi and follow the Internet controls associated with that network. We recommend that you talk to your children about the standards they should follow on the Internet just as you would on the use of all media information sources, such as television, movies and radio.

V. IPAD CONTENT

All iPads will come pre-loaded with many pre-selected academic apps and textbook material.

A. Adding Software

At certain times during the year, students may be instructed by their teachers to load school-approved academic apps from the Self-Service app on their iPad. Students are not allowed to load personal apps on their iPads. Students will have restricted access to the Apple App Store. Students should not synchronize their school-issued iPads with any personal accounts as it may erase all school content.

B. Reloading Software

If technical difficulties occur or illegal material (non-NPS installed apps or content) are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

C. Backing Up Content

If an Apple ID is correctly associated with the student iPad and the settings are set appropriately, all content will back up to the student's iCloud account whenever the device is plugged in to charge and Wi-Fi is available.

D. Inspections

As the iPads are the property of NPS, we reserve the right to inspect the devices at any time. NPS can track the history on any device if necessary. This includes reviewing the use of apps, the devices content, any settings and/or preferences, and the Internet history. If a violation is found during inspection, a restricted code will be placed on the iPad limiting the student's ability to download content and control settings on the iPad, or, if deemed necessary, the iPad may be taken away from the student for a period of time.

VI. LOSS OR DAMAGE OF iPADS

In the event that an iPad has been damaged, deemed unusable, and/or does not meet the requirements of Norwell Public School's Enrollment policy, the iPad should be brought to the designated technical support area in the school. The procedures set forth in the Norwell Procedures for Technical Problems or Damages to the iPad which is available on the district website will be followed.

In order to support a quick and efficient student iPad replacement, a Technology Fee Program for iPad repairs and replacement will be offered. The details regarding the fee and what it covers will be available on the district website or in the school office. Families can also choose to purchase insurance through an outside agency, but the timeline for repairs and replacement is dependent on that policy. A limited number of loaner iPads are available when a device is being fixed or replaced. If a family chooses not to select the Technology Fee or outside insurance, they are still responsible for the repair or replacement costs. iPads should be in a protective case at all times.

VII. STUDENT RESPONSIBILITIES

A. Appropriate Use

Use your iPad in a responsible and ethical manner at all times. Obey general school rules concerning behavior and communication that apply to network use and according to the NPS Internet, Digital Information and Communication Technologies Acceptable Use Policy. This policy is available online in the Student-Parent Handbook.

B. Network

Help the NPS district protect our network and your device by monitoring all activity on your account and by contacting a teacher and/or administrator about any security problems you may encounter.

C. Security

Always turn off and secure your assigned iPad after you are done working to protect your work and information. Students are responsible for their assigned iPads and should not let others use their iPad at any time.

D. Student Discipline

The discipline procedure in the Student-Parent Handbook addresses offenses such as stealing and destruction of school or personal property, which apply to the iPads. Depending on the seriousness of the offense, students may lose iPad and/or network privileges and/or be held for detention or suspended as a result of rule infractions.

VIII. NPS STUDENT PLEDGE FOR IPAD USE

- I will take good care of my assigned iPad.
- I will never leave my iPad insecure while it is unattended.
- I will never loan my iPad to other individuals.
- I will keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by caring for it appropriately.

- I will use my iPad for appropriate educational activities.
- I will not deface my iPad with anything (stickers, markers, etchings, etc.)
- I understand that my iPad is subject to inspection at any time without notice as it is the property of NPS.

Library

The Norwell High School Library/Media Center is a place of learning. An atmosphere will be maintained that is conducive to research, study and quiet reading. Students who come to the Library/Media Center are expected to come prepared to use the materials and the facility productively. The library has many computers linked to the Internet to be used for academic purposes. The library collection contains a wide range of materials (in print and electronic formats) that can be used to complete research assignments and for leisure reading. The collection also offers a variety of books and magazines for leisure reading. Library staff is available to help students locate information and develop basic library research skills that will be valuable lifelong learning tools. The library is open Monday through Thursday from 7:45 a.m. to 3:30 p.m., only if there is a Librarian present. The library's web pages are available through the school's web page, and are an excellent source of information about books, information resources, and research topics. Students are expected to use their student patron/Destiny library catalog accounts in accordance with all other district acceptable use policies related to network and internet use.

Access to the Library

All students visiting the library unaccompanied by a teacher are expected to sign-in.

Lower House (directed) students will only be able to use the library and/or computer labs with the permission of the teacher and the librarian. Students visiting the library from a directed study must obtain a pass from their teacher and sign-in.

Upper House (undirected) students with Upper House privileges may be in the library during unassigned periods in order to study, read, complete assignments or conduct research, only if a librarian is present and are expected to sign in

Library privileges may be suspended for any student for inappropriate behavior or use of library computers or library materials.

Borrowing Materials

Reference materials and magazines cannot be borrowed and must be used within the library. All other books may be borrowed for a two-week period. Renewals may be requested providing that the item has not been placed on hold by another patron. Videos may be borrowed overnight by students providing the request does not conflict with classroom needs. The maximum number of items that a student can borrow is five, though exceptions (upon request) are possible at the librarian's discretion.

The student who borrows an item is responsible for returning the item to the library. If one student lends the item to another student or borrows an item for another student, the student on record for the borrowed item is responsible for any costs incurred.

Overdue and Lost Materials

When items are held beyond the return date, they are considered overdue. Notices of overdue books will be sent to the student's homeroom. After a second notice, a student will be subject to detention if the material(s) have not been returned. Students who have long term overdue books or who consistently do not return books on time will be referred to the administration for appropriate disciplinary action, which may include paying for the cost of the materials. Books that are lost or damaged beyond reasonable repair will be charged to the student. The charge will be the original purchase price of the book.

Lockers and Locks

Students are issued lockers with a combination lock at the beginning of the school year. It is advised that students keep this combination confidential and consistently **lock** their **lockers**. It is further advised that students lease a padlock for additional security. Only school issued padlocks may be used. The school cannot be responsible for lost or stolen articles. Students are advised that lockers are considered school property. The locker and all its contents may be searched by school administrators.

Lost and Found

The *Lost and Found* is located in the locker room corridor area. More expensive items will be kept in the office if found.

ORGANIZATIONS

School Sponsored Organizations

School Improvement Councils: The Education Reform Act of 1993 mandated that school councils be formed at every school. A school council has a role in shaping the policies and programs of the schools. The school council is comprised of the principal, teacher representatives, parent representatives, and a community representative, and at the secondary level, students. These groups meet monthly to review school budgets, formulate school improvement plans, and advise the school principal.

Special Education Parent Advisory Council: The Special Education Parent Advisory Council (SEPAC) is a district-wide organization of parents that supports the total special education community. The SEPAC members provide guidance and assistance to parents, staff, the community and special needs students. Parents may contact the school or the Special Education office for program information.

Booster Organizations

Norwell High School Boosters: The Norwell High School Boosters is an association formed to advocate for the importance of athletics for all students, build awareness in the community of the many competitions and events that occur for our student-athletes, and raise funds to support the athletic programs of the Norwell Public Schools. For more information, please visit the Norwell High School Boosters website.

Norwell Scholastic Arts Society: The Norwell Scholastic Arts Society (NSAS) is an association formed to advocate for the importance of arts education for all students, build awareness in the community of the many arts performances and events that occur in our schools, and raise funds to support the visual art, theatre and music programs of Norwell Public Schools.

Parent Organizations

Parent-Teacher Organization: Our school has an active parent-teacher organization that provides support for programs and educational and extracurricular activities that benefit all students at our school. The PTO provides grants to teachers for classroom activities and to enhance curriculum. The PTO serves as a communication forum for parents, administration and staff. The PTO holds monthly meetings and all parents are invited to attend. For more information contact the Principal's office or consult the school PTO web page for calendar and organization information.

Community Organizations

Norwell Education Foundation (NEF): The Norwell Education Foundation (NEF) is a non-profit corporation whose purpose is to support educational activities and programs that encourage academic excellence for all students in the Norwell Public Schools. Annually, NEF grants are awarded to Norwell Public Schools educators on a competitive basis. Programs throughout the grade levels (PreK-12) have received support from NEF.

Parking and Driving – Students

A. Bus Availability to Student Drivers During Bad Weather

In the event that inclement weather creates an environment in which parents feel that their high school aged child is not safe to drive to school, please be advised that the student may ride the bus that day. Bus drivers have been instructed to pick up all students at a designed bus stop during snow events. Stop locations are listed on Norwell Public Schools' website under *Transportation* tab: www.norwellschools.org.

B. Students must have the appropriate parking passes in order to park in the student parking lot. Students who do not have passes will be asked to move their cars and will be given detention for the first offense. For subsequent offenses there will be more serious penalties such as the use of an immobilizing device attached to the front wheel of the vehicle and/or loss of co-curricular privileges.

1. Any student who drives must follow safe driving procedures of Norwell High School. A student who fails to do so will have parking privileges revoked. Permission will be revoked immediately for speeding or dangerous driving.
2. At the close of school, each student must wait for all buses to clear the drive before leaving school grounds. They may not bypass buses via the teacher lot at any time. This is important for the safety of all concerned.
3. Students may not exceed 20 MPH at any point in the school area.
4. Students must heed the one-way traffic flow upon exiting the student parking lot.
5. A student who has left school without permission in his/her car will have parking privileges revoked.
6. Each student who drives has the responsibility of getting to school on time. Student drivers with excessive tardies may have their parking privileges revoked.
7. Each student should be aware that tardiness to school as a result of being a passenger in another student's car will be counted as an unexcused tardy.
8. Upon arrival at school, each student must leave the car and enter the building promptly.

9. No student may return to his/her car during the day without permission from an administrator.
10. A student's vehicle is subject to search upon reasonable cause to believe contraband such as drugs, alcohol, or weapons may be found in the vehicle.
11. It is expected that all Norwell High School students follow all Commonwealth of Massachusetts driving laws and regulations.
12. Students must pay a \$50 per year fee to park in any Norwell High School parking lot and \$25 per year fee to park on the access road. There is no reduction in fee based upon when during the year a student requests permission to park or if parking privileges cease for any reason.
13. Parking spaces are subject to availability. Not all student drivers can be guaranteed a parking space. Spaces are assigned on a first come, first served basis.
14. Parking permits and lot spots are non-transferable.

Posters

No posters may be displayed without prior administration approval. All posters must have the name of the club, team or organization clearly visible.

Publication of Names, Photographs and Recordings

Norwell High School plans to publish the names and, on occasion, the photographs of students who will receive recognition for such activities as the Honor Society Induction, sports assemblies, quarterly honor rolls, special awards and assemblies, college acceptances, and graduation. In addition, Norwell High School may post videos or recordings of students during virtual instruction for the benefit of other students who missed a lesson. A student's parent/guardian must inform the Principal in writing of their desire to allow their child's name, photograph and/or video/audio recordings to be released to other students or the school community as a part of virtual learning, the news media, printed in school programs, or exhibited on school websites. (Please see *Receipt Page* at the beginning of this *Handbook*.) This is in compliance with the student's record release regulations and the Family Educational Rights and Privacy Act of 1974.

Registering for the Draft

All 18-year-old males are required by law to register for the draft at the Norwell Post Office. Failure to register for the draft may adversely affect financial aid for college.

Registering to Vote

Students turning 18 years of age are encouraged to register to vote. Voter registration forms are available in the assistant principal's office.

Textbooks and School Property

Textbooks and iPads are loaned to students and are the property of the Town of Norwell. Students will be charged for lost or damaged textbooks. Any student who defaces or destroys school property will be assessed

a fine to repair the damage and will be disciplined in accordance with the seriousness of this infraction. All texts must be returned or their replacement cost covered by students prior to taking their final exams. Students who fail to do so may not take the exam until this obligation is met. In the event of a student transferring from Norwell High School, student records will not be released until all textbooks and school property are returned and/or all replacement costs covered.

Visitors

Parents and citizens are cordially invited to visit schools throughout the year. All visitors must sign a log located at the Administration Office upon entering the building, present their driver's license as a means of identification, and wear a visitor badge. Please note that staff members will approach visitors who are not properly identified. This is necessary in order to ensure a climate of safety and well-being for our students. The building will be locked from 7:55 a.m. – 2:37 p.m. All visitors will need to be buzzed in during those times.

Student visitors must be approved by an administrator in advance. The only visitors students may bring to school during the school day are world exchange students or prospective Norwell High School students.

ADMINISTRATIVE SERVICES

Bus Fee

In order to continue providing full school bus transportation service, the Norwell School Committee has instituted bus fees to partially offset the cost of providing transportation for grades 7 through 12 students. The 2021-2022 bus fee will be \$250 for the first student with a family cap of \$500. This fee will enable a student to ride the bus in the morning, the afternoon at dismissal, and/or each day a late bus is scheduled. Families who are experiencing unusual family and/or economic circumstances may apply for a confidential waiver of the school bus fee with the building principal. Payment of the fee does not exempt students from following all bus conduct rules, and a student who pays a bus fee and whose riding privileges are suspended will not receive a refund.

Bus Rules

These rules are meant to identify some of the more obvious rules of safe conduct on all school buses. It must be understood, however, that it is not possible to anticipate every possible situation. Every student is expected to behave in a reasonable manner so as not to interfere with the safe operation of the bus. The bus is an extension of the school; therefore, all school rules apply.

1. Follow the driver's instructions.
2. Do not eat, or drink on the bus. Food consumption on buses compromises the safety of children with food allergies.
3. Keep all harmful materials off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.

6. Keep the aisle clear and do not litter, write on, or damage the bus.
7. Parents and other adults will not be allowed to board the bus while carrying students without the express permission of the Superintendent or designee.
8. All misbehavior on the bus must be reported to the principal.

Penalties for violating the above rules may range from detentions to suspension from the bus, to suspension from school. A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.

Bus Stops

All bus routes and stops are determined by the Director of Finance, Operations & Technology. They are developed with consideration for maximum safety and time efficiency.

Food Service

Norwell High School serves nutritious lunches to students. A lunch will be provided to all students at no cost for the 2021-2022 school year. Additional food can be purchased a la carte or as complete lunches for \$3.25 per meal. Checks should be made out to Norwell Food Services. Online payments can be made at myschoolbucks.com. Borrowing money or negative balances are not allowed. If your family requires financial assistance for school lunch, please complete the Free and Reduced Form sent home at the beginning of the school year.

STUDENT SERVICES

Advisories

Norwell High School's advisory program organizes students into small groups by grade level led by a member of the Norwell High School faculty and staff. Advisories meet daily for six (6) minutes at the start of the day and at least once monthly for twenty-five minutes (25) and are supervised by a Norwell High School faculty member. A curriculum for advisory has been developed by teachers and is implemented with the help of Peer Educators in 9th and 10th grade advisories. In the 11th and 12th grade, students in the individual advisories implement the curriculum under the supervision of the teacher assigned to that advisory. Advisories meet for directed discussions or informal conversations and annually participate in beginning of the year kick-off activities.

District Curriculum Accommodation Plans (DCAP)

School districts in Massachusetts are required to develop a District Curriculum Accommodation Plan (DCAP) Chapter 71 M.G.L. Section 38Q ½. The district must adopt a DCAP to ensure that all efforts are made to meet a student's needs in regular education. Curriculum Accommodation Plans specific to each school are included in each handbook. These plans are reviewed each year and are designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles in the regular classroom and in providing appropriate regular education support.

**NORWELL HIGH SCHOOL
DISTRICT ACCOMMODATION PLAN
2021-2022**

Goal	District Accommodation Plan	Norwell High School Accommodation Plan
1. To assist regular education classroom teachers in analyzing and accommodating various students' learning needs.	<ul style="list-style-type: none"> An Instructional Support Team (IST) is in place in each school. The role of the Instructional Support Team is to confer with teachers on specific students and offer suggestions for instructional practices that may benefit students in the regular education program. The IST documents and reviews these efforts as needed. A focus on technology integration provides teachers with opportunities for students to access the curriculum in alternative ways. English Language Learner (ELL) specialists are available to consult with teachers regarding ELL students. 	<ul style="list-style-type: none"> Faculty participate on the Child Support Team (CST) and refer students for review and recommendations by the CST. Faculty are provided with iPads, laptops, and presentation technology to deliver curriculum and differentiate instruction. Students are provided with an iPad in order to access curriculum and complete assignments. Faculty consult with English Language Learner (ELL) specialist when an ELL student is in their classroom. Faculty are encouraged to obtain Sheltered English Immersion (SEI) endorsement and in some situations required to as mandated by the state.
2. To provide support services to students through the regular education program.	<p>Academic Learning</p> <ul style="list-style-type: none"> Provide direct and systematic instruction for all students. Teachers use formative and summative assessment data to monitor student progress and adjust as necessary. <p>Social Emotional Learning</p> <ul style="list-style-type: none"> Student Support staff consult with regular education teachers on issues that may interfere with learning. Individual and/or small group counseling and social skills groups in specific areas are available. 	<p>Academic Learning</p> <ul style="list-style-type: none"> Faculty are certified in subject area and level of courses they are instructing. Faculty administer and analyze formative and summative assessments to adjust instructional material and provide support for students. <p>Social Emotional Learning (SEL)</p> <ul style="list-style-type: none"> Counselors and Health teachers provide instruction and support on SEL topics in structured classes and small groups. Student Support staff provide individual meeting times with students and small groups of students. Student Support staff consult with faculty during Team Meeting time on individual and group social issues.
3. To encourage teacher mentoring and collaboration.	<ul style="list-style-type: none"> Norwell Public Schools has a formal Teacher Induction and Mentoring Program in place to assist teachers who are new to the teaching profession and/or new to the district through their third year. NPS' Professional Development Program requires that teachers meet regularly during the year to exchange ideas and promote continuous learning. 	<ul style="list-style-type: none"> Mentors for teachers new to Norwell are assigned based on common subject area and/or grade level. A schedule is built to allow team teachers to meet as part of a collaborative team as well as with their grade level department colleagues and their grade level.

Goal	District Accommodation Plan	Norwell High School Accommodation Plan
		<ul style="list-style-type: none"> Teachers are assigned to a 6-12 or K-12 department and meet with those colleagues at least monthly.
4. To encourage family involvement in their children's education.	<ul style="list-style-type: none"> Families are provided with on-going opportunities to engage with their child's learning and partner with the school community. Active community organizations provide support to enrich students' educational experiences. School Councils participate actively in the annual budget development, developing school improvement plans, and reviewing school handbooks. Families are encouraged to contact teachers through email, meetings, websites, etc. about their concerns for their child, and is available in their home language. 	<ul style="list-style-type: none"> Two parent/guardian - teacher conference dates are scheduled as a time for families to meet with their child's teacher(s). Families are active in the NHS PTO which fundraises and provides support for enriching students' learning experiences. Three parent representatives and one community representative are active participants on the NHS School Council. Faculty members maintain and provide information on the school's LMS, Schoology, for students and their families. Faculty are expected to respond in a timely manner to email and phone calls.
5. To review local curriculum in relation to Massachusetts Curriculum Frameworks.	<ul style="list-style-type: none"> A five-year curriculum adoption cycle is in place to examine and correlate curricula to the Massachusetts State Frameworks. A process is in place for reviewing the Massachusetts State Frameworks. The curriculum review process provides an opportunity to procure supplementary teaching materials. 	<ul style="list-style-type: none"> Faculty members serve on curriculum adoption review teams. High school teachers are assigned to a 6-12 or K-12 department where Massachusetts State Frameworks are reviewed.

School Counselor

Counseling services are available to all students and parents. Students are assigned to the same counselor for four (4) years. Both group and personal conferences are arranged in an attempt to meet with each student regularly. Meetings may be designed to discuss student interests, abilities, course selection, educational/vocational opportunities, or personal/social concerns. Students are encouraged to arrange to see their counselor whenever the need arises.

The School Counselor Department provides information, services and materials for students and parents. Information available includes school and college catalogues, employment and occupational information, scholarship and financial aid booklets; armed services brochures, and College Board test information.

School Counselor personnel arrange for college and career fairs at various times throughout the year. Counselors also coordinate the local scholarship program. Evening programs are conducted each season on topics related to the college application process. Parents are welcome to contact via e-mail, make phone inquiries, or to arrange for individual consultation. The School Counselor Department has an informational page on the high school's web site and parents and students are encouraged to use it.

School Counselor Advisory Council

The Norwell High School School Counselor Advisory Council meets regularly to identify and address student and parent needs. Contact Amy Greene (amy.greene@norwellschools.org) if interested in participating.

Health Services

Management of health services at Norwell High School is the responsibility of the school nurse. Registered nurses are employed to serve the needs of students under the direction of the school administration and the school physician. Responsibilities of the school nurse include evaluation and assessment of illness and injuries, health promotion, infection control, and care of children with special health needs. Postural screening clinics are conducted in grade five. Vision and hearing clinics are conducted annually for all students.

Accidents

Norwell Public Schools takes care to provide a safe environment at school. Every attempt is made to provide a safe environment at school. All accidents should be reported promptly to the school nurse. If an accident or sudden illness occurs, an assessment and appropriate interventions will be made by the school nurse, and a parent/guardian will be notified. In non-emergency situations, parents/guardian are responsible for providing transportation. In emergency situations, a student may be transported to the hospital by ambulance at the parent's expense. Every attempt will be made to contact the parent immediately.

Body Mass Index (BMI)

In February 2009, Massachusetts promulgated amendments to the regulations of Physical Examination of School Children, 105 CMR 200, to improve the screening and monitoring of the health assessment of children across the Commonwealth. Among these changes the amended regulations require screenings for height and weight and the recording and reporting of the Body Mass Index in grades 1, 4, 7, and 10th. Body Mass Index (BMI) is a number calculated from a child's weight and height and is a reliable indicator of body fatness for most children and teens.

Concussion Prevention and Intervention

Norwell Public Schools recognizes its role in the education and proper support of all students, particularly student-athletes. To this end, Norwell Public Schools has developed the following comprehensive prevention and intervention support protocol to manage concussions in our student-athletes. The concussion intervention and intervention support protocol has been designed to ensure safety in both athletic and academic pursuits and ensures the necessary support for injured student.

Concussion Education

Norwell Public Schools will ensure that yearly training occurs for all athletes, coaches, parents and school personnel. This training shall provide an overview of the student-athlete's susceptibility to sustaining concussions, preventative teaching strategies for coaches, and an overview of each group's role in the support of the injured student-athletes recovery. The Athletic Director will maintain an accurate database of all associated trainings and dates and will ensure compliance with associated laws and regulations.

What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blow to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Preseason Baseline Testing

All student-athletes who participate in a contact sport will receive baseline computerized neurocognitive testing through the *Immediate Post-Concussion Assessment and Cognitive Testing* (ImPACT) tool. This testing will establish baseline functioning in the domains of memory, reaction time and processing speed functioning.

The ImPACT tool has a strong body of research with evidence of its efficacy, is the most widely used tool for this purpose and results are useable for two years. The ImPACT tool controls for the effects of any medication being taken regularly, learning disabilities, attention deficit/hyperactivity disorder and other pre-existing conditions.

Concussion Management and Referral Guidelines

When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP.

Worsening signs and symptoms requiring immediate physician referral include:

- Amnesia lasting longer than 15 minutes
- Deterioration in neurological function
- Decreasing level of consciousness

- Decrease or irregularity of respiration
- Decrease or irregularity in pulse
- Increase in blood pressure
- Unequal, dilated, or unreactive pupils
- Cranial nerve deficits
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- Seizure activity
- Vomiting/ worsening headache
- Motor deficits subsequent to initial on-field assessment
- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-Concussion symptoms worsen
- Athlete is still symptomatic at the end of the game

Sideline Assessment and Neurocognitive Evaluation

In the event of an injury the Athletic Trainer (AT) and/or nurse shall immediately assess the student-athlete for the presence and severity of symptomology consistent with that of a concussion. The AT and/or nurse shall use the *Sport Concussion Assessment Tool* (SCAT) protocol. This protocol takes only minutes to complete and includes provocative exertional assessment to examine the extent to which running or other sport maneuvers elicit recurrent concussion related symptomology in a student-athlete who seems to have fully recovered while resting on the sideline.

Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.

Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

Within the first few days (no longer than three) post-injury the student-athlete shall be re-administered the ImPACT tool.¹ Following this post injury ImPACT administration, scores shall be sent to the Concussion Clinic at South Shore Hospital. Once scores are examined by the Clinic, results will be forwarded to the school district. These results will provide information to the school district relative to the need for accommodations.

¹If the student-athlete has not undergone preseason baseline testing, return to expected performance levels is calculated based upon normative scores for age and sex. Such assessment must also include the consideration of extenuating factors such as learning disabilities, ADHD, or any other preexisting conditions.

Once the student-athlete is symptom free and has returned to expected levels of neurocognitive functioning at rest, the AT shall administer a 20-30 minute physical exertion test (including, but not limited to running, push-ups and sit-ups). When the student-athlete presents no concussion related symptomology and maintains neurocognitive levels after this physical exertion assessment, the recovery may be deemed complete.

Academic Support during Recovery

While recovery is being tracked for athletic purposes, the student-athlete is challenged with being a full member of the school community, including maintaining pace and presence in the classroom. Many student-athletes evidence difficulty meeting academic demands in school after a concussion due to the presence of concussion related symptomology.

Reasonable Accommodations for Students in Recovery

The goals of providing reasonable accommodations to a student-athlete during their recovery is to provide support in keeping up with the academic demands in a way that does not overstress the cognitive functioning to the extent that symptoms worsen. A careful balancing of rest, academic work and an individualized plan that prioritizes academic work and uses appropriate, temporary and evolving accommodations is needed to maximize student-athlete recovery. The actual design and implementation of the *Individualized Concussion Recovery Plan* shall vary depending of the individual needs of the student-athlete.

Accommodations may include, but are not limited to excused absences from classes, periods of rest during the school day, extension of assignment deadlines, postponement or staggering of tests/quizzes, excuse from specific tests and assignments, extended testing time, accommodation for oversensitivity to light, noise or both, excuse from team sport practice and gym-related activities, avoidance from physical exertion, use of a reader for assignments and testing, use of a note taker or scribe, change in physical location of testing (smaller, quieter room, etc.) or preferential seating to lessen distractions.

Return-to-Play Decision

Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

The decision about a student-athlete returning to contact sport activity after a concussion involves the student's physician (and/or the medical staff from the Concussion Clinic), the AT and the student-athletes parent/s or guardian/s.

First, the physician, who has monitored the student-athletes medical status from the time of injury, must provide a letter, which clears the student-athlete for a return to play. The student-athletes parent/s or guardian/s must understand the possibility of increased risk for additional concussions and the possible additional complications that exist for student-athletes who have had a history of concussions and receive new/additional concussions. The parent/s or guardian/s must give their written consent for a return to play. Finally, the AT must approve the resumption of team sport practice and game activity (adhering to the protocol established above). LEGAL REF: Mass. Gen. L. c. 11, § 222.

Exertional Post Concussion Tests

Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.

Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.

Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zigzags, carioca, box jumps, and hurdles).

Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.

Test 5: Full contact and return to sport with monitoring of symptoms.

Roles and Responsibilities

School Nurse

- Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the Director of Student Services yearly.
- Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- Observe students with a concussion for a minimum of 30 minutes.
- If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
- If symptoms appear after a negative assessment, MD referral is necessary.
- Allow students who are in recovery to rest in HO when needed.
- Develop plan for students regarding pain management.
- School nurse will notify teachers and school counselors of any students or student athletes whom have academic restrictions or modifications related to their concussion.
- Educate parents and teachers about the effects of concussion and returning to school and activity.
- If injury occurs during the school day, inform administrator and complete accident/incident form.
- Enter physical exam dates and concussion dates into the student information system.

School Counselor

1. Work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
2. Assist teachers in following the recovery stage for student.
3. Convene meeting and develop Concussion Support Plan.
4. Decrease workload if symptoms appear.
5. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
6. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.

7. Work with Central Administration to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Athletic Director

- Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
- Ensure that all educational training programs are completed and recorded.
- Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
- Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
- Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, and school nurse and school physician.
- Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Parent/Guardian

- Complete and return concussion history form to the athletic department.
- Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
- Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
- Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - Loss of consciousness
 - Headache
 - Dizziness
 - Lethargy
 - Difficulty concentrating
 - Balance problems
 - Answering questions slowly
 - Difficulty recalling events
 - Repeating questions
 - Irritability
 - Sadness
 - Emotionality
 - Nervousness
 - Difficulty with sleeping
- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce recovery plan.

- Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
- Observe and monitor your child for any physical or emotional changes.
- Request to extend make up time for work if necessary.
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Student and Student Athlete

- Complete Baseline ImPact Test prior to participation in athletics.
- Return required concussion history form prior to participation in athletics.
- Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- Report all symptoms to athletic trainer and/ or school nurse.
- Follow recovery plan.
- **REST.**
- **NO ATHLETICS.**
- **BE HONEST!**
- Keep strict limits on screen time and electronics.
- Don't carry books or backpacks that are too heavy.
- Tell your teachers if you are having difficulty with your classwork.
- See the athletic trainer and/or school nurse for pain management.
- Return to sports only when cleared by physician and the athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
- Return medical clearance form to athletic trainer prior to return to play.
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Coach & Band Instructor

- Participate in Concussion Education Training on a yearly basis. Complete certificate of completion and return to the athletic department.
- Ensure all student athletes have completed ImPact baseline testing before participation.
- Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
- Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
- Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
- Remove from play any student athlete who exhibits signs and symptoms of a concussion.
- Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Refer any student athlete with returned signs and symptoms back to athletic trainer.
- Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Emergency Forms

Emergency forms are reviewed by parents in the Aspen parent portal at the beginning of each school year. If there are any changes, they must be changed in the Aspen parent portal. Changes made during the year must be communicated with the school secretary.

Illness and Communicable Disease

Any student who becomes ill during the school day must report directly to the nurse's office. If the nurse determines the student is too ill to remain at school, the parent/guardian will be contacted, and a plan will be made for the student to be dismissed from school.

Students who have a fever (higher than 100.0) may not return to school until 24 hours fever free without antipyretics (i.e. Tylenol/Motrin)

If your child has a communicable disease, please notify the school nurse. Students may return to school as follows:

- Strep Throat, Scarlet Fever, and Conjunctivitis – 24 hours after the first dose of medication.
- Impetigo - 24 hours after medical treatment has begun, lesions should be covered in school.
- Chicken Pox– 7 days from appearance of first eruption, lesions crusted and fever free for at least 24 hours.
- Head Lice - Remember to check your child's head frequently for head lice, as they can be a common occurrence in young children. If found at school, parent/guardian will be notified to come pick up child. Treatment happens at home. Student must check in with the Nurse before returning to classes.

Standing school orders from the district physician state that parents please keep a child home if he/she:

- Has had a fever, vomiting, or diarrhea within the past 24 hours.
- Has been dismissed from school due to fever, vomiting, or diarrhea. He/she may not return to school the next day.
- Is being treated for a contagious illness (such as strep throat, the flu, bronchitis) and he/she must remain at home until on antibiotics for a full 24 hours.

Please inform the school nurse of potential problems or changes in health status such as:

- Update of immunizations
- Illness or injury requiring prolonged absence
- Surgery
- Treatments requested by physician
- Change in activity status
- Emotional concerns

Immunizations

The Massachusetts Department of Public Health requires that your child be immunized at specific intervals during their school years. (Please refer to table on pages 57-58.) Consult your physician regarding your child's immunization.

In accordance with the Department of Elementary and Secondary Education Commissioner Riley's universal mask mandate for PK - 12 students in Massachusetts public schools, all students are required to wear masks on busses and while indoors during the school day and while attending school sponsored activities, except during lunch when eating. Students that do not comply with this requirement will meet with the building Principal and parents to discuss whether the student is in a condition to attend school in a manner that is safe for the student and others in the building, and may be subject to progressive discipline for deliberate non-compliance. Requests for exemptions will be considered based on the existence of a documented medical endangerment presented by masking, subject to further review by the School Physician, or documented behavior factors which interfere with a student's ability to comply.

Prescription and Non-prescription Medications

Students are not to carry medications of any kind. The school nurse shall be the supervisor of the medication program in the school, including over the counter drugs such as aspirin, ibuprofen, acetaminophen, etc.

ALL medications, prescription or non-prescription, can only be administered under the following conditions:

- A written medication order form is required for prescription medication
- A written parent/guardian authorization form is required for all medications
- All medications must be in the original pharmacy labeled container
- All medications must be brought to school by the parent/guardian and given directly to the nurse.

Students who violate the above policy face disciplinary action including suspension.

Under Chapter 369 of the Acts of 2012, "An Act for the Humanitarian Medical Use of Marijuana," codified in M.G.L. c. 94C, App. §§ 1-1 – 1-17 ("Law"), registered marijuana patients' possession and consumption of medical marijuana is legal in Massachusetts. The law expressly states that a school is not required to accommodate on-site medical marijuana use, however. (See c. 94C, §1-7). In stark contrast, marijuana remains a Schedule I illicit drug under federal law, regardless of medical need/registration.

Special medications such as epi-pens or inhalers, for those students with severe allergic conditions and for whom an emergency treatment has been prescribed by a physician, may be carried by a student with a parental authorization form and the physician's order, which must be on file in the nurse's office. All medical information is confidential.

Physical Examinations

As required by M.G.L. c. 71, s. 57 and related amendments and regulations (105 CMR 200.000-200.920) physical examinations are required at intervals designated by the School Committee. A physical is required during the eleventh grade and also required annually before participating in competitive sports. Parents are encouraged to have the child's physician provide documentation of this exam.

Immunizations

According to the Massachusetts Department of Public Health, the following immunization requirements must be adhered to:

Required at entry to...	Immunizations
Pre-Kindergarten	<ul style="list-style-type: none"> ● 1 dose varicella¹ ● ≥ 5 DTaP/DT⁴ ● ≥ 3 polio ● 1 MMR ● 1 to 4 doses Hib ● 3 hepatitis B³
Kindergarten	<ul style="list-style-type: none"> ● 2 doses varicella¹ ● 4 doses polio² (if a mixed IPV/OPV schedule is used) ● 5 DTaP/DTP ● 2 doses of MMR ● 3 hepatitis B³
Grades 1-6	<ul style="list-style-type: none"> ● ≥ 5 DTaP/DTP or ≥ 3 doses Td ● ≥ 4 polio² ● 2 MMR ● 3 hepatitis B³ ● 2 dose varicella
Grade 7	<ul style="list-style-type: none"> ● 3 hepatitis B³ ● 1 TdaP (phase in schedule) ● ≥ 4 DTaP/DTP ● ≥ 3 polio² ● 2 MMR (phase in schedule) ● 2 doses varicella

¹ This requirement applies to all children who are without a physician-certified reliable history of chickenpox disease, which consists of:

8. physician interpretation of parent/guardian description of chickenpox;
9. physician diagnosis of chickenpox; or
10. serologic proof of immunity.

² 4 doses are required, unless the third dose of an all OPV or all IPV series is given after the 4th birthday, in which case only 3 doses are required.

³ Serologic proof of immunity is acceptable

⁴ 5 doses of DTaP/DTP are required, unless the 4th dose is given \geq the 4th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP/DTP.

Massachusetts students must provide documentation of immunization according to school requirements, or show a medical or religious exemption. Medical exemptions come from the student's doctor and document a contraindication, which is a reason why an individual cannot medically receive the vaccine. Religious exemptions come from the parent/guardian and state in writing that a vaccine conflicts with his/her sincerely held religious belief.

Should you have questions or concerns, please contact your child's physician regarding immunization requirements.

Instructional Support Team

The Instructional Support Team (IST) is composed of classroom teachers, school counselor staff, school psychologist, specialists and administrators. The Instructional Support Team provides a team approach for identifying and solving issues that may interfere with student progress. The Instructional Support Teams are also used to screen students for possible special education referral or for services under Section 504 of the Rehabilitation Act and Americans with Disabilities Act.

Norwell Tiered Systems of Support

The Norwell Tiered Systems of Support (NTSS) is an assessment-intervention model that allows all of our schools to deliver intervention and supports to students in both academic (K-8) and social-emotional areas (3-12). In NTSS, all students are screened and monitored for specific educational outcomes, and those needing additional assistance are given targeted intervention that is monitored systematically. NTSS uses a multi-tier model of intervention. Each tier represents an increasing level of instruction matched to the student's needs. Movement between tiers is decided by the current classroom teacher, grade level team, and the content specialists based on student growth as measured by screening instruments and progress monitoring tools.

Peer Education

Peer Educators are expected to conform to a high standard of behavior and ethics, which includes refraining from the use of tobacco, nicotine (including electronic smoking devices), alcohol and drugs. Peer Educators act as role models in the school community, are leaders in the Advisory Program, and teach social health lessons to elementary and middle school classes. Selection for this program is by the peer education advisor's recommendation with input of high school faculty. Sophomores and Juniors may apply each March. Students who are found to have violated the drug and alcohol-free expectation or have hosted gatherings where alcohol is consumed will be immediately removed from Peer Education.

Section 504 School Accommodation Plan

All programs, activities and services are open to all students, including those with disabilities. When a student has a physical or mental impairment that substantially limits a major life activity, reasonable accommodations may be necessary to enable that student to access the school's programs, activities and services, the principal will convene a Team meeting to determine eligibility for a Section 504 Accommodation Plan. Procedures, in accordance with Section 504 of the Rehabilitation Act, are followed in these circumstances.

For more information regarding a Section 504 School Accommodation Plan, please contact your building principal. Alternatively, you may also contact the District Section 504 Coordinator: Suzan Theodorou, Director of Student Services, 322 Main Street, Norwell MA 02061, 781-659-8800.

Special Education Program

Norwell High School provides services to students with disabilities who are eligible for special education and/or related services. Students receiving special education and/or related services must go through a Team evaluation process and must have an individualized education program (IEP) or a 504 accommodation plan. A member of the school staff, a parent, or the student him/herself can refer a student for a special education evaluation.

Special education students are expected to meet the requirements set forth in the school's discipline policy unless

an alternative discipline code is written in the individualized educational program (IEP). Norwell Public Schools are responsible for providing services to students suspended for more than 10 cumulative days. Additional procedures can be found in 603 CMR 28.08 (7) and 20 USC 1415 and applicable federal regulations. Special needs students are eligible to participate in all Norwell High School activities. In all instances related to special needs students, appropriate Massachusetts and Federal Laws and regulations are followed.

Norwell Public Schools Director of Student Services: Suzan Theodorou, 322 Main Street Norwell MA, 02061, 781-659-8800.

CO-CURRICULAR ACTIVITIES

Activity Fee

All students participating in a school funded co-curricular activity from the following list need to pay a \$50 activity fee; Robotics, Drama (one fee per season), JSA, and Mock Trial. All students participating in a school funded co-curricular activity from the following list need to pay a \$20 activity fee: Art Club, AFS/International Club Best Buddies, Book Club, Clipnotes, Diversity Club, Film Club, Halyard, Latin Club, Math Team, Newspaper, and SADD. All students participating in a school funded co-curricular activity from the following list need will not be required to pay a fee: National Honor Society, Norwell Volunteer Corps, Pep Band, Peer Education, Student Government, and Yearbook. For students participating in athletics, the 2021-2022 fee is \$225 per sport season for cross country, indoor track, track and field, and tennis; \$300 for soccer, field hockey, cheerleading, golf, volleyball, basketball, swimming, gymnastics, wrestling, lacrosse, baseball, and softball; \$375 for football, hockey, and skiing. The family cap is \$1,325 per family per year.

Requests for a waiver and/or reduction of athletic and activities fees must be made in writing and a determination will be made by an assistant principal. Students who qualify for free or reduced lunch will have their fees waived or reduced upon request. In hardship situations, the administration may use a combination of reduction of fees, extended time period to pay fees and/or volunteer service at athletic events. Students must pay the fee prior to the start of their participation in the co-curricular organization, which includes try-outs. The fee will not be reduced for students joining a team or club mid-season or mid-year. In addition to permitting participation in co-curricular activities, the fee will enable students to attend all Norwell High School drama and music performances, and regular season athletic games free of charge. If a student pays an activity fee and for some reason does not participate in a co-curricular activity, it will, upon request, be refunded at the end of the school year. All refund requests must be in writing and include proof of payment such as a cancelled check and be submitted no later than May 1. For athletics, if a student participates on a team for more than 10 school days, the fee will not be refunded.

Behavior at Athletic Events

Good sportsmanship is expected of players, coaches, and fans. The young men and women competing give it their all, and should be congratulated solely for their efforts, determination and teamwork. We expect that all cheering be supportive and spectators are reminded that one's presence at an event does not entitle one to jeer, criticize or taunt players, coaches or officials. These guidelines are not intended to silence fans, but instead to create a respectful, supportive atmosphere worthy of the academic setting in which these games are contained.

- Positive applause and cheering of all participants is encouraged.
- Taunting, baiting or harassing of a participant, coach, official or spectator will not be tolerated.

- No singling out of game participants by name, number or likeness in a negative fashion.
- The Athletic Director, an administrator, or designee will advise on the discontinuing of chants or behaviors deemed negative or inappropriate. Please refrain from negative chants.
- The Athletic Director, an administrator, or designee will advise on the discontinuing of noise that is solely intended to distract the opponent. Support your team; please refrain from behaviors designed solely to distract.
- All MIAA rules, including those regarding signs and noisemakers, must be followed.

Spectators who are unable to demonstrate appropriate conduct at Norwell High School sanctioned athletic activities will be subject to the following outcomes:

1. Verbal warning by official, head coach, and/or administration
2. Written warning by administration
3. Game suspension
4. Season suspension
5. Year long suspension from building, grounds, and events.

Co-Curricular Activities

Participation in co-curricular activities and athletics is voluntary. These activities are not curriculum related and students do not have a statutory right to participate. Participation is contingent on meeting eligibility requirements and satisfaction of local and MIAA rules. Students, as representatives of Norwell High School, must conform to a high standard of behavior. The Massachusetts Inter-scholastic Athletic Association has published Rules of Chemical Health for all inter-scholastic athletes. Member schools are alerted that this rule represents a minimum standard upon which schools may develop more stringent requirements. Norwell High School does have more stringent standards, which apply to all co-curricular activities.

If a student behaves in such a manner that a school administrator, teacher, coach or co-curricular advisor determines those actions to violate the principles, values, or Code of Conduct of Norwell High School, or any of its teams or co-curricular activities, that student may be subject to suspension from participation in athletics and/or other co-curricular activities for up to an entire school year.

Co-curricular activities are activities that include interscholastic athletics, clubs and school organizations. The school administration encourages pupil participation in a variety of school activities including athletics, and permits membership in any number of clubs, student organizations or teams. Students who are home schooled are also invited to participate in co-curricular activities. During any athletic season a pupil may represent the school in only one athletic activity.

All co-curricular activities must be under the supervision of an advisor or coach. In general, club or activity meetings are held between 2:45 and 3:30 p.m. on school days. Athletic practices and drama rehearsals begin at 3:30 p.m. on school days. Certain organizations are permitted a limited number of evening meetings by permission if the club/organization advisor or a parent is present.

Release of Liability for Co-Curricular Activities

Students participating in voluntary co-curricular activities are required to return a signed release of liability to the

director of the event/activity. As these activities are voluntary, the student's participation in an event/activity is conditioned upon receipt of the signed and returned release of liability form. Massachusetts's law permits use of such releases for school-related voluntary co-curricular activities. Release forms will be distributed by the Athletic Director and by the Assistant Principal overseeing activities.

Eligibility Requirements: Academic

Norwell High School values both academic success and co-curricular involvement. The following policy strikes a balance between a desire to keep students involved and to hold them accountable for their academic performance.

Students who fail a course in a term are immediately ineligible for performances, interscholastic competitions, club sponsored field trips and positions of leadership within student organizations. Academic ineligibility begins as soon as the Supervisor of Athletics and Athletic Facilities notify the student of their status by an assistant principal or principal. Students would be able to practice with their teams or ensembles, but they would not be able to perform in plays, concerts or games. Students would be allowed to attend club meetings and participate as a member but they would not be allowed to attend conventions or conferences, nor would they be allowed to lead meetings or be featured as speakers or debaters. If their grades at mid-term are passing in all subjects, students regain their full eligibility. If not, they must cease all participation.

Students with two or more failures at the end of the term will forfeit all participation in co-curricular activities immediately. Should their grades at midterm be passing in all classes, they will regain full eligibility. If not, they remain ineligible until the following term grades, at which point they must be passing all classes to regain eligibility.

In order to be eligible to participate in athletics during the fall season, students must earn passing grades in the fourth term. Reinstatement of eligibility does not guarantee a student-athlete's position on the team.

In any case, a student must be passing a minimum of 20 credits from term to term (MIAA regulations).

Eligibility Requirements: Health

All students must pass a physical examination within thirteen months of the start of each season. If a student's physical is valid at the beginning of the season, it will be considered valid for the entire season. This is keeping with MIAA policy. A duly registered Physician, Physician's Assistant or Nurse Practitioner must perform physical examinations. A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

National Honor Society

The National Honor Society recognizes students' outstanding accomplishments in the areas of scholarship, character, leadership and service. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. Members of the Norwell Chapter are selected by a five-member faculty council who base their selection on demonstration of scholarship (which is a minimum grade point average of 3.50 on a four-point scale), leadership, character and service. Academically eligible students are required to complete a questionnaire providing information on their service, leadership and character.

Leadership

The student who exercises leadership:

- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students.

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability

- Shows courtesy, concern, and respect for others
- Observes instructions and rules both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests integrity in all they do.

Students are considered for membership:

- Beginning of 3rd term junior year
- Beginning of senior year
- Beginning of term 3 of senior year

Once selected, members have the responsibility to continue to demonstrate the aforementioned qualities. Grade point average will be checked after the member completes his or her junior year and after the first semester of their senior year. Any member who fails to maintain a 3.50 grade point average shall be placed on academic probation for one semester, by the end of which time he/she must correct the average to retain membership. Any member who fails to perform a minimum of eight hours of service per semester shall be promptly warned by the chapter advisor and given a reasonable amount of time (usually two weeks) to correct the deficiency. Failure to complete service hours and/or turn in appropriate paperwork may result in dismissal. In the case of flagrant or chronic violation of school rules, a member may be dismissed. It shall be noted that in all cases of impending dismissal, a member shall have the right to a hearing before the faculty council. The administration will notify the advisor to the National Honor Society of violations of the Chemical Health and Academic Integrity policies by any national Honor Society member. Those who are selected as members of the Norwell Chapter will be inducted by means of an induction ceremony that takes place once a year in the spring.

A student who is not selected for membership in the National Honor Society may appeal the decision of the faculty council. The student must contact the advisor in writing within 10 school days of notification of non-selection. The faculty council will then revisit their decision and may ask the student to appear before the council. If, after revisiting their original decision, the council still feels that the student does not meet criteria for selection, the student may then appeal that decision in writing to the principal.

Other Honor Societies

In addition to the National Honor Society, students have the opportunity to apply for membership in other honor societies that recognize and celebrate achievement in specific disciplines.

World Language Honor Society

The Norwell High School World Language Honor Society reflects a collaboration between the Norwell High School world language teachers and students that is inclusive of all languages and maintains a consistent standard across all languages.

For French, Latin, and Spanish, students who have completed the third year of language study, with an average of A- or higher, and have demonstrated their commitment to the language by continuing onto the fourth year of language study are eligible for induction. Students are eligible to maintain membership in the Honor Society by achieving an A- or higher in subsequent years of study, and by continuing to study the language.

Because only two years of Arabic are offered, students who complete Arabic 1 with an A- or higher, and continue into Arabic 2, are inducted in their second year of study.

The induction is held once a year, typically in the late fall.

Mu Alpha Theta

Mu Alpha Theta is a national high school and two-year college mathematics honor society. The society encourages students to pursue their passion and enjoyment for mathematics through interesting meetings and contests. Mu Alpha Theta aims to provide students with the opportunity to share their love of mathematics with others.

Students are eligible to apply for full membership into Norwell High School's chapter of Mu Alpha Theta if they are currently enrolled in or have taken Honors Pre-Calculus and have been at Norwell High School for at least one school year. Students are required to have earned a cumulative 3.0 GPA in addition to a 3.5 GPA in their high school math courses. Students must also regularly participate in extra-curricular mathematics activities and mathematics contests at Norwell High School. This outside involvement in mathematics includes participation in the Math Team and/or in other math contests such as the Olympiad, NEML, and AMC contests. Students applying for Associate Membership can be interested students who meet the GPA requirement, but do not need any or all of the other requirements for full membership.

The induction is held once a year, typically in the spring.

Tri-M

Candidates must be in grade 10 or above at the date of application, must be enrolled in at least one school-sponsored music ensemble/course, and must have completed at least one year in a school-sponsored music ensemble/course at the date of application. Candidates must have maintained for the previous semester at least an A- average grade or equivalent in music, with at least a cumulative overall 3.0 GPA.

Candidates must demonstrate leadership, positive attitude, dependability and initiative in class, work and/or school- or community-based activities. Candidates must demonstrate willingness to volunteer their time, energy and skills to offer assistance to classmates, teachers and/or members of the community. Candidates must consistently demonstrate adherence to school policies and classroom expectations regarding honesty, respect, integrity and support of others.

Candidates must propose a piece to be performed at the Tri-M Induction Ceremony, on which they must audition as part of the application process. The piece should be of an appropriate level of technical and musical difficulty, and the candidate should be able to perform it with ease.

The induction is held once a year, typically in the fall.

School Dances

Dances are for Norwell High School students. Students may bring guests to some dances, as determined by the administration. All guest requests must be made in writing to an assistant principal no later than 3 school days before the dance. A "Guest Request" form is available in the main office. Once admitted, no one can leave the hall and be readmitted. Also, no student will be allowed into a dance later than 30 minutes after the dance has begun, unless previous arrangements have been made through the administration. No student may leave the dance without parent permission prior to 30 minutes before the end. Any student that leaves early without permission will automatically miss the next dance. There is to be no smoking in the school, on school grounds or at school functions. All tickets will be sold in advance. Tickets will not be sold at the door unless previous permission has been granted by the administration. Prior to each dance the number of faculty members and parents/guardians who act as chaperones will be determined by the administration. If the required number of chaperones is not met,

the dance will be canceled. Chaperones have the right to have any unruly, rowdy, inappropriate or disrespectful individual(s) removed from the premises. A dance is an extension of the school. **All *Student-Parent Handbook*** rules and regulations are in full force at all school dances.

Student Government

The Student Government of Norwell High School is a student-run organization representative of the student body, serving to coordinate, advise, and help lead the school community.

In the spring, elections are held for sophomore, junior and senior class officers and delegates. Elections for freshman class officers and delegates will occur in the fall. Students must be eligible to run as delineated for Co-Curricular Activities. A student who wishes to become an officer or delegate of the Norwell High School Student Government must first collect at least 30 signatures on a nomination form. Students wishing to be considered for an officer position will prepare and deliver a brief speech to his/her class explaining his/her understanding of the importance of positive leadership at Norwell High School and how he/she will contribute to the Norwell High School community as a leader in Student Government.

A student who wishes to serve as a delegate of the Norwell High School Student Government will have his/her name listed on the class election ballot upon the collection of 30 signatures required on the nomination form. From the list of eligible candidates, all classes will elect seven delegates.

If a student runs for a class officer or delegate position and is not elected, he/she may become an honorary member by attending two consecutive meetings and having his/her participation confirmed by the Student Government advisors.

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Norwell Public Schools does not discriminate on the basis of race, color, religious creed, national origin, gender, gender identity, age, ancestry, homelessness or disability in its admission or access to, or treatment or employment in its programs and activities.

2021 - 2022

DISTRICT POLICIES and REGULATIONS FOR STUDENT-PARENT HANDBOOKS

Academic Counseling

With regards to general curricular and occupational/vocational opportunities, all students from linguistic, racial, and ethnic minorities; males; females; homeless students; and students with disabilities all receive the same information and academic counseling as other students on the full range of general curricular and any occupational/vocational opportunities available to them.

To ensure that counseling and counseling materials are free from bias and stereotypes on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, and homelessness, all counselors encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills. All counselors also examine testing materials for bias and counteract any found bias when administering tests and interpreting test results. Counselors communicate effectively with limited-English-proficient and disabled students and facilitate their access to all programs and services offered by the district and provide limited-English-proficient students with the opportunity to receive guidance and counseling in a language they understand. All counselors support students in educational and occupational pursuits that are nontraditional for their gender.

Access to a Full Range of Education Programs

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

Accessibility of Extracurricular Activities

Extracurricular activities sponsored by the district are nondiscriminatory in that the school provides equal opportunity for all students to participate in intramural and interscholastic sports and extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, gender identity disability, or homelessness.

Accommodating Students with Life Threatening Food Allergies

The Norwell School Committee recognizes that students with documented life-threatening food allergies are considered disabled and are covered by the Americans with Disabilities Act, Public Law 93-112, and section 504 of the Rehabilitation Act of 1973. A clearly defined “Individual Health Care Plan” shall be developed and implemented for all such identified students. Necessary accommodations shall be made to ensure full participation of identified students in student activities. The appropriate staff, the parent/guardian of the student, and the student’s physician, shall sign such plan.

All Norwell schools are responsible for developing and implementing guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student’s allergy including avoidance measures, designation of typical symptoms, and dosing instructions for medications.

Norwell Public Schools each year shall register with the Massachusetts Department of Public Health in order that school nurses will be eligible to train unlicensed personnel to administer epinephrine by auto injector (epi-pen) to students with life-threatening allergic conditions, consistent with 105 CMR 210.000.

Please note: The risk of life threatening allergic reactions can never be fully eliminated in the school environment. Parents with allergic children are asked to provide the school with an individualized action plan prepared by the student’s physician and reviewed by the school nurse. Parents are strongly encouraged to instruct their children in how to avoid contact with substances to which they are allergic. The school cafeteria can never be fully free of allergens.

Administering Medicines to Students – Policy JLCD

Medication administration to students is one of the most common health related activities in schools. It ensures that students who require medication during the day will be able to attend school and encourages collaboration between parents/guardians and the school district.

The school nurse is the supervisor of the medication administration program in each school. When necessary for medication to be administered to a student during a school day the nurse will ensure there is a proper medication order form from a licensed prescriber and a written parent guardian consent on file in the nursing office. The prescribed medication must be provided to the school nurse by a parent/guardian or responsible adult, in the original pharmacy-labeled container or manufacturer’s container for over-the-counter medication. All medications must be renewed at the beginning of each school year by the licensed prescriber and a new parent/guardian consent must be signed. Faxed orders from the licensed prescriber’s office are acceptable.

Standing orders: Prior to the start of each school year, the Norwell Public Schools' school physician reviews and renews the standing orders in collaboration with the Nursing Department.

The Norwell Public Schools shall, through a nurse leader, register with the Department of Public Health for a partial delegation of medication administration and in the use of epinephrine auto-injectors.

Following consultation with the school nurse, parent, and the development of a care plan, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and self-administer epinephrine auto injectors.

SOURCE: MASC 2011

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR

3.00

Athletic Concussion Policy – Policy JJIF

Norwell Public Schools, as an agent of the Town of Norwell, recognizes its role in the provision of information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation.

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band leader including, but not limited to, football, skiing, field hockey, gymnastics, cheer leading, swimming, soccer, lacrosse, hockey, baseball, basketball, softball, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

The Superintendent, or designee, shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent, or designee, shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

- Verifications of completion of annual training and receipt of materials;
- DPH Pre-participation forms and receipt of materials;
- DPH Report of Head Injury Forms, or school based equivalents;
- DPH Medical Clearance and Authorization Forms, or school based equivalents;
- and
- Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

The associated *Concussion Prevention and Intervention Support Protocol* (included in "Student Services" section above) shall discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements. Lastly, this protocol shall discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

Legal References: M.G.L. 111:222; 105 CMR 201.000

Availability of In-School Programs for Pregnant Students

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Background Checks – Policy ADDA

It shall be the policy of Norwell Public Schools to obtain Federal and State background information through both SAFIS (Statewide Applicant Fingerprint Identification Services) and CORI (Criminal Offender Record Information), to the extent allowed by existing law or as subsequently amended of all employees, volunteers and prospective employees of the school department including any individual who regularly provides school related transportation (including taxi cab drivers) to children. Any fees associated with such background checks shall be the responsibility of the individual.

In accordance with 603 CMR 51.00 regulations an employee shall be defined as “an individual working, applying to work, in a Massachusetts public or private school. Employees shall include any substitute employee, apprentice, intern, or student teacher, or individuals in similar positions.” A subcontractor is defined as “an individual not employed by the school employer but commissioned by the school committee or school, or employed by the city or town, or employed by a non-school employer under contract or lease with the school, school district, city, or town to perform work on school grounds with students. Such individuals may be the employees of a contractor or vendor hired by a school, or may be independent contractors or service providers hired by a school or may be performing services on school grounds under a contract or lease with the school, school district, city or town.” A volunteer is defined as “an individual who performs a service for a school employer on an unpaid basis, who is not an apprentice, intern, or student teacher.”

The School Committee may require that chaperones, volunteers, subcontractors, fellow school committee members, student teachers, and practicum students be required to submit to a federal background check through SAFIS in addition to the already required CORI if they have direct and unmonitored contact with children. Any fees associated with such background checks shall be the responsibility of the individual.

The Superintendent, or certified designees, shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, or certified designees, may also have access to Criminal Offender Record Information and/or Statewide Applicant Fingerprint Identification Services for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to Massachusetts Regulation 603 CMR 51.00 “Direct and unmonitored contact with children shall mean contact with students when no other employee, for whom the employer has made a suitability determination pursuant to 603 CMR 51.00 of the school or district is present. “Contact” refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

If an individual is required to submit to a SAFIS or CORI criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints for SAFIS or personal information for CORI. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available federal and state background check data from the criminal history systems board. In the event that an individual has questions concerning the signing of the request form, he/she may meet with the Superintendent; however, failure to sign the CORI request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files.

The School Committee, Superintendent, or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children. All federal and state background records will be kept in a locked cabinet, separate from personnel files in the Business Office. SAFIS and CORI results are not subject to the public records law.

When no longer needed, criminal record information and any suitability determinations will be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. CORI data may be

retained for not more than three years. SAFIS data may be retained for not more than the life employment or volunteer duties.

All background check information is subject to strict state and federal laws, rules, and regulations. Criminal history information cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services, the FBI, and the Executive Office of Public Safety & Security. Failure to comply with such rules and regulations could lead to sanctions. Federal law prohibits the exchange of records and information and could be subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of criminal history information.

Access to CORI or SAFIS material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI or SAFIS material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

Criminal history record information shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with laws, rules, and regulations, have been implemented to ensure the security and confidentiality of information. Each individual involved in the handling of such information is to familiarize himself/herself with these safeguards. In addition to the above, each individual involved in the handling of such information will strictly adhere to the protections of this policy on the storage, retention, and destruction of such information. SAFIS and CORI results are not subject to the public records law.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing a federal or state background check: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI or SAFIS checks will be made consistent with this policy and any applicable law or regulations.

For SAFIS results, a record of suitability determination will be retained. The following information will be included in the determination – the name, date of birth of the applicant; the date on which the school employer received the national criminal history check results; and the suitability determination (either “unsuitable” or “suitable”). A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of any federal or state background check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's Background Check policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI or SAFIS record.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and the Superintendent, prior to the periodic obtaining of their Criminal Offender Record Information, shall also inform volunteers in writing.

The Superintendent shall amend employment applications to include questions concerning criminal records that the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

If the Superintendent is inclined to make an adverse decision based on an individual's criminal record, the school district will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her record used in making the adverse decision;
- Provide the individual with a copy of this policy;
- Provide the individual with the opportunity to complete or challenge the accuracy of his/her record; and
- Provide the individual with information on the process for updating, changing, correcting, or sealing the record.

A final adverse decision based on an individual's criminal record will not be made until the individual has been afforded a reasonable time, depending on the particular circumstances but not more than 30 days, to correct, or complete the criminal record.

Pursuant to state law and regulation, if the school district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts Educator License because of information discovered through a state or national criminal record check, the school district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal background checks. The school district shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the school district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts Educator License that implicates grounds for licensure action pursuant to the regulation, the school district shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the school district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulation to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive CORI and/or SAFIS data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REFS:

M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)
42 U.S.C. § 16962
603 CMR 51.00
803 CMR 2.00
803 CMR 3.05 (Chapter 149 of the Acts of 2004)
FBI Criminal Justice Information Services Security Policy
Procedure for Correcting a Criminal Record
FAQ – Background Checks

Breathalyzer Testing – Policy JICHA

Norwell Public Schools is committed to the promotion of healthful living and to the safety and well-being of its students, faculty and greater community, including but not limited to its best efforts at alcohol education and persuading students to say no to alcohol. In order to ensure a safe environment for all students, faculty and the community-at-large, the Norwell School Committee authorizes the Norwell High School Principal, or properly trained school staff delegated by the Principal, to administer breathalyzer tests to students and their guests while on school property or at a school-sponsored event, regardless of whether the event is held on or off school grounds.

The primary goals of utilizing a Breathalyzer are (1) to deter students and their guests from engaging in illegal and/or unpermitted alcohol consumption that could potentially result in harmful or even fatal consequences to students or others, (2) to prevent intoxicated students from harming themselves or others.

Breathalyzer testing may be used, at staff discretion, when a staff member has reasonable suspicion (grounds for reasonable suspicion shall include but not be limited to glassy eyes, slurred speech, unsteadiness on feet, atypical demeanor/behavior, alcohol odor, etc.) to believe that a student or guest may be under the influence of alcohol upon attempting to enter school property or a school-sponsored event, or during a school or school sponsored event. Upon initial testing of a student or guest reasonably believed to possibly be under the influence of alcohol, the student or guest will be escorted to a private a location as is reasonably practicable given the event location for Breathalyzer testing in accordance with standard testing protocols. A minimum of two (2) tests shall be conducted on each individual tested with all results recorded.

If it is determined via Breathalyzer testing that a student and/or a student's guest is under the influence of alcohol, the student's and/or guest's parent or guardian will be notified and asked to transport the student and/or guest home to ensure safety. If it is determined that a student is under the influence of alcohol, the student will also be subject to discipline in accordance with the Norwell Public Schools drug, alcohol and discipline policies. A student may also be required to participate in a drug/alcohol awareness program. Any student or guest who refuses a Breathalyzer test when asked by staff to submit to testing will be considered to have been using alcohol and be treated in the same manner as a student or guest testing positive for alcohol consumption. In the event that the Principal or a designee is unable to contact the student's or guest's parent or guardian at the time of the incident, emergency personnel will be contacted to transport the student or guest as needed for his or her own safety.

For each incident, staff shall write a separate, brief written report indicating the date, time and location of the event as well as the name of any student or guest suspected of using alcohol and specific reasons for suspecting the individuals of using alcohol. Staff shall also record on each incident report the Breathalyzer results, the name of the individual(s) conducting the testing, the means and result of parent/guardian notification or attempted notification, and the circumstances of student removal/transportation from the event.

Staff shall ensure that the individual administering a Breathalyzer test has been properly trained and designated to administer the test and that all equipment is functioning correctly prior to each event for which it may be used.

Bullying Prevention – Policy JICFB

Norwell Public Schools is 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 by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by Norwell Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by Norwell Public Schools if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of a school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her 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.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly initiate investigations procedures aligned with JICFB-R: Regulations for the Implementation of the Bullying Prevention Policy.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

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.

Target Assistance

Norwell Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all PK to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on Norwell Public Schools' website.

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

CROSS REFS: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

REGULATIONS FOR THE IMPLEMENTATION OF THE BULLYING PREVENTION POLICY – POLICY JICFB-R

I. Officials for Reporting

The building principal (or his/her designee) is responsible for receiving reports and complaints of violations of this Policy at the school level. A report or complaint of a violation of this Policy involving a principal should be filed with the District Complaint Officer (Director of Student Services), the Alternate District Complaint Officer (Director of Finance, Operations & Technology), or the Superintendent of Schools. Upon receipt of complaint, the Superintendent of Schools may notify the District Complaint Officer to conduct an investigation on his behalf.

The District Complaint Officer is responsible for receiving and addressing reports or complaints of violations of this Policy at the district level. A report or complaint involving the District Complaint Officer should be filed with the Superintendent of Schools; a report or complaint involving the Superintendent of Schools with the School Committee. Upon receipt of complaint regarding the Superintendent of Schools, the Norwell School Committee may notify the District Complaint Officer to conduct an investigation on its behalf.

II. Reporting Procedures: General Overview

1. Any school employee, school committee member, independent contractor, or school volunteer who becomes aware or has a reasonable belief that bullying/cyberbullying is occurring, has occurred or may have occurred on school property or in a school-related activity must promptly report the alleged incident(s) to the designated official.
2. Any student or other person (who is not a school employee, independent contractor or school volunteer) who becomes aware or has a reasonable belief that bullying/cyberbullying is occurring, has occurred or may have occurred on school property or in a school-related activity is strongly encouraged to and should promptly report the incident(s) to a designated official. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, they may report it to a trusted school employee, who must promptly transmit the report to a designated official.
3. When a report or complaint involves physical injury, the building principal (or his/her designee) will promptly report the incident to the Superintendent of Schools and the District Complaint Officer and/or his designee.
4. All complaints or reports about a violation of this Policy must be documented on the District's *Reporting/Complaint Form*. The form is available from designated officials. If a complainant or reporter is either unwilling or unable to complete the District's *Reporting/Complaint Form*, the designated official who receives the oral complaint or report will promptly prepare a written report, by filling out the District's *Reporting/Complaint Form*, using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.
5. If the complaint occurs at the school level, the designated official will promptly provide the principal with the completed *Reporting/Complaint Form* (or to the District Complaint Officer, if the principal is the subject of the complaint), with a copy to the District Complaint Officer. If the complaint occurs at the district level, the designated

official will promptly provide the completed *Reporting/Complaint Form* to the District Complaint Officer.

III. *Filing a Complaint or Report*

1. The complainant or reporter files a written complaint or report with a designated official, using the District's *Reporting/Complaint Form*, identifying the name(s) of the subject of the complaint, if known; describing the facts and circumstances of the incident or pattern of behavior; providing the time(s) and date(s) of the incident(s); and identifying any witnesses and relevant documentary information.
2. A complainant or reporter may also file an oral complaint or report. In those circumstances, a designated official will complete the District's *Reporting/Complaint Form* based on the oral information, using, to the extent practicable, the complainant or reporter's own words. The complainant will sign the *Reporting/Complaint Form*.
3. Anonymous reporting of bullying, cyberbullying or retaliation can be made either through the completion of an online anonymous report (available on our main website at www.norwellschools.org and also on all school website). Additionally, anonymous reports can be made via telephone to any school or district office or via completed and mailed report forms (mailed to any district office or school building).
4. Even where the designated official does not obtain the identity of, or cooperation by, the alleged victim(s), the District will investigate the allegations, and proceed to Informal or Formal Proceedings, to the extent practicable.

IV. *Formal vs. Informal Proceedings*

1. After the school principal (or his/her designee), or the District Complaint Officer, receives a complaint or report, the District must determine whether to resolve the complaint or report through Formal or Informal Proceedings.
2. After receipt of a report, the designated official will initially investigate the veracity of the claims and shall verbally notify the parents of both the alleged target and alleged aggressor. The parents of the alleged target will receive a letter, copied to the Norwell Police Department, which outlines their right to report the alleged incident to the Norwell Police Department at any time throughout the process.

3. In reports of bullying/cyberbullying among staff members the designated official will meet with both the alleged victim and alleged perpetrator to gather additional information, as necessary.

4. If the designated official, in consultation with the District Complaint Officer, determines that:

- a. the allegation is serious enough that it appears to place the complainant or any other person at physical risk;
- b. the incident has resulted, or may result, in a criminal charge;
- c. the incident involves a referral to the Department of Children and Families;
- d. the allegation involves a serious form of harassment, discrimination, or retaliation;
- e. the District has intervened with the alleged student offender under the purview of this policy or procedures;
- f. there is a pending Formal Proceeding against the subject of the complaint;
- g. the subject of the complaint has previously been found to have violated this Policy after Formal Proceedings;
- h. or that a Formal Proceeding is otherwise appropriate under the circumstances, then the designated official must commence a ***Formal Proceeding*** (as delineated under Section VI). If none of the aforementioned factors are variables in the presenting complaint then Informal Proceedings (as delineated under Section V) must commence.

5. For allegations or incidents that do not require a Formal Proceeding, a designated official, in consultation with the District Complaint Officer, may at his/her discretion apply either the Student Code of Conduct or initiate an Informal Proceeding. If the designated official deems it appropriate, (s)he may initiate an Informal Proceeding to obtain a voluntary agreement between the complainant and alleged offender that will effectively correct the problem and end the complained of conduct. The primary focus of an Informal Proceeding is resolution through non-disciplinary corrective action, although a resolution may also include disciplinary action.

6. Nothing in these procedures limits the District or school taking immediate interim disciplinary action as set forth in the school's disciplinary code and policies.

V. Procedures for Informal Proceedings

STEP ONE: Investigation and Explanation

Upon the initiation of an Informal Proceeding, the designated official, in consultation with the District Complaint Officer, will separately meet in a timely manner with the complainant and the subject of the complaint and any/all reported witnesses to ascertain the veracity of the complaint. Following the informal investigation, the District Complaint Office, or designee, will meet with the involved parties to provide an

overview of the process, the information ascertained through the process, the nature of the complaint, explain the prohibition against retaliation, and determine the corrective action the complainant seeks.

STEP TWO: Proposed Resolution

If appropriate after adequate investigation, the designated official, in consultation with the District Complaint Officer, will propose a resolution. If the complainant, the alleged offender and their parent(s) or guardian(s) agree with the proposed resolution, the designated official will write down the resolution, and the complainant and the subject of the complaint, and their parent or guardian, if present, will sign it, and each person will receive a copy. At the meeting, the designated official will again explain the prohibition against retaliation.

STEP THREE: Monitoring

A designated official will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns. The designated official will maintain a written record of the follow-up.

STEP FOUR: Initiate Discipline and/or Formal Proceeding

If the complainant and alleged offender cannot agree to an informal resolution, or if at any time after resolution the designated official, in consultation with the District Complaint Officer, determines that the problem is not corrected, the District may apply the Student Code of Conduct or commence a Formal Proceeding.

File Retention: If the complaint occurs at the school level, the principal (or the District Complaint Officer, if the principal is the subject of the complaint), will maintain *in a separate confidential file* the District's Reporting/Complaint Form, information obtained through inquiry and investigation, and the proposed and agreed-to resolution, if any, and will provide a copy of the file to the District Complaint Officer and maintain a copy of the file in the applicable student record or employee personnel file.

If the complaint occurs at the district level, the District Complaint Officer will maintain the file.

The confidential file shall travel from school official to school official as the student progresses through their educational career in Norwell Public Schools.

VI. Procedures for Formal Proceedings

STEP ONE: Preliminary Investigation and Explanation

The designated official will separately meet in a timely manner with the complainant and the subject of the complaint, and, if students, with their parent(s) or guardian(s), to tell

them about the formal process, explain the prohibition against retaliation, and determine the remedy the complainant seeks.

The designated official will also explain that the investigation will be kept as confidential as possible, but that the District cannot promise absolute confidentiality, and may not be able to withhold the complainant's identity from the subject of the complaint, since such a promise could interfere with the District's ability to enforce its Policy, conduct a fair and thorough investigation, or impose disciplinary or corrective action.

STEP TWO: Formal Investigation

A designated official will conduct an investigation in accordance with the procedures described in Section VII, Procedures for Conducting Formal Investigations.

STEP THREE: Findings and Written Report

The designated official, in consultation with the District Complaint Officer, will determine whether the allegations have been substantiated, and whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct has been violated. If the complaint is substantiated, the designated official, in consultation with the District Complaint Officer, will decide, based on the investigative findings, on the appropriate action. If legal issues arise, the designated official will seek the advice and guidance of legal counsel for the District.

The designated official, in consultation with the District Complaint Officer, will prepare a written report that includes the investigative findings, the investigative steps taken, and the reasons for those findings. These findings will specify whether the allegations have been substantiated, whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct, has been violated, and any decision for disciplinary and corrective action.

STEP FOUR: Notification and Disposition

The designated official will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated, the designated official will also promptly notify the complainant of any non-disciplinary corrective action imposed to protect him/her from future Policy violations.

If the complaint is substantiated and the offender remains a student in the school, the designated official will meet with the offender and his/her parent or guardian, to describe the disciplinary and/or corrective action imposed, the school's expectations for future behavior and the potential consequences for retaliation or future violation of the Policy. If the subject of the complaint is an employee, the principal, the employee's supervisor or the Superintendent will impose any disciplinary or corrective action.

Any disciplinary or corrective action against a student or employee must conform to the due process requirements of federal and state law. Any right of appeal from a disciplinary decision is governed by the Student Code of Conduct, the school's disciplinary code, applicable collective bargaining agreements, and Massachusetts and federal law.

If the District's investigation results from a third party report, the designated official will inform that person that the District has taken steps consistent with the Policy, while not providing information about any disciplinary action imposed or any other information that would violate applicable state and federal confidentiality laws or student record regulations.

STEP FIVE: Police Referral

After the investigation has concluded, if the findings identify that bullying has occurred, the principal or District Complaint Coordinator shall report the findings of the formal investigation to the Norwell Police Department. It is the responsibility of the Norwell Police Department to initiate a criminal investigation, if deemed necessary, through its independent evaluation of events.

File Retention: If the complaint occurs at the school level, the principal (or the District Complaint Officer, if the principal is the subject of the complaint), will maintain *in a separate confidential file* the District's Reporting/Complaint Form, information obtained through inquiry and investigation, and the proposed and agreed-to resolution, if any, and will provide a copy of the file to the District Complaint Officer and maintain a copy of the file in the applicable student record or employee personnel file.

If the complaint occurs at the district level, the District Complaint Officer will maintain the file.

The confidential file shall travel from school official to school official as the student progresses through their educational career in Norwell Public Schools.

STEP SIX: Monitoring and Follow-Up Actions

A designated official will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns, and whether the corrective action imposed has been effective.

The designated official will maintain a written record of the follow-up.

The complainant may ask the District Complaint Officer to review, and, if appropriate, revise any non-disciplinary corrective action imposed through a Formal Proceeding, if the complainant believes that the corrective action is not adequate to protect him/her from future bullying/cyberbullying.

VII. *Procedures for Conducting Formal Investigations*

Prompt and Thorough Investigations

Except where Informal Proceedings are initiated, the school or District, through a designated official, in consultation with the District Complaint Officer, will promptly investigate all reports or complaints of an alleged violation of this Policy (even where the offender is unknown), as set forth below. The nature and duration of an investigation will depend on the circumstances, including the type, severity and frequency of the alleged conduct.

The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint. No complaint is considered frivolous; on the other hand, culpability is never presumed. These procedures are intended to protect the rights of a victim and the rights of a wrongfully accused individual.

Emergencies

School officials will immediately call 911 in case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.

Opening the Formal Investigation

Upon receipt of a report or complaint, a designated official, in consultation with the District Complaint Officer, will promptly undertake an investigation.

Investigative Procedure

The designated official investigating the incident will gather and preserve evidence, and identify all involved parties and witnesses. The investigation will generally consist of personal interviews with the complainant, the subject(s) of the complaint and others who witnessed or may have potentially relevant knowledge about the alleged incident or circumstances giving rise to the report or complaint. Interviews will be conducted in a manner that protects the privacy of individuals to the extent practicable under the circumstances.

The designated official should take notes during interviews, or prepare them soon thereafter, for the purpose of maintaining accurate records. The designated official will also generally review and evaluate any other information or document, including video recordings, voice mails, e-mails, websites, text messages, instant messages, or other items deemed relevant to the allegations, and information regarding any prior incident(s) committed by the subject of the complaint.

Communication during Investigation

Throughout the investigatory and complaint resolution process, the designated official will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, and the anticipated timing for concluding the investigation, and making a determination. The designated official will notify each person interviewed or made aware of the investigation that the investigation is confidential and should not be discussed with other students or District employees. The designated official will tell them that the District will not tolerate retaliation against the complainant or reporter, or anyone else who cooperates with the investigation.

Timeline for Formal Investigations

The designated official will complete their investigation as soon as practicable, not normally to exceed more than fifteen (15) business days after receipt of the complaint or report, except for good cause or with consent of the parties (as documented in the investigatory file). The designated official will expedite the investigation of any claim involving physical violence or serious threats of harm.

Ensuring Safety during Investigation

The designated official, in consultation with the District Complaint Officer, will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation. Those steps for students may include, but are not limited to, ordering interim disciplinary action under the Student Code of Conduct, appropriate adult supervision, reassigning classroom seating, temporarily transferring the student subject of the complaint from his/her class(es) with the complainant or to an alternative school assignment, instructing the subject of the complaint to avoid communication or contact with the complainant and to maintain a safe distance (for e.g., fifteen feet) from the complainant while on school property or in school-related activities, and monitoring compliance and reporting non-compliance of protective orders issued by a court.

Prior to a resolution of the complaint or report, the designated official will make reasonable efforts to monitor the success of the interim measures in achieving their goals. At the discretion of a school and/or District administrator, a student complainant may also temporarily transfer classes or schools, where available, but only where the student and his/her parent or guardians voluntarily consent to the transfer.

Target Assistance

The designated official (or his/her designee) will make appropriate referrals for target assistance, including counseling and crisis intervention, if requested, or as needed.

Target Non-Cooperation

Where a violation of the Policy has been reported by a third party and the alleged victim fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded, or limited, depending on the circumstances and the availability of information from other sources.

False Charges

Any person who makes knowingly false charges or brings a malicious complaint is subject to disciplinary and/or corrective action.

Law Enforcement Notification

After an investigation has concluded that had determined that bullying has occurred, the principal or District Complaint Coordinator shall report the findings of the investigation to the Norwell Police Department. It is the responsibility of the Norwell Police Department to initiate a criminal investigation, if deemed necessary through its evaluation of events.

VIII. Basis for Determining whether Policy has been violated

A designated official, in consultation with the District Complaint Officer, will determine whether a particular action or incident constitutes a violation of this Policy. The determination will be based on all the facts and surrounding circumstances, including the context, nature, frequency and severity of the behavior, how long the conduct continued, where the incident(s) occurred, the number of persons involved in the wrongful conduct, the ages of and relationships between the parties, past incidents or patterns of behavior, and whether the conduct adversely affected the education or school environment of the victim or other school community member.

IX. Confidentiality

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and its Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable and state and federal confidentiality laws and student record regulations.

X. Disciplinary and Corrective Action

If a designated official, in consultation with the District Complaint Officer, concludes that the subject of the complaint has violated this Policy, the District will in a timely manner impose disciplinary measures and/or corrective action reasonably calculated to end the complained of conduct, deter future conduct, and protect the complainant(s) and other similarly situated individuals. In imposing disciplinary and corrective measures the District will take into account harm the victim and other members of the school community suffered and any damage to school climate or property. The decision whether

discipline is imposed and the nature of any disciplinary action must comply with the District and school's disciplinary policies.

Disciplinary and Corrective Action Concerning Students

Disciplinary and corrective action concerning a student may include, but is not limited to, a written warning; classroom or school transfer; short-term or long-term suspension; exclusion from participation in school sponsored functions, after-school programs, and/or extracurricular activities; limiting or denying access to a part or area of a school; exclusion, expulsion, or discharge from school; adult supervision on school premises; parent conferences; an apology to the victim; awareness training (to help students understand the impact of their behavior); participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs; mandatory counseling, or any other action authorized by and consistent with the Student Code of Conduct and/or school disciplinary code.

Discipline for Students with Disabilities

The District complies with the federal and state law requirements that apply to the discipline of students with disabilities, including the federal "Individuals with Disabilities Education Act 2004" ("IDEA 2004").

Disciplinary and Corrective Action Concerning Employees

Disciplinary and corrective action concerning a school employee may include, but is not limited to, a written warning, suspension, transfer, demotion, removal from certain duties, employment termination, supervision, training, and counseling.

Disciplinary and Corrective Action Concerning Independent Contractors

Disciplinary and corrective action concerning an independent contractor may include, but is not limited to, a request to the employer of the independent contractor to warn, suspend or terminate its employee; limiting or denying the individual contractor access to school premises or school-related activities; terminating the contract with the District or school, and training.

Disciplinary and Corrective Action Concerning School Volunteers

Disciplinary and corrective action concerning a school volunteer may include, but is not limited to, a written warning, suspending or terminating the volunteer relationship, limiting or denying access to school premises or school-related activities, supervision and training.

Disciplinary and Corrective Action Concerning Other School Community Members

Corrective action concerning any other school community member, including parents and legal guardians of students, and visitors to District schools may include, but is not limited to, a warning; counseling; and limiting or denying the parent, guardian or visitor's access to school premises or school-related activities.

Buses

Student Conduct on School Buses – Policy EEAEC also JICC

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

School Bus Safety Program – Policy EEAE

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

The decision of the building principal on these matters is final.

Bus Policies and Practices

Bus Policies: General

1. No persons other than school or bus company personnel will be allowed to board the bus while carrying students without the express permission of the superintendent or designee.

2. No standees, shuttling or doubling of bus routes shall be permitted without written approval from the superintendent or designee.
3. Students will be picked-up and dropped-off only at designated stops. Designated stops will be determined based upon location of students and safety in order to maximize timeliness of transportation service.
4. All students who ride buses are permitted to ride only the bus to which they are assigned. Only in cases of an emergency may a student be given permission to switch buses. To acquire permission in cases of emergency, a note from home must be given to the office on that morning. Students may not change buses for social visits or for after school activities. Bus stops cannot be changed without permission from the building principal.
5. Elementary students shall be picked-up and dropped-off on both sides of the following streets, and students shall not be allowed to cross in front or back of the bus for any reason:

Main Street, Route 123
Washington Street, Route 53
Grove Street, Norwell Avenue, Central Street
River Street

6. Only cul-de-sacs that are greater than .5 miles long (provided there is ample room to turn) are eligible for bus service with approval from an annual review by the Director of Finance, Operations and Technology. The review will consider safety, ages of students and location of students on the street. All exceptions must be approved by the School Committee.
7. Students will be picked up and dropped off at day care or employment (in Norwell), upon written request by the parent or guardian and after approval by the principal. These arrangements must be permanent, pre-arranged and the same for all days.
8. Noon drop-offs of Kindergarten students will only be made after an adult can be physically seen by the bus driver. If visual contact is not made by the bus driver the student will be returned to the school.

Bus Driver Responsibilities

1. The bus driver must remain on the bus at all times when there are one or more students on the bus.
2. At the end of each and every bus run the driver must walk the interior length of the bus to inspect for the possibility of an undelivered student.

3. Drivers shall be responsible for the reasonable conduct of students while on the bus and will report inappropriate behavior to the student's principal. Discipline for misbehavior on a bus is the responsibility of principal not the driver. However, bus drivers will contact the Norwell Police Department and have a student removed off the bus if the student is endangering the safety of other riders on the bus.

Bus Rider Rules

1. Follow the driver's instructions.
2. Do not eat or drink on the bus. Food consumption on buses compromises the safety of children with food allergies.
3. Keep all harmful materials off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus.
7. All misbehavior on the bus will be reported to the principal.

Bus Stop and Routes

All bus routes and the Director of Finance, Operations & Technology determines stops. They are developed with consideration for maximum safety and time efficiency. To the extent feasible (recognizing both safety and service/ timeliness requirements), bus routes will be designed to facilitate the practice of "first on/first off".

Child Abuse/Neglect

The school recognizes a duty to be aware of and sensitive to children who educators have reasonable cause to believe have suffered physical or emotional abuse.

Because school personnel are in a position to notice the needs of a child and have an affirmative duty under law to make a report if they have reasonable cause to believe a child being abused. The first goal of school intervention in such cases is always to protect children from potential abuse and use available resources towards this end.

Legal framework:

Under M.G.L., c.119, sec.51A, a mandated reporter who, in their professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (ii) neglect, including malnutrition; or (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the department orally and, within 48 hours, shall file a written report with the department detailing the suspected abuse or neglect.

If a mandated reporter is a member of the staff of a medical or other public or private institution, school or facility, the mandated reporter may instead notify the person or designated agent in charge of such institution, school or facility who shall become responsible for notifying the department in the manner required by this section. A mandated reporter may, in addition to filing a report under this section, contact local law enforcement authorities or the child advocate about the suspected abuse or neglect.

A report filed under this section shall contain: (i) the names and addresses of the child and the child's parents or other person responsible for the child's care, if known; (ii) the child's age; (iii) the child's sex; (iv) the nature and extent of the child's injuries, abuse, maltreatment or neglect, including any evidence of prior injuries, abuse, maltreatment or neglect; (v) the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; (vi) whatever action, if any, was taken to treat, shelter or otherwise assist the child; (vii) the name of the person or persons making the report; (viii) any other information that the person reporting believes might be helpful in establishing the cause of the injuries; (ix) the identity of the person or persons responsible for the neglect or injuries; and (x) other information required by the department.

A mandated reporter who has reasonable cause to believe that a child has died as a result of any of the conditions listed in subsection (a) shall report the death to the district attorney for the county in which the death occurred and the office of the chief medical examiner as required by clause (16) of section 3 of chapter 38. A fine of not more than \$1,000 shall punish any person who fails to file a report under this subsection.

Any person may file a report under this section if that person has reasonable cause to believe that a child is suffering from or has died as a result of abuse or neglect. No mandated reporter shall be liable in any civil or criminal action for filing a report under this section or for contacting local law enforcement authorities or the child advocate, if the report or contact was made in good faith, was not frivolous, and the reporter did not cause the abuse or neglect. No other person filing a report under this section shall be liable in any civil or criminal action by reason of the report if it was made in good faith and if that person did not perpetrate or inflict the reported abuse or cause the reported neglect. Any person filing a report under this section may be liable in a civil or criminal action if the department or a district attorney determines that the person filing the report may have perpetrated or inflicted the abuse or caused the neglect.

Legal References: M.G.L., Chapter 434, Legislative Acts of 1980
 M.G.L., Chapter 119, Section 51A

Definitions:

The following definitions may be found under the Department of Children and Families Regulations (110 CMR, section 2.00):

Abuse: the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

Shaken Baby Syndrome: infants, babies or small children who suffer injuries or death from severe shaking, jerking, pushing or pulling may have been student/victims of Shaken Baby Syndrome. The act of shaking a baby is considered physical abuse, as spinal, head and neck injuries often result from violently shaking young children.

Neglect: Failure by a caretaker, either deliberately or through negligence or inability to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home setting).

Emotional Injury: an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior.

Physical Injury: Death; or fracture of a bone, subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age, circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.

Institutional Abuse or Neglect: Abuse or neglect which occurs in any facility for children, including, but not limited to, group homes, residential or public or private schools, hospitals, detention and treatment facilities, family foster care homes, group day care centers and family day care homes.

Each case of child abuse or neglect is individual. The child who has been hurt is always the student/victim. If you believe a child may be the student/victim of abuse or neglect, speak with your principal and/or guidance counselor.

Reporters

By its nature, child abuse can evoke strong emotional reactions. Reporters need to be sensitive to their own feelings and attitudes, and realize that parents need understanding and help, and often feel relief when it is offered. The process is a non-criminal proceeding.

Procedures for Reporting Suspicion of Child Abuse/Neglect

The following school procedures will be followed for reporting suspicion of child abuse/neglect:

1. Report situation to Principal.
2. Principal will convene and chair a team to further establish cause and reason for filing.
3. Principal or referring person will call the Department of Children and Families Child-at-Risk Hotline at 1-800-792-5200 or our DCF Area Office at 781-682-0800; ask for the screener. Please describe the situation to him/her and you will be advised:
 - a. Whether a report has already been filed (sometimes multiple child abuse/neglect forms need to be filed to establish patterns).
 - b. If advice is needed to proceed on the situation.
4. Principal and referring person will complete and file required form within 48 hours. Forms may be obtained from Coastal Area Office. Forms should be sent with 48 hours to:

Massachusetts Department of Children and Families
Metro Area Office
541 Main Street, South Weymouth, Massachusetts 02189
(781) 682-0800

5. Forward a Xeroxed copy of the report to the Director of Student Services.
6. The parent(s) guardian(s) will be informed that a child abuse/neglect form is being filed with the Department of Children and Families, except in rare cases where a child's life might be endangered to do so. It is helpful to designate a team member who may know the parents and be concerned for them, to inform the parents of this situation.
7. If a neighbor calls a school with a report, he/she should be given the Department of Children and Families Child-at-Risk Hotline at 1-800-792-5200 and be urged to call. (This can be done anonymously.) School personnel should not act on these calls, but can help by giving appropriate numbers to call.

Children and Youth Experiencing Homelessness - Policy JFABD

To the extent practical and as required by law, Norwell Public Schools will work with students experiencing homelessness and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of students experiencing homelessness not currently attending school.

Students experiencing homelessness will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, English Language Learning services, vocational and technical education programs, and school nutrition programs.

Students experiencing homelessness are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

It shall be the role of the District Social Worker, in collaboration with the Office of Instruction, to serve as the district's liaison for students experiencing homelessness and their families.

To the extent feasible, students experiencing homelessness will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of students experiencing homelessness may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to families experiencing homelessness on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Students experiencing homelessness are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a students experiencing homelessness is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for students experiencing homelessness and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of students experiencing homelessness in schools, family shelters, and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

Co-Curricular and Extracurricular Activities – Policy JJ

The Norwell School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

Co-curricular and extracurricular activities are those which, though they are not addressed in the classroom setting, form an integral part of the school's educational program. These activities include, but are not limited to, student government, student publications, music, drama, subject-related clubs, as well as social, political, hobby, and service organizations. These programs provide students with opportunities to pursue established interests and explore new interests.

Through participation, students are encouraged to form productive and satisfying relationships with others based on respect, trust, and caring. Experiences that foster leadership, cooperation, and a sense of community educate young people for citizenship in a democratic society. Co-curricular and extracurricular activities enable students to fulfill their creative capacities, to develop school spirit, and to supplement or enrich classroom experiences. In addition, students earn through achievement the respect of peers, school personnel, parents, and the community.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.

3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have an advisor.

LEGAL REFS.: M.G.L. 71:47; 603 CMR 26:06

Communication of Non-School Related Information to Students and Families – Policy KN

The primary function of the school district is to educate students. Therefore, home-school communication regarding non-school related matters from non-parent organizations (as defined in policy KBE) should be kept to a minimum. No information or materials related to non-instructional issues may be distributed within the schools without the prior approval of the Superintendent of Schools.

The Norwell School Committee recognizes that, from time to time, the provision of information to our student and family population is needed and best serves the needs of the community.

To this end, the Committee hereby approves the use of school newsletters (community events section only) through which information and materials may be shared, upon Superintendent's approval.

The Norwell School Committee hereby reserves the following means of communication to be used exclusively by school personnel, without exception:

- District and School Websites
- Email Announcements
- Phone Calls
- School Calendar/s
- School bulletin boards, doors, windows, and walls

Nothing in this policy prohibits the use of any/all means of communication in the event of an emergency or disaster. The Norwell School Committee allows for the use of school communication to relay information to its constituents from the local, state, and federal government given that the Superintendent of Schools has approved such communication.

Conflict Of Interest Law

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not

a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts.

II. On-the-job restrictions.

1. Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

2. Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions: There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

3. Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation: A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation: A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation: A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

4. Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation: A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

5. False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

6. Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b) (3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b) (3).

7. Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

1. Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

2. Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation: A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation: A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

- 3. Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)**

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

1. Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

2. One-year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example: An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

3. Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

Curriculum Accommodation Plans – Policy IHBA

Norwell Public Schools strives to develop programs and learning opportunities for all students in the least restrictive environment in the spirit of appropriate state and federal

law. General and special education staff, in partnership with administration and parents, are encouraged, as a matter of school committee policy, to work together to develop comprehensive educational programs for students in need to curriculum accommodations.

The District Curriculum Accommodation Plan (DCAP) holds that all students may benefit from interventions that focus on curriculum accommodations. For some students, these accommodations may enable them to meet success within the general education classroom without the need to be identified as a student with a disability or impairment. Such curriculum accommodations may include, but are not limited to, small group instruction, individualized tutoring, and supplemental services. Conversely, there are those students who may require alternative teaching methodologies or strategies and additional support through the special education delivery model that provides a flexible system of opportunities for all eligible students.

It is the goal of the Norwell Public Schools's DCAP to strengthen and continually improve the general education program for all students through:

- Assistance to general education classroom teachers, such as professional development to support their analysis and accommodation of various learning profiles, including students with English Language Learners, and student behavior management;
- Support services that are available to students through the general education program, including those students whose behavioral or social-emotional presentations may interfere with learning;
- Direct and systematic instruction and support in reading, literacy, and mathematics for all students;
- Encouragement of teacher mentoring and collaboration; and
- Encouragement of parental involvement in each student's education.

Each building principal, in collaboration with the School Council and Executive Director for Instruction, shall develop a Curriculum Accommodation Plan (CAP) to address the needs of all students in their school consistent with the DCAP. Each school's CAP shall be published in the student/parent handbook and will support the maintenance of school cultures that strive to meet the needs of all students.

LEGAL REFS: M.G.L. 38Q1/2; 59C

Individuals with Disabilities Education Improvement Act

Alcohol, Tobacco, and Drug Use by Students Prohibited – Policy JICH

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the screening to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE

LEGAL REF: M.G.L. 71:2A; 71:96; 71:97; 272:40A

Emergency Closings – Policy EBCD

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.

4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed (via the Student-Parent Handbooks) each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

Emergency Preparedness

Each classroom has a prominently displayed Crisis and Emergency Manual, developed with the safety and security of Norwell students as its imperative. This manual is updated each summer with information that we have learned through the school year. The single most effective way of dealing with a critical incident or crisis situation is through the use of a Crisis Management Team. Each building has staff members identified for specific roles and responsibilities should an emergency arise.

Fire Drill, Lockdown, Evacuation

Each school practices evacuation and lockdown procedures each year. Procedures for leaving the building are posted at the front of each room. Students should leave the building with teachers as quickly as possible and go quietly to their designated areas. Teachers explain the purpose of these drills using developmentally appropriate language. The drills are conducted with the collaboration and support of the Norwell Police and Fire Department.

Emergency Notification

In case of an emergency that affects all students, the Superintendent of Schools makes an emergency phone call that will reach the emergency numbers that you have submitted to your school office. The principal may also access this emergency notification system in the case of a building emergency. Parents are responsible to ensure that your school office has updated phone numbers for an emergency.

Equal Educational Opportunities – Policy JB

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, Norwell Public Schools will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy-related conditions.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the
Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE regulations 603 CMR 26:00
BESE regulations 603 CMR 28.00
The McKinney-Vento Act and Title 1 Part A, as Amended by the
Every Student Succeeds Act of 2015

Family Life/Sex Education – Policy IHAMA

The Norwell School Committee recognizes the fact that sexuality is fundamental to all life and is of primary importance in nature, in society, and in the life of every individual. Since the acquisition of knowledge related to those areas is important, the School Committee accepts the responsibility to provide information concerning sexuality as a part of the educational opportunities available to students. The Superintendent of Schools, or designee, is authorized to develop and implement such programs in accordance with this policy.

The School Committee further recognizes that the family has the primary responsibility for the education of children in the area of human sexuality. Although the district has a responsibility to provide information concerning sexuality, it is the family that provides the specific value system through which students translate knowledge into decision and action. In accordance with M.G.L. Chapter 71, Section 32A, the School Committee recognizes the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians in the district will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Building Principal shall be responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula

change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

A copy of this policy shall appear annually in the Student-Parent Handbooks of each school.

LEGAL REFS: M.G.L. 71:1

Food Service Account Management – Policy EFDA

Norwell Public Schools Food Service Department strives to provide students with healthy meals each day. However, unpaid charges place a financial burden on the district. In order to maintain compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances, the Norwell School Committee hereby establishes uniform meal account procedures. The provisions of this policy pertain to regular priced school lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Norwell Public Schools provides this service as a courtesy to its students.

Full-Pay Students

Students at all grade levels will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. A student will not be allowed to charge a la carte items once they have a negative balance on their account; however, after the three meals have been charged he/she will be offered a designated menu alternate. Sample: cheese sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the standard rate.

Free Meal Benefit

Students eligible for free lunch will be allowed to receive a lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit

Students eligible for reduced lunch will be allowed to receive a lunch for \$.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. A student will not be allowed to charge a la carte items once they have a negative balance on their account; however, after the six meals have been charged, he/she will be offered a designated menu alternate. Sample: cheese sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the reduced rate.

Outstanding Balance Notification Procedures

Parents/guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians on a weekly basis during the school year. If a student's account becomes deficient by twenty dollars (\$20) or more, then notices will be sent by the appropriate building principal. All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student, and said records are available by setting up an account online or by speaking with the Director of Food Services.

Students/parents/guardians may pay for meals in advance online, with a check payable to Norwell Food Service or with cash at a register. Further details are available on our webpage at <http://www.norwellschools.org/domain/34>. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. Refunds are granted for graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request for refund is also acceptable for non seniors. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Norwell Public School Food Service Program.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

First Aid – Policy EBB

Norwell Public Schools attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him or her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

Harassment

It is the policy of the Norwell School Committee, as an agent of the Town of Norwell, to

promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. Harassment in any form, as defined below, is unlawful and will not be tolerated in Norwell Public Schools. Because the Norwell School Committee takes allegations of harassment seriously, all complaints of harassment will be responded to promptly and, when appropriate, disciplinary action will be taken in accordance with this policy.

Harassment in school or the workplace occurs when a student's or adult's behavior or inappropriate language creates a hostile, offensive or intimidating school or work environment. Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates or belittles any individual because of race, color, religion, national origin, marital status, sex, sexual orientation or disability. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation of written materials or pictures.

Definitions

Racial and Color Harassment. Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment. Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition or religious clothing, religious slurs, or graffiti.

National Origin Harassment. Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Marital Status Harassment. Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Sexual Orientation Harassment. Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, gender identity such as negative name-calling and imitating mannerisms.

Disability Harassment. Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner

of speech or movement, or interfering with necessary equipment.

Sexual Harassment. Consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school or work performance or creates an intimidating, hostile, offensive, or uncomfortable educational or work environment for either student or staff. It is sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual.

The courts have placed sexual harassment cases into four general categories:

Quid pro quo: If a supervisor clearly indicates that an employee must submit to unwanted sexual advances or provide unwanted sexual favors to keep the job, get promotions, raises, assignments, etc.

Hostile environment: Except for extreme cases, such as grabbing in a sexual way, a single incident does not constitute sexual harassment. Usually hostile environment cases involve repeated, pervasive, and harmful incidents that are harmful to the student/victim's emotional well-being.

Sexual favoritism: Employers have been found to contribute to sexual harassment when they allow supervisors to reward only those workers who provide sexual favors, because this denies other workers the opportunities for reward without sexual favors.

Harassment by non-employees: Such cases only arise when an employer tolerates sexual harassment by non-employees, when some action by the employer could reduce or eliminate the incidents.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

Consequences/Disciplinary Action

Any school employee or student that is found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, informal or formal reprimands, reduction in pay, reduction in duties, education or counseling, suspension,

exclusion, expulsion, transfer, termination or discharge.

In addition, a person who knowingly makes a false report may be subject to the same action that the school system may take against any other individual who violates this policy. The term “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Privacy Counseling Option

If a person believes he/she is the student/victim of harassment, in addition to the right to file a complaint, he/she may also seek advice from a designated school member of the counseling staff. These persons are available to discuss any concerns the complainant may have and provide information to him/her about the policy on harassment and the complaint process. If the complainant desires, this individual will work with him/her to find a way of resolving his/her concerns in an informal manner acceptable to him/her and in a manner which would offer him/her as much privacy and confidentiality as is possible.

Student Complaint Procedure for Harassment

Any student who believes he/she has been harassed by another student should report the incident to the Principal, Guidance Department or any staff member. In the case of student-to-student harassment, it is the belief of Norwell Public Schools that education is the first step in resolving harassment complaints.

Any student who believes that he/she has been a student/victim of harassment by a member of the school staff should make a report to the Harassment Complaint Officer: Suzan Theodorou, Director of Student Services, 322 Main Street, Norwell MA 02061, 781-659-8800, or the Alternate Complaint Officer: Warren MacCallum, Director of Finance, Operations & Technology, 322 Main Street, Norwell MA 02061, 781-659-8800. Harassment Complaint Forms are available in each school principal’s office and in the central office.

Student-to-Student Education Procedure

The complainant meets with the Guidance Counselor and/or School Psychologist. The student is given the opportunity to meet with the alleged harasser face-to-face or, if that is not possible, to write a letter to the alleged harasser. The conversation or the letter should include the following:

1. An exact description of the behavior, including when and where it occurred;
2. A description of how the behavior made the student/victim feel – embarrassed, intimidated, angry, etc.;
3. A request that the behavior stop because it is harassment and is against the law;
and

4. An agreement that if the behavior stops, nothing further will be said and no further action is to be taken.

The Guidance Counselor and/or School Psychologist will meet with the accused to discuss and resolve the issue either with the complainant or by going over the letter. A statement of resolution will be signed. The Guidance Counselor and/or School Psychologist will document the complaint, the meeting and the resolution. The Guidance Counselor and/or School Psychologist will provide the Principal and/or Assistant Principal a brief report which documents the intervention. This documentation shall be kept in the Guidance Counselor's Office. Within a reasonable time following this meeting, the Guidance Counselor and/or School Psychologist will meet with the complainant to confirm resolution of the situation.

In cases where the harassment is determined to be severe, persistent, when there is retaliatory behavior or when it is not resolved through the above procedure, the situation will be immediately referred to the administration (Principal and/or Assistant Principal) for disciplinary action.

In cases where the complainant is not satisfied with the outcome, the student has the option of filing a Harassment Complaint form with the Harassment Complaint Officer: Suzan Theodorou, Director of Student Services, 781-658-8800. Harassment Complaint forms are available in each school principal's office and in the central office.

Complaint Procedure

When harassment reports are filed with the Harassment Complaint Officer, or the Alternate Harassment Complaint Officer, the complaint procedure is as follows:

Step 1

The complainant shall fill out a Harassment Complaint Form. This complaint form shall be kept in a centralized and secure central location in the Office of Instruction. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under 18 years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student it, it is determined not to be in the best interests of the student.

Step 2

The Harassment Complaint Officer or the Alternate Harassment Complaint Officer shall complete an investigation within 14 calendar days from the date of the complaint or report. The investigation may consist of personal interviews with the complaining student, the alleged harasser and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the harassment complaint official should consider the surrounding circumstances, any relevant documents, the nature of the

behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Norwell Public Schools may take immediate steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, students, and school employees pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc.

The investigation will be completed as soon as practicable, but no later than fourteen (14) calendar days from the complaint or report. The Harassment Complaint Officer shall make a written report to the Superintendent and the School Principal upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

Following the investigation, the Harassment Complaint Officer/Alternate Complaint Officer shall recommend to the Superintendent and/or School Principal what action, if any, is required. Norwell Public Schools shall take appropriate action in all cases where the Harassment Complaint Officer concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to action including, but not limited to, warning, exclusion, suspension, expulsion, transfer, termination, discharge or any other remedial action including, but not limited to, training, education, or counseling. Action taken for violation of this policy shall be consistent with the requirements of any applicable collective bargaining agreement, School Committee policy, state and federal law including, but not limited to, the due process protections for students with disabilities.

Step 4

The complaining student and the alleged harasser shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken. The Superintendent and/or School Principal shall receive and maintain the written report of the investigation and results submitted by the Harassment Complaint Officer in his/her office.

Confidentiality

Norwell Public Schools recognizes that both the complaining student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible,

consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation.

Hazing (See MGL Chapter 269, Sections 17-19)

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

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

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

Hazing- Reporting

Whoever knows that another person is the student/victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1,000).

Hazing – Requirement

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

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

stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

Holidays

Appropriate ceremonies and observances of national holidays and events of national, state, and local significance shall be encouraged and shall conform to statutory requirements of the Commonwealth. In addition, at various times throughout the school year, classes set aside time for activities that celebrate such holidays as Halloween and Thanksgiving. However, it is recognized that not all families wish to observe or have their children observe these holidays. These activities are ordinarily planned in advance and parents should assume that some sort of celebration would usually occur during these times of the year. Parents who would like their child to be exempted from specific celebrations should contact the principal.

Home and Hospital Tutoring – Policy IHGB

Norwell Public Schools provides home and hospital tutoring for students who, in the judgment of their physician, should remain at home or in the hospital on a day or overnight basis, or any combination or both, for a period of not less than fourteen school days in any school year. Upon receipt of a physician's written order verifying that a student enrolled in the Norwell Public Schools must remain at home or in the hospital for medical reasons, the principal of the school that the student attends shall arrange for tutoring services in the home or hospital. Before a student can receive these services, a

licensed physician must complete the state required form. Forms are available through the Guidance Office or the Office of Instruction.

Home or hospital tutoring is considered short-term and is not a replacement for regular attendance at school. According Massachusetts Department of Elementary and Secondary Education, The goal of home/hospital tutoring is to “...minimize the educational loss that might occur during the period the student is confined at home or in a hospital” (603 CMR 28.03 (3)(c)).

Home Schooling – Policy IHBG

Massachusetts General Law requires the School Committee to determine that a Home School program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the Office of Instruction 14 days before the program is established, and submit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children,
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the District may have access to public school activities of either a curricular or extracurricular nature upon approval of the Superintendent.

A student, with the approval of the School Committee, may be awarded a high school diploma if he/she or she has satisfied the Massachusetts Department of Elementary and Secondary Education's competency requirements and has met the District's educational standards for graduation.

LEGAL

M.G.L. 69:1D; 76:1, Care and Protection of Charles

REFS:

Care and Protections of Charles - MASS. Supreme Judicial Court 399

Information to be Translated into Languages other than English

Translated versions of all information and documents (e.g. handbooks and codes of conduct) can be provided into the major languages spoken by parents or guardians with limited English skills. Requests for translated documents should be made to the school principal. To the extent possible, Norwell Public Schools will communicate with families in their native languages, as identified on the Home-Language Survey that is completed upon student registration.

Additionally, the district has established a system of oral interpretation to assist parents/guardians with limited English skills, including those who speak low-incidence languages. To access this service for school-based meetings, please notify your school principal. To the extent possible, Norwell Public Schools will automatically establish this service for families in their native languages, as identified on the Home-Language Survey that is completed upon student registration

All school and/or program recruitment and promotional materials are disseminated to residents in the area served by the school or programs are translated into the major languages spoken by residents with limited English skills.

Internet, Digital Information and Communication Technologies Acceptable Use – Policy EGAEC

It is the policy of the Norwell School Committee, and an agent of the Town of Norwell, to provide safe and reliable internet, digital information and communication technologies to students and staff. The Internet and other digital information and communication technologies allow users to communicate with people and organizations all over the world through a number of discussion forums and websites, as well as through electronic mail and media. In addition, many files of educational value are available for downloading. Because of their widespread use, the potential of these digital technologies is without boundaries. It is possible to communicate with prominent scientists, world leaders, other educators, and close friends. With such great potential for education also comes the potential for transmission or retrieval, intentionally or inadvertently, of inappropriate material.

The Norwell School Committee recognizes its responsibility relative to the Children's Internet Protection Act (P.L. 106-554, 47 USC Sec. 254 (i)) and has implemented appropriate filtering tools to promote the safe and appropriate use of the Internet and other digital information and communication technologies in the schools. A copy of this policy is to be published in each school's Student-Parent Handbook and Faculty Handbook. Furthermore, a contract acknowledging and agreeing to follow this policy shall be executed by all students and staff utilizing any of these digital resources in school.

All users should keep in mind that when they use the Internet and other digital information and communication technologies, they are entering a global community, and any actions taken by them will reflect upon Norwell Public Schools. In that regard, all users must behave in an ethical and legal manner.

The district's primary purpose in making these digital technologies available to users is educational, and not for personal or social use. Personal or social use of these technologies will not be permitted if, in the judgment of the school district, such use is excessive, inappropriate to the school setting, disruptive to the learning environment, inconsistent with the position of an educator or student or in conflict with one's job duties or studies. In addition, anyone using the district's network or gaining Internet access through the district's resources for purposes other than classroom-related instruction may be required to log off at any time.

The use of the district's digital information systems, network and technology resources is a privilege and not a right. These privileges may be revoked, limited or suspended as appropriate, and appropriate disciplinary measures may also be imposed, for inappropriate or abusive conduct committed by use of the district's resources, including the computer network. In addition, the school's electronic mail (email) system is a resource that is provided as a communication tool for our employees and students. All users of Norwell Public Schools' email system must use good judgment in the composition of electronic mail and in the selection of recipients. Any information sent via email becomes a record that may be accessed and its contents disclosed by Norwell Public Schools.

Such inappropriate or abusive conduct includes but is not limited to:

1. Using any profane, vulgar, threatening, abusive, prejudicial, discriminatory, libelous, or criminal language or media in any form.
2. Cyberbullying in any form (see Norwell School Committee Policies JFCJK and GBEED).
3. Posting false or defamatory information about a person or organization, or posting information that could cause damage, panic, or disruption.
4. Accessing any prohibited sites on the Internet.
5. Bypassing or interfering with the operation of the content filtering software used on school computers or its network.
6. Overriding or encouraging users to override any firewalls used to prevent unauthorized access into another computer or network, commonly called "hacking," or bypassing or attempting to bypass the district's filtering tools to gain access to blocked sites or content.
7. Permitting another individual to use their password, using another person's password, or pretending to be someone else when sending information over the computer network.
8. Disseminating passwords, codes, access telephone numbers, or account numbers and, if a student, revealing one's residential address or telephone number over the

Internet.

9. Accessing Norwell Public Schools' networks without authority to view or modify data that contain private student records and information.
10. Attempting to harm, modify, or destroy data of another user.
11. Discussing highly sensitive or confidential school department information in email communications, except where such communications are necessary to comply with the provisions of educational plans or in the discharge of one's job duties. Email communications are to be treated with the same discretion and judgment as all other forms of written communication.
12. Exhibiting any other action whatsoever that would in any way subject the employee and/or employer to a possible criminal action.
13. Placing unlawful and/or inappropriate information on a system.
14. Sending messages that are likely to result in the loss of a recipient's work or systems.
15. Sending "chain letters" or "broadcast" messages to lists or individuals.
16. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
17. Using the Internet in a manner that would violate any U.S. or state law including, but not limited to copyright infringement, spreading of computer viruses or using public resources for political campaigning purposes.
18. Installing or modifying software or data on any component of the district system without first having the information scanned by the technology department personnel for viruses or other incompatibility.
19. Failing to log off the computer at the conclusion of a work session or at the request of administration.
20. Damaging or vandalizing computers, computer systems, or networks either through physical alteration or through the introduction of malicious digital agents.
21. Vandalizing, damaging, or disabling the property of another person or organization, or disrupting equipment, software, or system performance.
22. Creating, accessing or transmitting materials, including but not limited to emails, pictures and/or videos, that are obscene, sexually explicit or harmful to minors.
23. Any behavior or use of the district's digital information systems, network or technology resources that is inconsistent with our policies or the district's mission.

Many kinds of materials eventually find their way to the Internet, even with the use of filtering tools. If a user finds materials which are inappropriate while using a Norwell Public Schools account, he or she shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by a fine or jail sentence. Additionally, Norwell Public Schools takes no responsibility for any information or materials that are transferred through our network or over the internet with district resources and shall not be held liable for the actions of users of the district's network or technology resources when those actions are inconsistent with our policies.

Norwell Public Schools makes no guarantees, implied or otherwise, regarding the quality

or reliability of our network resources. Norwell Public Schools shall not be liable for any loss or corruption of data resulting while using the Internet or our network. Additionally, Norwell Public Schools takes no responsibility for any information or materials that are transferred through our network or over the internet with district resources and shall not be held liable for the actions of users of the district's network or technology resources when those actions are inconsistent with our policies.

By authorizing use of the school district technologies, the school district does not relinquish control over any of the components of the system, materials stored in the system, or files contained in the system. Users should expect only limited privacy in the contents of personal files on the school district system. Norwell Public Schools reserves the right to examine all data stored in the machines and on the network to make sure that all users are in compliance with these regulations. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that all users are using the system responsibly. Users should keep in mind that email is considered a written communication subject to public records laws. As such, the district is required to maintain, store and produce such communications, depending on their content, to the same extent as any other record created or maintained by a public entity. Email messages, and all files or attachments included therein, sent and received by Norwell Public Schools' staff or students via the Norwell Public Schools email system are backed up and archived by the district in accordance with state and federal law.

During school time, teachers of younger students will guide them towards appropriate materials. All students may be provided individual access passwords and may have the opportunity to communicate via email and access the World Wide Web in connection with independent, self-directed research.

No user shall use the school's network to perform any act that may be construed as illegal or unethical, including the use of the network to gain unauthorized access to other systems on the network. Norwell Public Schools strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through our network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

Except as otherwise specifically provided, Norwell Public Schools assumes no responsibility for:

1. any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs incurred by individual users;
2. any financial obligations arising out of unauthorized use of the system for the purchase of products or services;
3. any cost, liability or damages caused by a user's violation of this policy;

4. any information or materials that a user transmits over the Norwell Public Schools computer network;
5. any other inappropriate use of electronic resources of the Norwell Public Schools.

Norwell Public Schools reserves the right to seek restitution from any user for costs incurred by the school district, including legal fees, for such user's inappropriate use of electronic resources. Norwell Public Schools reserves the right to change these rules at any time without notice.

Motor Vehicle Idling on School Grounds – Policy EEAJ

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the district has determined that alternative locations block traffic, impair student safety or are not cost effective.

Norwell Public Schools shall erect and maintain in a conspicuous location on school grounds “NO IDLING” signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

NO IDLING
PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500
FOR SECOND AND SUBSEQUENT OFFENSES
M.G.L. C. 90, § 16B AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the district and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the

receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

Non-Custodial Parents' Rights – Policy KBBA

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. Norwell Public Schools will follow the law and the regulations developed by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REFS.: M.G.L. 71:34D; 71:34H

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Non-Discrimination – Policy AC

Norwell Public Schools recognizes its responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. Norwell Public Schools will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

- Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
- Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
- Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
- Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
- Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- Maintain a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Nondiscrimination Policy of Norwell Public Schools extends to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related conditions. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related conditions, their complaint should be registered with the Title IX compliance officer.

Complaint Procedure for Discrimination – AC-E1

Any student or staff member who feels he or she has been a student/victim of discrimination because of race, religion, national origin, disability, gender, gender identity, sexual orientation, gender bias, pregnancy or pregnancy related conditions

should make a report to the Complaint Officer: Suzan Theodorou, Director of Student Services, 322 Main Street, Norwell MA 02061, 781-659-8800, or the Alternate Complaint Officer, Warren MacCallum, Director of Finance, Operations & Technology, 322 Main Street, Norwell MA 02061, 781-659-8800. Civil Rights Complaint Forms are available in all school principal's offices and in the central office.

Alternative Complaint Procedures

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit.

Regulations for Title IX and Chapter 622

Regulations relating to Title IX of the Education Amendments of 1972 (Federal legislation) and Chapter 622 of the Acts of 1971 (State legislation) are currently in effect in Norwell Public Schools.

Both laws concern themselves with discrimination. Title IX prohibits discrimination on the basis of sex in all educational activities and programs operated by the public schools, while Chapter 622 prohibits discrimination on the basis of race, color, national origin, and religion as well as sex.

Inquiries regarding compliance with Title IX or Chapter 622 may be directed to:

Title IX and Chapter 622 Coordinator
Suzan Theodorou, Director of Student Services
Norwell Public Schools
322 Main Street
Norwell, Massachusetts 02061
Phone: 659-8803

In addition, the following grievance procedure has been established for alleged discriminations relating to Title IX and Chapter 622:

Level I

The individual allegedly discriminated against will meet with the building principal to discuss the alleged discrimination. In the case of alleged discrimination in hiring practices, the individual grieving will meet with the Director of Student Services.

Level II

If the alleged discrimination is not resolved satisfactorily, the matter will move to Level II, a meeting with the Superintendent of Schools and/or the Director of Student Services, who will attempt to provide a solution to the problem.

Level III

If the alleged discrimination is not resolved satisfactorily at Level II, the matter will move to Level III, a meeting with the Norwell School Committee.

If a resolution cannot be reached locally, or if the grievant wishes to bypass the local procedure, the Bureau of Equal Educational Opportunity (Chapter 622) or the Office of Civil Rights (Title IX) may become involved.

Civil Rights Violations Agencies

Massachusetts Department of Elementary and Secondary Education (DESE)

350 Main Street
Malden, MA 02148
(781) 388-3000

The state DOE's Problem Resolution System allows students, parents and others to file a complaint if they believe they have been harassed or discriminated against.

Massachusetts Office of the Attorney General, Civil Rights Division

One Ashburton Place
Boston, MA 02108
(617) 727-2200

The Attorney General's Civil Rights Division reviews complaints of harassment, intimidation and discrimination in schools and determines appropriate legal action, including obtaining a restraining order.

United States Department of Education, Office for Civil Rights

John W. McCormack Building
Post Office and Court House, Room 701
Boston, MA 02109
(617) 223-9662

The Office for Civil Rights receives and investigates complaints of discrimination and harassment.

Massachusetts Commission against Discrimination (MCAD)

One Ashburton Place
Boston, MA 02108

(617) 994-6000

The MCAD investigates complaints about discrimination in any public school program or course of study. Filing must occur within 6 months of the alleged discriminatory educational practice or harassment incident.

Massachusetts Department of Social Services (DSS)

1-800-KIDS-508: Statewide Child Abuse/Neglect Reporting Line

1-800-792-5200: Child at Risk Hotline/evenings, nights and weekends

DSS investigates reports involving a student under 18 years old who suffers physical or emotional injury from abuse (including sexual abuse) or severe neglect (including malnutrition).

United States Department of Justice - Community Relations Service (CRS)

99 Summer Street, Suite 1820

Boston, MA 02110

(617) 424-5715

CRS is a specialized federal conciliation service that assists school districts to manage and prevent racial and ethnic conflicts and disruptions in schools.

Non-Discriminatory Administration of Scholarships, Prizes and Awards

Scholarships, prizes and awards sponsored or administered by Norwell Public Schools are free of restrictions based upon race, color, sex, gender, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related conditions. Norwell Public Schools does not post or print information regarding private restricted scholarships nor will any staff member advise or suggest to a particular student that he or she apply for such a scholarship.

Observation of Education Programs by Parents and/or Designees for Evaluation Purposes

Norwell Public Schools is committed to working collaboratively with parents/designees to ensure that families participate fully and effectively in determining the appropriate educational program for a student found eligible for Special Education and/or related services. To this end, Norwell Public Schools ensures that all parents and or their designees are afforded ample opportunity and proper access within the context of the school day to observe their child's current and/or proposed special education programs, in accordance with Massachusetts General Laws Chapter 71B, Section 3.

Norwell Public Schools will accept verbal or written observation requests from the parent or designee, directed to the Building Principal/Assistant Principal or Special Education Case Manager. Should a designee contact the school directly, the parent/guardian must

confirm in writing that the designee is acting on their behalf.

Norwell Public Schools will provide timely access for an observation following such a request. Scheduling will be determined based on the student's individual educational program. It is reasonable for the district to designate certain periods of the year in which observations are not generally scheduled (e.g., MCAS testing, first/last week of school, etc.).

Norwell Public Schools will provide an observation of sufficient duration and extent to allow the parent/designee to participate fully and effectively with school personnel in determining an appropriate educational program. Each request will be scheduled on an individual basis taking into consideration the complexities of the student's educational needs as well as the nature and scope of the individual education program. Typically, observations will range in time from 30-60 minutes per academic or non-academic period.

Norwell Public Schools will not condition or restrict observations except when necessary to protect: (a) the safety of the children in the program during the observation, (b) the integrity of the program during the observation, and (c) confidential or personally identifiable information of children obtained while observing the program. The Building Principal, in collaboration with the Director of Special Education, will be responsible for determining any safety, integrity or confidentiality issues related to a requested observation.

Parental Involvement – Title I

In accordance with Title I of the No Child Left Behind Act, the Norwell School Committee welcomes the participation of parents in support of student learning and recognizes that parental involvement increases the opportunities for student success. It is the policy of Norwell Public Schools to foster and maintain ongoing communications with parents concerning their opportunities for involvement, their children's eligibility for special programs, their children's educational progress, the professional qualifications of their children's teachers, and the status of their children's schools. Norwell Public Schools strives to provide such information in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language that parents can understand. To the extent practicable, Norwell Public Schools shall also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the No Child Left Behind Act in a format and, to the extent practicable, in a language such parents understand. Communications with parents shall, at all times, respect the privacy of students and their families.

Pest Management – Policy EBAB

Norwell Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

1. OVERVIEW AND GOALS

1. Norwell Public Schools shall develop and implement an integrated pest management program.
2. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
3. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
4. The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard.
 2. Reduce loss or damage to school structures or property.
 3. Minimize the risk of pests from spreading in the community.
 4. Enhance the quality of facility use for school and community.
 5. Minimize health, environmental and economic risks.

2. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- a. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- b. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

3. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- a. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- b. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- c. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

4. RECORD-KEEPING

- a. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- b. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

5. STAFF RESPONSIBILITIES AND EDUCATION

- a. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- b. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

Physical Restraint of Students and Regulations – Policy JKAA

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of “time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint.”

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent, or designee, shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REFS: M.G.L. 71:37G; 603 CMR 46.00

Recruiting Information (Armed Forces Recruiter Access to Students)

According to the provisions of the Elementary and Secondary Education Act (ESEA Section 9528), schools are now required to provide students’ directory information upon request to military recruiters and/or institutions of higher education. If you do not want your son or daughter’s name, address and telephone number to be released to third parties, please notify Norwell High School in writing.

Safe Schools Memorandum of Understanding

General Principles

It is the overriding objective of Norwell Public Schools and the Norwell Police Department to educate and develop healthy, safe and law-abiding student citizens. To that end, Norwell Public Schools and the Norwell Police Department agree to coordinate their knowledge of and response to violent, delinquent, or criminal acts, and alcohol and other drug use by students wherever they may occur. To ensure a safe educational environment in Norwell, this collaborative effort is support between Norwell Public Schools and the Norwell Police Department for drugs, alcohol, weapons, hate crimes, and violence. Both students and non-students involved in such acts on school property or at any school function or event shall, in addition to and exclusive of any discipline action which may be taken or imposed by the Norwell School Department under its own policies and procedures, be reported to the Norwell Police Department for appropriate legal action. This policy is intended to supplement and not supplant any policies adopted by the Norwell School Committee pursuant to Standards for Classroom Safety adopted by the Board of Education pursuant to M.G.L. c. 69, § 1B.

It continues to remain the sole prerogative of school officials to impose discipline for infractions of school rules and policies. In cases where the school has reported an incident to the police, as described below, the school agrees to notify the police department when suspending a student under the provisions of M.G.L. Chapter 71, Section 37H or 37H1/2 and 37H3/4.

M.G.L., Chapter 71, Section 37H requires each school district to have a written Code of Conduct reflected in student handbooks stating standards and procedures to assure

building security and safety of students and school personnel, and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism or civil rights violations. A copy of this Memorandum shall also be placed in these handbooks at the middle and high school levels.

Objectives

1. To create a safe, secure, and healthy school and community environment for students, staff, and residents.
2. To work with the Police Chief or designee who should make recommendations to the appropriate school officials and parent groups concerning more effective ways to promote an awareness of the dangers of drug and alcohol use and abuse and sound preventative measures.
3. To develop and implement a process for school officials and local police to coordinate a response to criminal/delinquent behavior and to refer appropriate first time or early offenders, ages 7-17, to the Plymouth County District Attorney's Juvenile Diversion Program. The Juvenile Diversion Program is an alternative to the court system. Participating youth are required to attend counseling/education programs, perform community service and in some cases pay restitution. Under present court procedures, youths who successfully complete the Juvenile Diversion Program will have no court record.

Procedures for Reportable Acts

While acknowledging school officials are not agents of the police or Commonwealth of Massachusetts and the Commonwealth of Massachusetts and police are not agents of the school, the school and police agree to develop policies and protocols for coordinated efforts.

The Superintendent of Schools and the various school Principals or their designees are responsible for reporting acts. The Police Chief shall designate an officer (or officers) to coordinate all reported criminal acts.

1. A reportable act on school grounds or at school-sponsored events shall include:
 - a. Any serious incident of assaultive behavior, destruction of property, or theft;
 - b. Violation of a restraining order;
 - c. Possession of a dangerous weapon;

- d. Finding any student who is in actual or constructive possession of alcohol and/or what is reasonably believed to be a controlled substance defined by state law, except that possession of drugs pursuant to a valid prescription is a discretionary reportable act;
 - e. Having a reasonable belief that any student has sold or offered to sell or otherwise distributed alcohol and/or a drug which is believed to be a controlled substance under the law;
 - f. Finding any student, regardless of age, who is reasonably believed to be under the influence of alcohol or other drugs;
 - g. Any threat to commit a crime against a person or property of another, e.g., threats over the Internet;
 - h. Any so-called “hate crime” meaning for purposes of this section, any violation of Massachusetts General Laws c. 265, § 37 or 39;
 - i. Any student’s violation of a criminal statute which warrants reporting but is not as urgent as reportable acts described above; and
 - j. Any incident not included in (1) – (9) above which, in the opinion of Norwell Public Schools, constitutes a health or safety emergency as defined in 34CFR 99.36 and 603 CMR 28.08 (7).
2. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act, as defined above, shall take (or cause to be taken) the student to the Principal or designee. The Principal or designee shall ask the reporting teacher/employee what happened and take custody of any physical evidence.
 3. The Principal or designee shall inform the student and his/her parent or guardian of the nature of the offense and inform them that such an offense will be reported to the Norwell Police Department. The Principal or designee may offer the student the opportunity to respond to the teacher/employee’s report. The principal shall, as soon as practicable, report all communications to the Norwell Police Department. All contraband seized by the principal or designee (drugs, alcohol, firearms, and dangerous weapons) shall be immediately secured and surrendered to the appropriate police department as soon as practicable. The Principal or designee shall also notify the Superintendent of all reportable acts. In the event that the principal or designee has any question regarding the nature or scope of any search for or seizure of contraband, the principal shall first contact the police department for assistance.
 4. Upon notice of a reportable act, Norwell police may, in its discretion, exercise its power to arrest or place in protective custody. Norwell Public Schools, parents

and students are advised that standard operating procedure for arrests and protective custody by Norwell Police Department involves the use of handcuffs.

5. When notice of a reportable act is received by the Norwell Police Department, the police shall investigate and, where appropriate, refer such cases to the District Attorney's office. The police will provide a follow-up report to the Superintendent and the building principal if permitted by law.
6. In addition, the principal will comply with Massachusetts General Laws c.71, §37L requiring that an incident involving a student's possession or use of a dangerous weapon on school premises at any time to be reported in writing to the Chief of Police. This report must be submitted in any case involving a student's use or possession of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled.

Searches

In order to maintain a safe environment in its schools, Norwell Public Schools reserves the right to search all school property including, but not limited to lockers assigned to students, for contraband or controlled substances in accordance with state and federal laws. Searches of school property, including lockers, may be conducted on a periodic basis and may include the use of trained K-9 units whose specific mission is drug detection. The police department designee and the appropriate building administrator and Superintendent of Schools will coordinate these searches in an effort to minimize disruption and maximize the security of the search.

School officials may search students and their personal belongings if there are reasonable grounds to believe the student is in possession of contraband or illegal substances. Searches of students and their personal effects, such as coat and pockets, purses, knapsacks, and/or other bags, will be reasonable at their inception and in their scope. Students who drive automobiles to school and park on school property are advised that by accepting the use of school drives and parking lots, they consent to a search of the vehicle consistent with state and federal laws.

Records and Collaboration

1. Norwell Public Schools and the Norwell Police Department will maintain appropriate records for all school incidents including acts or suspected acts of violence, drug and alcohol use, and criminal acts.
2. The Superintendent of Schools, Chief of Police, middle and high school principals and other designated administrators and police officers will meet to collaborate on the implementation of this Memorandum of Understanding and establish communication lines to support a safe, secure school and community. They will then continue meeting on at least a semi-annual basis.

3. The Norwell Police Department will continue to provide police services to Norwell Public Schools with a high priority response to reported crimes in progress in and around school facilities. The Norwell Police Department will also maintain visibility of uniformed Norwell police officers when requested by Norwell Public Schools.
4. In addition to the above responsibilities, the designated liaisons from Norwell Public Schools and the Norwell Police Department will meet regularly for the following purposes: (1) to discuss the scope of drug and alcohol possession and use and violence in the school setting; (2) to identify strategies to reduce such activities; and (3) to suggest the necessary action plan for implementation of such strategies.

Police Department Reports to Norwell Public Schools

1. Subject to applicable state and federal law, the Norwell Police Department will provide Norwell Public Schools with a written report of the arrest or filing of a complaint application against any student from Norwell Middle School or Norwell High School. The appropriate Police Department designated liaison shall report to the appropriate Norwell Public School designated liaison any criminal and non-criminal activity involving students of Norwell Public Schools if the activity poses a serious and imminent threat to the safety of the student, other students, faculty, staff, or administrative personnel, or is in violation of Norwell School Committee and Massachusetts Interscholastic Athletic Association policy.
2. The Norwell Police Department will, subject to state and federal law and if in its discretion this disclosure will not impede the progress of an investigation, report to Norwell Public Schools all reports of missing or abducted children. The appropriate authorities will notify parents.

Training

Prior to the effective date of this Memorandum of Understanding and thereafter, Norwell Public Schools and the Norwell Police Department shall provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement. Said training is to include a review of this Memorandum of Understanding, school policies and procedures contained in the Student-Parent/Handbooks, Massachusetts Interscholastic Athletic Association Regulations, and related rules and regulations. On an ongoing basis, the same training will be provided to new staff members.

Disclaimer

This Memorandum of Understanding is voluntarily entered into with the consent of both parties and is an internal document between the parties and does not confer any rights,

privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties to the Memorandum of Understanding will be protected by all laws relating to privacy and confidentiality. This Memorandum of Understanding is in addition to, and does not supplant policies of Norwell Public Schools with regard to disciplinary procedures and codes of student conduct that are now or may be formulated and published in student handbooks.

Agreement

Agreement will be interpreted in a manner consistent with the laws of the Commonwealth of Massachusetts and applicable federal regulations. If any provision of this Agreement is determined to be illegal or in conflict with the laws of the Commonwealth of Massachusetts or applicable federal regulations, the validity of the remaining provisions shall not be affected, and the Agreement shall be construed as if it did not contain the provision held to be invalid. Nothing in this agreement shall supersede or contravene any school or police department administrative procedures or any collective bargaining agreement.

School Admission & Non-Discrimination (M.G.L. c. 76, s. 5)

Every school-aged resident of Norwell has the right to attend Norwell Public Schools. Norwell Public Schools is not required to enroll any individual who does not reside in the Town of Norwell. No person shall be excluded from or discriminated against in admission to Norwell Public Schools, or in obtaining the advantages, privileges and courses of study of Norwell Public Schools on account of race, color, sex, religion, national origin, sexual orientation, pregnancy or pregnancy related conditions.

School District Wellness Program – Policy ADF

The Norwell School Committee recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

Norwell Public Schools will establish a wellness committee that consists of at least one (1): parent, student, nurse, school food service representative, school administrator, member of the public, and other community members as appropriate. The school committee designates the following individuals as wellness program coordinators: Executive Director for Instruction and the Director of Food Service. Only employees of the district who are members of the wellness committee may serve as

wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

Nutrition Guidelines

It is the policy of the school district that all foods and beverages made available on campus during the school day are consistent with School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The district will create procedures that address all foods available to students throughout the school day in the following areas:

- guidelines for maximizing nutritional value by decreasing fat and added sugars, increasing nutrition density and moderating portion size of each individual food or beverage sold within the school environment;
- separate guidelines for foods and beverages in the following categories:
 1. foods and beverages included in a la carte sales in the food service program on school campuses;
 2. foods and beverages sold in vending machines, snack bars, school stores, and concession stands;
 3. foods and beverages sold as part of school-sponsored fundraising activities; and
 4. refreshments served at parties, celebrations, and meetings during the school day; and
 5. specify that its guidelines will be based on nutrition goals, not profit motives.

Nutrition and Physical Education

The school district will provide nutrition education aligned with standards established by the USDA's National School Lunch Program and the School Breakfast Program in all grades. The school district will provide physical education training aligned with the standards established by the Dept. of Elementary and Secondary Education. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address nutrition and physical education.

Nutrition Education

- Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.
- Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the food
- service staff and other school personnel, including teachers.
- Students receive consistent nutrition messages from all aspects of the school program.
- Division health education curriculum standards and guidelines address both nutrition and physical education.

- Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).
- Schools link nutrition education activities with the coordinated school health program.
- Staff who provide nutrition education have appropriate training.
- The level of student participation in the school breakfast and school lunch programs is appropriate.

Physical Education Activities

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.
- Students are given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Schools work with the community to create ways for students to walk, bike, rollerblade or skateboard safely to and from school.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.

Other School-Based Activities

The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

- An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities.
- All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.
- Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and non-disposable tableware have been considered and implemented where appropriate.
- Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

Evaluation

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. Wellness program coordinators shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools meet the goals of the

district wellness policy. Wellness program coordinators will report to the School Committee annually.

Student Absences and Excuses – Policy JH

Regular and punctual school attendance is essential for success in school. The Norwell School Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for reasons necessitated by: medical reasons documented by a medical professional, for visits with active-duty military parents or guardians; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; observance of major religious holidays; school-sponsored field trips; or court appearances.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of their character. Parents can help their children by not allowing them to miss school needlessly. Accordingly, parents must provide either written or verbal explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

LEGAL REFS:

M.G.L. 76:1; 76:1B; 76:15E; 76:16; 76:18; 76:20

Student Conduct – Policy JK

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of each building. In order to do this, school staff in Norwell Public Schools shall develop specific rules consistent with the law and aligned with School Committee policy. These building rules shall be an extension of the District policies by providing greater specificity as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness, shall relate to the individual needs and the individual circumstances, and shall be consistent with adopted School Committee policy.

Students violating any of the policies on student conduct will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. 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.

Student Discipline – Policy JIC

The Norwell School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each principal shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Principal's Discretion

In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to re-engage the student in learning and shall attempt to avoid long-term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

SHORT-TERM SUSPENSION

Short-term suspension is defined as the exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.

Short-Term Suspension Procedures

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

1. The disciplinary offense;
 2. The basis for the charge;
 3. The potential consequences, including the potential length of the suspension;
 4. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 5. The date, time, and location of the hearing;
 6. The right of the parent and student to interpreter services at the hearing; and
 7. If the student may be placed on a long-term suspension following the hearing with the principal:
 1. The rights set forth under the "Procedures for Long-Term Suspension"; and
 2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offences and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.
4. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

Emergency Removal

If the student's continued presence 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, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the

emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification.

The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

In-School Suspension

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent to the above described meeting, if such meeting has not already occurred.

LONG-TERM SUSPENSION

A long-term suspension is defined as the exclusion of a student from school premises and regular classroom activities for more than ten school days.

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H

and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long-term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 1. The disciplinary offense;
 2. The basis for the charge;
 3. The potential consequences, including the potential length of the suspension;
 4. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 5. The date, time, and location of the hearing; and
 6. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
4. The student shall also have the right to be represented by counsel or a layperson at the choice and expense of the student/parent.
5. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.
7. The principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:

- a. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
- b. The key facts and conclusions reached by the principal;
- c. The length and effective date of the suspension and the date of return to school;
- d. The notice of the student's opportunity to receive education services to make academic progress during the suspension;
- e. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
 - i. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
 - ii. The superintendent shall make a good-faith effort to include the parent in the hearing.
 - iii. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
 - iv. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
 - v. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
 - vi. The decision of the superintendent shall be the final decision of the school district.
- f. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

EXPULSION

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges. See also, the Policies and Laws Relating to Student Conduct section of the handbook. Procedures associated with expulsion are set forth under the Procedures for Expulsion section of the handbook.

ADDITIONAL PROCEDURAL PROTECTIONS FOR ELIGIBLE STUDENTS UNDER IDEA AND SECTION 504

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education team must first determine whether the

student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES ASSAULT OF EDUCATIONAL PERSONNEL

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
 - a. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level. A copy of this law may be obtained in the main office.

SUSPENSION/EXPULSION BASED UPON A FELONY CHARGE/CONVICTION

M.G.L. c. 71, § 37H½

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than

five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

A copy of this law may be obtained in the main office.

EDUCATIONAL SERVICES AND ACADEMIC PROGRESS DURING SUSPENSIONS AND EXPULSION

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, test, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom. The principal shall inform the student and parent of such opportunity in writing when such suspension or expulsion is imposed.

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements,

through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

Student Dress Code – Policy JICA

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

LEGAL REFS.: M.G.L. Chapter 71 Section 82

Student Fundraising Activities – Policy JJE

In general, the Committee discourages fundraising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

1. Sale of advertising space in school publications.
2. A fundraising activity for the purpose of raising funds for recognized non-profit organization and/or fundraising to collect funds to sponsor a student activity approved by the building principal.
3. Proposals to raise funds for charitable purposes or for benefit of the school or community provided the building principal and Superintendent have individually approved such proposals.

No money collections of any kind may be held in the school without the specific consent of the building principal.

Student Gifts and Solicitations – Policy JB

Due to issues relative to equity, students are discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Student Records

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Record Regulations together are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right

to place a statement with the record setting forth his or her view about the contested information.

Confidentiality of Records

With a few exceptions including judicial orders, no individuals or organizations but the parents/guardians, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian or the student. Parents/guardians will be notified if the court has ordered records.

The Norwell Public Schools also discloses student records without parent/guardian/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll, upon the receipt of a request from such officials as long as the disclosure is for purposes related to enrollment. Parents/guardian/eligible student seeking to send records to any other institution will need to provide written consent to the district.

All student-related information – whether spoken, written or in electronic format – involving academics, discipline, attendance, family, special needs or other educational records is strictly confidential.

Legal Reference: 603 CMR 23.06(3)

Student Surveys

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. section 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - a. Political affiliations
 - b. Mental and psychological problems potentially embarrassing to the student and his/her family;
 - c. Sex behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating and demeaning behavior;

- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- g. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact, giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
TDD Federal Information Relay Service 1-800-877-8339

Student Transportation in Private Vehicles – Policy EEAG

The School Committee recognizes the need for employees and volunteers (students, parents, and others) to use their own vehicle for school purposes, activities or events, regularly or occasionally. To safeguard the district, employees, and volunteers in matters of liability particularly as this policy relates to the transportation of students, the following policy shall be observed:

1. A “Student Transportation in Private Vehicles Liability Advisory” relating to private transportation for school business or to school related events or activities shall appear in school handbooks and personnel packets.
2. Permission slips for student drivers and passengers are required for school business or school related events or activities that will contain the “Student Transportation in Private Vehicles Liability Advisory” or a reference to this Advisory in the student handbook.
3. Any other known volunteers will be provided with a copy of the “Student Transportation in Private Vehicles Liability Advisory”.

4. Drivers are responsible for proper licensing, and vehicles must be properly inspected and insured as required by the Commonwealth of Massachusetts. Drivers should seek the advice of insurance providers as to appropriate coverage.

1. Reimbursement for use of a private vehicle will be made only when the responsible administrator gives prior written approval.

Student Travel – Policy JJH

International

The Norwell School Committee recognizes the educational benefits of travel to other countries to enhance and support classroom instruction and the School Committee further encourages staff members to organize international excursions. Students may have access to multiple opportunities for international travel throughout their high school experience. The School Committee is mindful, however, of the financial burden such travel may place on families and the potential for disparate educational opportunities for students. The School Committee also wishes to minimize any disruption or interference for the remaining students when large numbers of students are absent from classes.

Consequently, the School Committee directs the school administration to establish regulations that establish a formal process for the review, adoption, and planning of all international travel, taking the following points into consideration:

1. International excursions shall occur, to the extent possible, during non-school times.
2. Limited to students in grade 10 and above and/or students engaged in advanced course work (year three or higher).

The school administration, through the establishment of regulations, is further directed to incorporate a formal process to review any exceptions to these points. Prior School Committee approval is required for all international excursions and travel.

Class Trips

The Norwell School Committee recognizes the benefit of travel as an opportunity for students to develop socially and celebrate their school experience with classmates. Occasionally, during the academic career of a student, class trips will be permitted that do not specifically relate to the school curriculum. Such trips may be approved by the principal, followed by formal notification of the Superintendent (or designee) provided they are, to the extent possible, during non-school time, and comply with the conditions set forth in the regulations associated with this policy. Class trips during the school day may only be approved by the Superintendent of Schools.

Co-Curricular Trips

Co-curricular and extracurricular activities are those that, though they are not addressed in the classroom setting, form an integral part of the school's educational program. These activities include, but are not limited to, athletics, student government, student

publications, music, drama, subject-related clubs, as well as social, political, hobby, and service organizations. These programs provide students with opportunities to pursue established interests and explore new interests. The Norwell School Committee recognizes the importance of co-curricular activities to the overall educational experience of students. Nonetheless, co-curricular trips should not, to the extent possible, occur during the school day. Such trips may be approved by the principal, followed by formal notification of the Superintendent (or designee) provided they are, to the extent possible, during non-school time, and comply with the conditions set forth in the regulations associated with this policy.

Domestic Out-of-State Travel

To the extent that Student Activity Account funds are utilized and pursuant to MGL Chapter 71, Section 47, the School Committee is responsible for approving domestic, out-of-state travel. However, in the event that approval is required before a regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools who shall notify the School Committee of any such travel.

General Provisions

Trips that include late night (between the hours of midnight and 6:00 a.m.) or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Administration is directed to consider the educational value of the trip in relation to the cost prior to submitting for School Committee approval. Overnight trips should offer significant educational benefit to students that clearly justify the time and expense of the trip.

Final approval will not be granted until all preparations for the trip have been completed as outlined in the regulations associated with this policy. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates. In the event of an athletic MIAA state tournament or co-curricular competition that requires travel before a regularly scheduled School Committee meeting, approval authority is delegated to the Superintendent of Schools who shall notify the School Committee of any such travel.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. No district resources (human or otherwise) shall be used for any privately run trips. The School Committee will only review for approval school-sanctioned trips. In order to be considered “school sanctioned” the travel must have been approved and/or permitted by the Building Principal and/or the Superintendent of Schools. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

In-State Field Trips – Policy IJOA

The Norwell School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of

the School Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Field trips are intended to stimulate student interest and inquiry, providing them with insights, information, or knowledge that cannot be adequately developed through regular classroom instruction. To be educationally beneficial, field trips require thoughtful selection, careful advanced planning and preparation of the class, and relevant follow-up activities. Moreover, field trips must not interfere with the overall academic program of the school due to repeated teacher and/or student absences.

General Provisions

Specific regulations and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal.

Provisions for comparable instructional experiences during the school day must be made for students not participating in the in-state field trip.

Exchange programs and trips abroad are school-sponsored activities subject to the same regulations and consequences outlined in *this* Handbook.

Student Wellness and Physical Activity

The Norwell School Committee promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance.

Norwell Public Schools will:

- A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

- B. Support and promote proper dietary habits contributing to students' health status and academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day shall meet or exceed the district nutrition standards. Emphasis shall be placed on foods that are nutrient dense per calorie. To ensure

high quality, nutritious meals, foods shall be served with consideration toward variety, appeal, taste, safety, and packaging. No soda or candy is to be sold or served on school grounds during the school day.

C. Provide more opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity is included in the Norwell School's education program from grades pre-K through 12. Physical activity includes regular instructional physical education, as well as co-curricular activities, and recess.

D. Maintain a district-wide Wellness Committee to:

- provide guidance to explain this policy
- evaluate policy progress
- serve as a resource to school sites, and
- recommend revisions to this policy as necessary

Students Charged with a Felony

The principal of a school may suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Legal Reference: MGL Chapter 71 Section 37H1/2

This is from the Student Discipline Policy: SUSPENSION/EXPULSION BASED UPON A FELONY CHARGE/CONVICTION M.G.L. c. 71, § 37H½

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than

five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Students 16 (or older) Leaving School (Drop-Outs)

Within five (5) days from a student's tenth (10th) consecutive unexcused absence, Norwell High School provides written notice to students age 16 or over and their parents or guardians. The notice is in English and the family's native language and states that the student and the parent or guardian may meet for an exit interview with a representative of the district within ten days from the date the notice was sent. At least two meeting dates will be proposed for the exit interview. At the request of the parent or guardian, the district may consent to an extension of the time for the meeting of not longer than fourteen days.

At the exit interview the participants discuss the reasons that the student is leaving school and alternative educational or other placements. The student and parent or guardian are told that attendance is voluntary after the student turns 16 but are also informed of the student's right to return to school. Norwell High School sends annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school to inform them of the availability of publicly funded post-high school academic support programs and to encourage them to participate in those programs. Such notice is sent via first class mail to the last known address of each such student who attended a high school in the district within the past two years.

Students with Limited English Proficiency

It is the policy of the Norwell School Committee to comply with all federal and state laws and regulations regarding students with Limited English Proficiency (LEP).

Two federal statutes protect LEP students:

1. Title VI of the Civil Rights Act of 1964 [42 U.S.C. 2000d] prohibits discrimination by federally funded institutions based upon national origin.

2. The Equal Educational Opportunities Act, [20 U.S.C. § 1703 (f)] requires educational agencies to “take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs.”

According to the Office for Civil Rights of the U.S. Department of Education “the question of need for an alternative program is resolved by determining whether language minority students are able to participate effectively in the regular instructional program. If they are not, an alternative program must be provided.” In addition, “OCR allows school districts broad discretion concerning how to ensure equal educational opportunity for [LEP] students...The law requires effective instruction which leads to the timely acquisition of proficiency in English.”

Students who were not born in the United States whose native tongue is other than English and who may be incapable of performing ordinary class work in English or students who were born in the United States of non-English speaking parents and who are incapable of performing ordinary class work in English must be tested by certified personnel for English proficiency upon entrance to Norwell Public Schools. Based on this test, the school principal and guidance counselor will determine with the parent the most appropriate course of study, and support services, if needed. Moreover, state and federal law also requires that LEP students be assessed annually in four areas: reading, writing, speaking, and listening.

In addition, Norwell Public Schools encourages teachers and other professional staff certified in bilingual education to maintain that certification, and considers such certification as an asset in those candidates seeking a position in Norwell Public Schools.

Teaching About Drugs, Alcohol, and Tobacco – Policy IHAMB

In accordance with state and federal law, Norwell Public Schools shall provide age-appropriate, developmentally appropriate, evidence-based drug, alcohol and tobacco education and prevention programs in grades K-12.

The drug, alcohol and tobacco education program shall address the legal, social, and health consequences of drug, alcohol and tobacco use. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee’s belief that prevention requires education, and that the most important aspect of the policies and guidelines of Norwell Public Schools should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.

- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent of Schools, or designee. The Committee wishes to be informed of all new courses and substantive revisions in curriculum and will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

Tobacco and Smoking on School Premises – Policy ADC (also GBED)

Smoking or the use of any tobacco and tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

For purpose of this policy, "smoking" will mean all uses of tobacco products and devices (including but not limited to chewing tobacco, cigars, cigarettes, and pipes) and the use of electronic, "vapor", or other substitute forms of cigarettes and nicotine products.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

A visitor observed smoking or using tobacco products on school property will be asked to refrain from smoking and the use of tobacco products while on school property and s/he will be reminded that the District is required by law to keep school premises tobacco free.

If the individual fails to comply with the request, it may be deemed necessary to call upon the local law enforcement agency to enforce this policy.

Traffic and Parking Controls – Policy EDA

Driving and parking on school property are privileges granted by the Committee to persons who have reasons to be in the schools or on school property.

The school administration will develop, in cooperation with local traffic authorities, a plan for accommodating the flow of traffic on school roadways, and traffic regulations.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration.

Tutoring for Pay – Policy GCRD

Maintaining a high quality instructional staff and providing a rich and varied program of studies should minimize the need for individual tutoring. Since there may, however, be exceptional cases where tutoring may help students with needed skills or content, and since some parents desire to retain the services of tutors for their children, the Norwell School Committee has established the following policy parameters:

1. A staff member, who has a student currently enrolled in his or her class or program, including athletics and performing arts, may not accept direct employment as a paid tutor for that pupil.
2. Staff members may privately tutor for pay students who are not in their class or program, providing that said tutoring is not done during the staff member's professional workday.
3. Norwell staff members privately tutoring Norwell students may not serve as agents for those students in any school-related activities or proceedings.
4. Staff members may use school facilities for tutoring students for pay with advanced authorization of the principal, submission of and compliance with the *Facility Request & Permit*, and upon payment of established rental fees.
5. Parents are responsible for making arrangements for the supervision of their children before and after tutoring sessions in school buildings, and principals may send home students for whom interim supervision arrangements have not been made.
6. Via attachment of this policy by the building principal to the *Facility Request & Permit* form, staff members acknowledge that when they are using a school facility as a privately paid tutor, they are acting as an independent contractor and not as a Town of Norwell employee, that no insurance or statutory indemnification extends to them, and that they are doing so entirely at their own risk.
7. The School Committee does not promote, endorse, or provide private tutoring, nor does it establish fees for tutoring. However, as a service for parents, the administration may maintain a list of tutors and tutoring services that may be made available for parents.

The above does not apply to homebound instruction that is authorized by the administration.

Use of Private Vehicles on School Business

Transportation in Private Vehicle Liability Advisory

The Town's insurance covers volunteers who, under the direction and control of school personnel, transport students to and from school sanctioned or sponsored events or business. Signed permission slips are required for programs, activities and events. Permission slips will inform parents when the driver is a student.

If you volunteer to assist the school in transporting yourself and other students or staff to school-sponsored events in your own vehicle, please be aware that this does not relieve you of the existing legal obligation to be adequately insured under a motor vehicle insurance policy in your own name. Drivers are responsible for proper licensing, and vehicles must be properly inspected and insured as required by the Commonwealth of Massachusetts. Drivers should seek the advice of insurance providers as to appropriate coverage.

In the event of an accident, the Town's insurance provider may extend coverage only for injury or damage to others and their property that occurs while you are providing transportation in connection with school-sponsored events. Should you become involved in a motor vehicle accident, even if you are operating your vehicle as a volunteer for the school, you may still be responsible for payment of any damage to your vehicle. The Town's insurance carrier depending on the specific circumstances of each case determines coverage.

If you transport students, parents, teachers and/or coaches to activities that are not in the nature of school-sponsored events, or if you use your vehicle to intentionally injure someone or cause property damage, the Town's insurance provider would probably deny coverage under either of these circumstances.

Vandalism – Policy ECAC

The Norwell School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Norwell School Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

Video Surveillance – Policy ECAA

Norwell Public Schools has a responsibility to maintain discipline and protect the safety, security, and welfare of our students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment.

As part of fulfilling this responsibility, the Norwell School Committee authorizes the use of video/digital surveillance cameras in any district building, on district property. Digital or video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in public areas or at events that occur in plain view of other students, staff, or visitors.

Public Notice of Video Policy

Signs shall be posted on district buildings to notify students, staff, and visitors that video or digital cameras may be in use in school buildings. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds. Students and others will be held responsible for any violations of school rules or law recorded by the cameras.

Retention and Access to Video

1. The district shall retain copies of video or digital recordings for 15 calendar days. Recordings may be erased by either deletion or copying over with a new recording.
2. Education records, including video or digital records, retain their status as such even when in the possession of a law enforcement unit and thus remain subject to the restrictions on the release of education records contained in FERPA and state student records laws and regulations. The district will store the time intervals of any recordings as long as there is an outstanding request to inspect and review them or a need to preserve evidence.
3. The right to inspect is generally limited to school department personnel and to those parents whose child's recorded behavior is the cause for the retention of the video recordings. All parental requests must be specific as to the date, time and location of behavior believed to be recorded.
4. Parents of students coincidentally recorded but not involved in the behavior giving rise to potential discipline may review the video as follows:
 1. Students' parents may view the video **without** first having to receive permission from the involved student's parent(s). None of the parents of

the “incidental” students have to give their permission for the viewing of the video by the “involved” students’ parents.

2. The district is **not** obligated to give a copy of the video to the parent or their lawyer. If, however, the district chooses to give the parent a video, the faces of the “involved” students other than that of the parent’s student must be redacted or parents will have to receive written permission from the parents of the other involved students.
 1. The rights of the parents and students to access student records will be consistent with state law and regulation.
 2. Once the video/digital records have been viewed by the parties requesting to view it, the law does not require that the video be kept. The district will retain the video at least until the school disciplinary process is completed and longer if requested by law enforcement.

Videos may be used by Norwell Public Schools and shown to law enforcement officials by the school department, as well as to parents of a student who has been recorded, at the sole discretion of the school department or in response to a lawful subpoena.

Viewing of education records may occur within a reasonable period of time, provided the request for viewing is made within 15 calendar days of the recording. The school will store the time interval of any recording as long as there is an outstanding request for review recorded by the school within the stated retention period or as needed for evidence.

Role of Law Enforcement

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal under law or as determined by district policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Preservation of Equipment

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Walkers and Riders – Policy EEAA

Students are entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

Additionally, the Norwell School Committee additionally provides transportation for students as follows:

Kindergarten - Grade 6: All students, regardless of distance from school.

Grades 7 -12: All students, regardless of distance from school, with an assigned fee as determined by the Norwell School Committee.

Exceptions to these guidelines may be made at the discretion of the Superintendent.

Weapons

Whoever not being a law enforcement officer, and irrespective of any license obtained by him under the provisions of MGL Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any school building or on any school grounds without the written authorization of the School Committee or the Superintendent of Schools, shall be punished by a fine of not more than One Thousand Dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Whoever carries on his/her person any dangerous weapons in any school building or on any school grounds without the written authorization of the School Committee or the Superintendent of Schools shall be punished by a fine of not more than One Thousand Dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of school discipline, weapons will include the above, as well as knives, any martial arts weapons, incendiary devices, and any other objects and/or materials deemed to be dangerous by the building administration. Included as well are replicas, facsimiles, and toy weapons. They are not allowed on school buses, in school buildings, or on school grounds.

Faculty members and administrators shall report violations of the law or be subject to criminal charges.

Any student found to be in possession of a weapon will have that weapon confiscated by the principal or his or her designee. The weapon will be turned over to the police department.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.