

# Norwood High School Student Parent/Guardian Handbook

2021-2022



**Norwood High School**  
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**Norwood, Massachusetts 02062**  
**781-769-2333**  
**[www.norwood.k12.ma.us/nhs](http://www.norwood.k12.ma.us/nhs)**



## NORWOOD PUBLIC SCHOOLS

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**DAVID L. THOMSON, Ed.D.**  
Superintendent of Schools

**ALEXANDER WYETH, Ed.D.**  
Assistant Superintendent for Curriculum,  
Instruction & Assessment

September, 2021

Dear Families,

It is my pleasure to welcome you to Norwood Public Schools for the 2021-2022 school year. This year will again be one where we are confronting COVID realities while providing a quality education to our students. We will continue to build on the lessons from last year and federal funds to enhance and personalize learning for your child. The Norwood Public Schools continues to be committed to providing each student with a comprehensive and innovative education in an inclusive, safe, and supportive environment. This mission statement takes on new meaning in the light of the current pandemic and the challenges it presents to every aspect of our lives. This handbook is provided to make certain that each student and their family has full knowledge and access to the rules, expectations, and day-to-day procedures to ensure success in the Norwood Public Schools. Thus, it is imperative that you review this document together and should you find any questions or concerns, please be sure to contact the administration at your student's school.

We are fortunate to have the support of this great community as we work to foster the growth of your student both individually as a person and academically. Central to this effort is good communication between the home and school that creates a partnership focused on ensuring a successful year.

Sincerely,

David L. Thomson, Ed.D.  
Superintendent of Schools



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**Norwood High School**

**Dr. Hugh Galligan, Principal**

**Mrs. Cynthia Derrane, Assistant Principal**

**Phone 781-769-2333 Fax: 781-762-0826**

Dear NHS Students and Families,

On behalf of the Administration, Faculty and Staff of Norwood High School, it is my pleasure to welcome you to the 2021-2022 school year. Explicit in our mission statement, “Norwood High School is a partnership of students, parents, guardians staff, and community. Our mission is to encourage students to become independent thinkers who value learning and pursue excellence in the four A;s: Academics, Arts, Athletics, and Activities. We provide a safe and supportive environment where students learn to respect themselves, their community, and the diverse world in which we live.” Designed with these principles as a core foundation, this Student Handbook describes the information, guidelines, and procedures necessary for a safe, successful, and productive school year.

As a Norwood High School student, you have several responsibilities relating to scholarship, citizenship, and character development as you prepare to take your place in our increasingly global society. My expectation is that you will behave in a manner that brings credit to yourself, your school, your family, and the community of Norwood. Our standards are high at Norwood High School, yet I am confident that you will meet them as you continue to mature and become a responsible adult.

The Administration, Faculty and Staff will work diligently to provide a safe learning environment that encourages academic success and personal growth. In return, it is your responsibility to attend school daily and adhere to the guidelines set forth in this Student Handbook. We ask that you and your parents read this Handbook carefully and completely so that you will properly understand and be able to handle specific situations that may arise during the school year. As this handbook is for you and your parents/guardians, it is expected that you will present the handbook to them for their review.\_

Please do not hesitate to contact me if you have any questions or concerns about the information contained in this Student Handbook.

Let’s all work together to make this an amazing school year! Best,

Hugh T. Galligan, Ed.D.  
Principal

The policies contained in this handbook have been formally adopted by the Norwood School Committee and are considered to be official school policy for the 2021-22 school year.

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## **NORWOOD PUBLIC SCHOOLS MISSION STATEMENT**

### **Mission**

The mission of the Norwood Public Schools is to seek academic excellence for all children in an environment which is safe, nurturing, and supportive, to inspire in them an enduring love for learning, and to prepare them to contribute as citizens of a diverse community.

### **Beliefs**

- Every child can learn.
- Academics is the primary focus of education. In addition to Academics, Athletics and Activities are essential for a complete education.
- Each child is unique and has special abilities and interests that must be recognized, encouraged, and developed.
- The home, school, and community are responsible for the education of all children.
- Teachers must engage every student in learning.
- Students are responsible for their own learning and for their personal conduct.
- Parents are responsible for setting values and expectations that support the learning process.
- Lifelong learning is essential for productive and responsible participation in a diverse and changing world.
- Teachers have the right to teach and students have the right to learn in a safe and nurturing environment.
- A community thrives when individuals contribute to the well-being of others.
- Integrity, respect, and cooperation are essential in building trusting relationships.
- Our community is strengthened and enriched through diversity.

## **NORWOOD HIGH SCHOOL MISSION STATEMENT**

Norwood High School is a partnership of students, parents/guardians, staff, and community. Our mission is to provide opportunities in a safe and supportive environment for all students to pursue excellence in the four A's: Academics, Arts, Athletics, and Activities. Assessed by rigorous academic, social, and civic expectations, students learn to think independently and contribute responsibly as respectful members of a diverse, global society.

### **ACADEMIC EXPECTATIONS**

- A1. Students will write effectively for a variety of purposes.
- A2. Students will read with understanding from a variety of texts.
- A3. Students will apply reasoning skills to interpret information and solve problems.
- A4. Students will demonstrate an appreciation for the fact that all learning exists within a larger context.
- A5. Students will use technology as a tool for a variety of purposes.
- A6. Students will acquire the knowledge necessary to make informed wellness decisions.

### **SOCIAL EXPECTATIONS**

- S1. Students will work collaboratively and will demonstrate a cooperative attitude.

### **CIVIC EXPECTATIONS**

- C1. Students will demonstrate active citizenship.

Adopted by the Norwood High School Faculty on January 30, 2014. Adopted by the Norwood School Committee on February 5, 2014.



## **Portrait of a Norwood Graduate**

### ***Collaborators***

- Solve problems together
- Converse respectfully
- Demonstrate responsibility and accountability
- Understand self and consider other points of view

### ***Creators***

- Ask questions driven by curiosity
- Design innovative solutions and products
- Take risks and persevere throughout the process
- Think independently

### ***Communicators***

- Listen and speak effectively
- Write for diverse audiences and purposes
- Express through various mediums
- Ensure all voices and ideas are heard and expressed

### ***Critical thinkers and problem solvers***

- Gather and evaluate information
- Propose a solution
- Set goals and execute a plan
- Reflect and improve

### ***Citizens***

- Get involved constructively
- Contribute respectfully
- Engage responsibly
- Advocate for equity



## **NOTICE OF NORWOOD PUBLIC SCHOOLS NON-DISCRIMINATORY POLICY**

State and federal law prohibit discrimination by public schools on account of race, color, sex, gender identity, sexual orientation, religion, national origin, ancestry or disability. *See* G.L. c. 76, § 5 and 42 U.S.C. §§ 2000c & 2000d. In addition, the state and federal constitutions protect students' rights to due process and equal protection. The Norwood Public Schools hereby makes notice that it does not discriminate based on a student's race, color, gender, gender identity, sexual orientation, religion, national origin, ancestry or disability. Students have equal access to admission to school, courses, extracurricular activities, and employment opportunities and will not be excluded for reasons of marriage or pregnancy. The Principal or Assistant Principal will be available to respond to requests for information about these laws.

Norwood High School is committed to tolerance and fostering a positive environment for all students.

## **AMERICANS WITH DISABILITIES ACT**

The Norwood Public Schools does not discriminate on the basis of disability in the operation of educational programs, extra-curricular activities, public events, or in employment. Any questions, complaints, or requests for accommodations may be brought to the attention of the ADA Coordinator:

ADA Coordinator – Paul Riccardi  
Savage Educational Center  
P.O. Box 67, 275 Prospect Street, Norwood, MA 02062

Individuals who need accommodations such as print materials in alternative formats (large print, audio tape, etc.) auxiliary communications aids, or other services to participate in programs should identify their needs to school staff in person or in writing.

## ACADEMICS

### **ACADEMIC STATUS AND GRADUATION REQUIREMENTS**

In order to qualify for a Norwood High School diploma, a student must earn 100 credits and have passed the following subjects for the number of years indicated:

<b>Subject</b>	<b>Classes of 22, 23, 24</b>	<b>Class of 25 and Beyond</b>
English	4 years	4 years
Math	3 years	4 years
Science	3 years	3 years
Soc. Studies	3 years	3 years
P.E./Health	4 years	4 years
Arts	N/A	1 year or 5.0 credits
World Language	N/A	2 years

A passing grade of **65**, or **P** where **Pass/Fail** is applicable, is required for all courses. In addition, a student must pass the MCAS E.L.A., Mathematics, and Science tests. At the end of the school year students who receive 0-19 credits with no eligibility for summer school will be retained in their grade level assignment. Remediation in summer school to increase credits to 20 or above will move the student to the next grade level, but the student will be deemed academically deficient.

Grade 9 students must earn a minimum of **20 credits** to be promoted.

Grade 10 students must earn a minimum of **45 cumulative credits** and no fewer than **15 credits** in grade 10.

Grade 11 students must earn a minimum of **70 cumulative credits and no fewer than 15 credits** in grade 11.

**ALL GRADE 12 STUDENTS MUST EARN A MINIMUM OF 25 CREDITS IN THEIR SENIOR YEAR.**

### **MASSACHUSETTS PUBLIC HIGHER EDUCATION**

The admissions standards for the state colleges and University of Massachusetts emphasize strong academic preparation while in high school. These standards represent minimum requirements; meeting them does not guarantee admission since college officials consider a wide range of factors in admissions decisions. The admissions standards for freshmen applicants to the state colleges and University of Massachusetts have several components:

- Fulfillment of all requirements for the high school diploma or its equivalent;
- Submission of an SAT or ACT score;
- 16 required academic courses; and
- Minimum required grade point average (GPA) earned in college preparatory courses completed at the time of application.

Please consult the Program of Studies for additional information. It is important to note that admissions standards differ; contacting the colleges directly may provide additional information.

## Mass Core

### What is Mass Core?

Mass Core is a state recommended, rigorous program of study that aligns high school coursework with college and workforce expectations. The recommended program of studies includes:

How many?	Which subjects?
4 years	English
4 years	Math
3 years	lab-based Science
3 years	History/Social Science
2 years	the same world language
1 year	the Arts
5 additional “core” courses	career & technical education, or any other subject areas
As required by state law (4 courses)	Physical Education (MGL c. 71, s. 3)
Additional learning opportunities including	<ul style="list-style-type: none"> <li>• AP Classes</li> <li>• Dual Enrollment</li> <li>• Global Citizenship Program</li> <li>• Seal of Biliteracy</li> <li>• Service or work-based learning</li> </ul>

Mass Core is considered to be a critical component of a student’s overall high school experience and may also include employment, work-based or community-service learning, athletics, volunteer or extracurricular activities and additional learning opportunities that help prepare students for their future.

### What is College and Career Ready?

Being college and career ready means that an individual has the knowledge and skills necessary for success in post-secondary education and economically viable career pathways in a 21st century economy. Academic preparation is a critical piece of those knowledge and skills.

### What can we do?

#### START NOW

Sometimes knowing the options is all it takes. Success in ninth grade is critical and we ask students and families to avail themselves of all supports needed to pass all classes in grade nine to lay the foundation for a successful high school career.

#### AIM HIGH

Taking challenging courses in high school is the single best predictor of how well students will do in college. We encourage all students to take advanced placement, dual enrollment, and/or online courses.

#### LOOK BEYOND

Good grades and “book smarts” are not enough. Students need family and staff support to identify jobs, internships, and volunteer opportunities that interest them so they can plan for a career and gain authentic experiences. These opportunities will help build workplace and interpersonal skills while identifying and supporting their career path.

### What can parents and mentors do?

Encourage students to take challenging courses in high school, including honors, dual enrollment, and/or Advanced Placement (AP) classes.

Support students in doing homework and participating in school-sponsored activities.

Make a point to communicate with teachers and counselors about student progress in school.

Partner with the student and the school to develop an education and career plan so that the student is prepared for what comes next after high school.

## **COURSES**

All courses in the Norwood High School Program of Studies are labeled Advanced Placement (AP), Honors (H), College (CP1/CP2), or College and Career Ready (S). Full Year courses (majors) award 5.0 credits upon successful completion, and half year courses (minors) award 2.5 credits.

## **INDEPENDENT STUDY**

Independent study is a school-based program designed to provide students with experiential learning opportunities beyond regular course offerings, especially opportunities for in-depth study in a particular subject area. Independent study programs are made available to students at Norwood High School in order to encourage the opportunity for personal growth and individual development.

Student candidates for such enrichment study might be identified by individual teachers, and a syllabus of study would be presented to appropriate department chairs. Independent study is possible in all subject areas with the approval of the department chair and the principal. Up to five (5) credits may be awarded for any one subject. Independent study enriches the student's educational experience and provides credits toward graduation, but it may not take the place of required class work.

If a course taken as an independent study course is contained in the Program of Studies for Norwood High School, the weighting of that course will be commensurate with the course as specified in the Program of Studies. If a course taken as an independent study course is not in the Program of Studies, that independent study course will not count toward GPA. Independent study courses will count toward Honor Roll status.

Teachers and department chairs will determine the academic prerequisites necessary to do independent study. Initiative, past achievement, schedule flexibility, good attendance, and responsible citizenship are essential to being given the privilege to take independent study. It is understood that such independent study programs will only be possible with the voluntary commitment of the teacher's time.

## **HOMEWORK PHILOSOPHY & GUIDELINES**

Norwood High School recognizes the need for students to complete academic work outside of their scheduled classes and school time. Teachers assign homework as necessary components of their classroom instruction. Typically, homework will fall into one of four categories:

- **Pre-learning:** Used to introduce a new topic or idea as students prepare to enter into a new unit of study.
- **Check for Understanding:** A small sample of questions used as a formative assessment that seek to gauge student progress on class objectives or thinking skills.
- **Practice Learning:** Once student understanding has been confirmed, practice learning aims to re-enforce and solidify the knowledge for students.
- **Process Learning:** After a student has re-enforced the concept being assessed, process learning requires students to employ higher level thinking (synthesis, analysis, composition, interpretation) to extend their understanding of a concept and make lasting cognitive and cross-curricular connections.

In order to facilitate student completion and community cooperation with homework, Norwood High School teachers will employ some of these best practices regarding homework:

- Identify the type of homework assignment (pre-learning, check for understanding, practice learning, process learning).
- Identify the anticipated amount of time to complete the assignment, with a maximum time limit.
- Use homework as a formative assessment to inform instruction, or for student self-assessment.
- Provide feedback to students on their homework – this feedback can be with the whole class, small groups, or individual students.
- Focus on increasing student competence by decreasing the volume of work.
- Student homework may be assessed to provide feedback.
- Teachers may accept late work, depending on the nature of the assignment. Students should communicate with their teacher about any missing or late work.

## **TEST POLICIES**

Students shall be notified at least five (5) school days in advance of all full-period exams. With rare exceptions no student shall be required to take more than two (2) full-period exams on a given day. A teacher scheduling a third exam for a given day should be notified of the situation at least four (4) days in advance. The teacher will then schedule make-up on another day if only a few are involved or will reschedule the exam if there are a significant number of students.

If a student is scheduled for three (3) exams on the same day during the last week of a term, the student must notify the teacher whose exam comes latest in the day at least four (4) days in advance; in which case the exam will be made up on make-up day, the last day of the term. The scope of the material covered on mid-year and final exams is decided by the various departments or, in the absence of a departmental decision, by the individual teacher.

## **MAKE-UP**

Make-up sessions are intended for students who have been absent and must make up work or tests missed, and for students who need extra help in regular courses, as well as independent study. Make-up, with the exception of interscholastic competition, takes precedence over extracurricular activities, athletic practices, and outside work. Students who receive a progress report which reflects “In Danger of Failing” or “Currently Failing” are to avail themselves of extra help options in the subject(s) in which they received such progress report(s).

Correcting academic deficiencies is a number one priority for all students and should be given immediate attention. This concept is in keeping with the recommendations of the Principal’s Advisory Committee on Eligibility (P.A.C.E.).

It is the responsibility of the student to make up all work and examinations as soon as possible after an absence. A period of ten school days is generally accepted as the maximum time allowed for making up work missed during an extended absence of a week or more. Students returning from a suspension are allowed to take tests and to submit work due during the suspension but are not eligible for re-teaching by the subject teacher of material taught during that period.

All tests and assignments missed during the suspension must be resolved by the next regular make-up session after the suspension is over. Students are not eligible to make up tests missed or to submit work due during a period of cut or truancy and will receive no credit (0) on such material.

## **PROGRESS REPORTS**

By the middle of each term, a report is issued to students who fall into one of the following categories: (1) performance declining, (2) not meeting course expectations, (3) working below

potential, (4) in danger of failing, (5) currently failing, and (6) work missing. No student is failed for the term unless their parent/guardian has been warned at least ten (10) school days prior to the close of the term. However, this restriction does not apply if the student does not complete a major assignment (e.g., term paper, term test, final examination, or project).

### **REPORT CARDS**

Approximately one week after the end of each term report cards will be available on Aspen X2. Unless there are unusual circumstances, all incomplete grades must be resolved no later than ten (10) school days after the end of the term.

### **HONOR ROLL REQUIREMENTS**

All students must take at least five (5) major subjects in order to be eligible for the Honor Roll:

Honors with Distinction	No grade below A
First Honors	No grade below B+
Second Honors	No grade below B-

### **MID-YEAR/FINAL EXAMS**

All mid-year and final examinations given in January, May, and June shall be departmental and shall constitute 10% of the year-end average. Mid-year and final exam grades will be indicated on the student's report card.

Students may not be allowed to take final exams unless all discipline obligations have been settled with the dean. All course materials must be returned in order for a student to take a final exam in that course. If a student misses a mid-year or final exam and does not obtain an excused absence from the dean, he/she may receive an exam grade of zero (0). If a student leaves an exam early without permission, the student may receive a zero (0).

### **GRADE POINT AVERAGE (G.P.A.)**

Norwood High School utilizes a weighted 4.0 G.P.A. calculation. After the numerical grade is converted to a 4.0 scale, 0.5 is added for an honors course and 1.0 is added for an advanced placement (AP) course (see metric below). Any questions regarding G.P.A. computation should be referred to the assistant principal.

	<b><u>Range</u></b>	<b><u>CP</u></b>	<b><u>H</u></b>	<b><u>AP</u></b>
<b>A+</b>	97-100	4.3	4.8	5.3
<b>A</b>	93-96	4.0	4.5	5.0
<b>A-</b>	90-92	3.7	4.2	4.7
<b>B+</b>	87-89	3.3	3.8	4.3
<b>B</b>	83-86	3.0	3.5	4.0
<b>B-</b>	80-82	2.7	3.2	3.7

<b>C+</b>	77-79	2.3	2.8	3.3
<b>C</b>	73-76	2.0	2.5	3.0
<b>C-</b>	70-72	1.7	2.2	2.7
<b>D+</b>	67-69	1.3	1.8	2.3
<b>D</b>	65-66	1.0	1.5	2.0
<b>*F</b>	60-64	0.0	0.0	0.0
<b>F</b>	Below 60	0.0	0.0	0.0

\*F - Students who score between 60-64% are eligible for summer school

### **CLASS VALEDICTORIAN**

The student in the Norwood High School graduating class with the highest cumulative weighted G.P.A. at the end of term 3 of senior year will receive the honor of being named the class valedictorian.

### **LATIN HONORS SYSTEM**

Students may earn a special distinction at the graduation ceremony for having reached specific G.P.A. criteria. This distinction honors students based on consistently applied standards rather than relative measures of performance and peer comparisons. Student G.P.A will be calculated following the 3rd term of senior year. The honors are as follows:

Summa Cum Laude (“with highest honor”) -- G.P.A. of 4.6+

Magna Cum Laude (“with great honor”) -- G.P.A. of 4.4 to 4.59

Cum Laude (“with honor”) -- GPA of 4.0 to 4.39

Class rank is not reported using an integer ranking system. Internal rank will be used only to determine the valedictorian. The Latin honors system prioritizes collaboration over competition, mirrors the college/university system, and honors more students based on academic achievement.

### **ACADEMIC CREDENTIALS**

Any questions regarding grade placement or issues pertaining to course credits, transfers, etc. may be appealed to the Academic Credentials Committee for review. The Academic Credentials Committee consists of the principal or assistant principal, the student’s dean, guidance counselor, department head and teachers.

### **SUMMER SCHOOL**

1. To be eligible to attend summer school a student must have a final end of year grade of 60 - 64 and must have maintained a 75% attendance rate.
2. Department Chairs will submit the curriculum to be followed in each course. Department Chairs will also submit a final exam for each course. The final exam shall count as 25% of the final grade. All other assessments shall be at the discretion of the summer school teacher.

3. Norwood High School students will no longer have to pass both the course and the final exam to receive credit.
4. Students will fail on the third unexcused absence.
5. Students who attend summer school outside of Norwood shall be subject to the academic policies of their school.
6. If a family chooses to have a student tutored instead of attending summer school, the tutor must provide documentation of certification, must contact the summer school director to obtain the curriculum, must administer the department's final exam, and must turn the results into the Guidance Department.
7. Students will not be allowed to receive credit for more than two courses, regardless of where they attend summer school. Please note: Summer School is for credit recovery **only** and not intended to replace a full-year curriculum. With successful completion of a summer school course, the student earns a 65 of standard-level credit.
8. If a class is under enrolled, online coursework may be used with department chair approval for student credit recovery.

### **ATHLETIC ELIGIBILITY**

The Norwood School Committee has adopted all the rules and regulations of the Massachusetts Interscholastic Athletic Association (MIAA). The violation of any eligibility rule may result in forfeiture of a game won. A mistake could spoil a good season's record. If there is any doubt concerning eligibility, consult the principal. The rules apply to all teams; varsity, junior varsity; all grades. The Committee on Athletics of the MIAA will resolve all questions on eligibility. Please consult the Athletic Handbook for more information related to interscholastic athletics at Norwood High School.

1. A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional year-long major English courses. A transfer student may not gain academic eligibility if student was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards (see Rule 57.7.1).
2. A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional year-long major English courses. I MIAA Handbook July 1, 2019 – June 30, 2021
3. To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional year-long major English courses.
4. Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class. Senior student-athlete academic eligibility following the third-quarter report cards being issued, will carry through to the conclusion of the spring sport season. Fourth quarter grades can't then render a senior academically eligible.

Note: The MIAA academic eligibility standards are designed to ensure that a student is fully enrolled in school and actively engaged in academic life on a consistent basis throughout the school year. When utilizing a 4 x 4 block schedule, a student must pass at least two of the four required 'major' courses (or equivalent) in each academic marking period. The questions you must ask in determining equivalency are: \*How many minutes per day/week/semester does this course meet? \*How many credits toward graduation as



approved in advance by school committee policy will be offered for this course? \*Is this equivalent to past academic requirements? (If further clarification is necessary, principals and athletic directors are encouraged to contact a member of the MIAA executive staff.)

5. Incomplete grades may not be counted toward eligibility until they are made up following school policy.
6. A student who repeats work upon which student has once received credit cannot count that subject a second time for eligibility.
7. A student cannot count for eligibility any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.
8. All co-operative team athletes must meet the eligibility standards of their own school as well as the host school.

## **GUIDANCE SERVICES**

The guidance office suite is located on the first floor to the left of the main entrance. Counselors are assigned by an alphabetical breakdown, and the same counselor remains with students during their attendance at the school. Every attempt is made to provide a continuity of guidance services from grade 8 through high school graduation so that a student's maximum potential for growth and development is realized through correct educational and vocational adjustment planning. Through individual academic programming and occupational information students are guided toward short and long-range personal goals.

### **TRANSCRIPTS/RECORDS**

Regulations have been enacted pursuant to federal and state statutes relative to the maintenance of student records by the public secondary schools of the Commonwealth. The complete set of regulations, available in the guidance office suite, is very lengthy but is summarized here to serve as a guide.

These regulations were promulgated to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of school records and to assist local school systems in adhering to the law.

Any high school student, upon request, may view his/her records. Parents, legal guardians, and authorized school personnel also have access to these records. After a student reaches the age of 18, they may limit access to the records to only authorized school personnel by so requesting in writing to the principal or to the superintendent of schools. The student record shall consist of the transcript and the temporary record. The definitions of some of these terms are important and are printed as written in the State regulations.

"The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), grade level completed, and the year completed." The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), health records, school sponsored extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Authorized school personnel shall consist of three groups:

1. School administrators, teachers, counselors, and deans who are employed by the Norwood School Committee and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity.
2. Administrative office staff and clerical personnel who are employed by the Norwood School Committee and whose duties require that they have access to student records for the purpose of processing information for the student records.
3. Evaluation TEAM, which shall include those people who evaluate school-age children pursuant to Chapter 766 of the Acts of 1972 and the regulations promulgated thereto.

### **TRANSFER OF RECORDS**

According to Massachusetts Student Record Regulations, when a student transfers to a new school, the principal may send the "complete school record" without prior parental consent. If a child transfers to a new school, either in or out of Norwood, his/her complete school record will be forwarded to the new school, including but not limited to, discipline records, transcript, health record, and any Special Education records.

### **DESTRUCTION OF STUDENT RECORDS**

The student's transcript shall be maintained by the school department and may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school system, and then only, at the discretion of the Norwood School Committee.

During the time a student is enrolled in a school, the principal or his/her designee may periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record, provided that the eligible student and his/her parent/guardian are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be retained in the temporary record.

The temporary record of any student enrolled on or after the effective date of these regulations shall be destroyed six (6) years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent/guardian of the information, in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the notification concerning destruction of records contained in the routine information letter required in Section 10 of these regulations.

Other regulations pertaining to student records are available for students and other interested people to read in the guidance office.

### **RESPONSIBILITY OF NON-CUSTODIAL PARENT TO RECEIVE STUDENT RECORDS**

1. To obtain student records, the Non-custodial Parent must submit a one-time request to the school with a written request for records.
2. A non-custodial parent is eligible to obtain access to the student record unless:
  - a. 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
  - b. the parent has been denied visitation, or
  - c. 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
- d. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
3. Upon receipt of the request the school will immediately notify the custodial parent of the request by certified mail and by first class mail, in both the primary language of the custodial parent and in English. The notice informs the custodial parent that information requested pursuant to Section 34H is to be provided to the requesting parent after 21 days unless the custodial parent provides the principal with documentation of an applicable court order.
  4. Once the request has been approved, all electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided. These records cannot be used to register a student in a new school.
  5. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record.

## **STUDENT AND FAMILY RESOURCES**

### **ENROLLMENT & RESIDENCY**

Norwood High School complies with Massachusetts General Law, Chapter 76, Section 5: Every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, gender, gender identity, religion, national origin, ancestry or sexual orientation.

### **MEDIA RELEASE INFORMATION**

During the course of the school year Norwood High School is asked by the media to interview and/or photograph students for a number of positive school news events. Parents/guardians who do not wish to grant permission for interviews or photographs to be used by the media are asked to contact their son/daughter's dean.

### **BUS SCHEDULES AND ROUTES**

All students who plan to ride a bus must register, including students eligible for free transportation. Transportation registration forms are available in the high school main office and must be submitted to the Norwood Public Schools Transportation Office at the Savage Educational Center.

Bus fee information can be found on the school website under the parent/guardian section. All school rules apply while riding the school bus. Any student who uses, or attempts to use another student's bus pass, or allows another student to use his/her bus pass, will be subject to suspension and revocation of the pass. Any student who rides or attempts to ride the bus without having purchased a bus pass will be subject to suspension. Student expectations for bus behavior will be distributed with bus passes.

## **PARENT/GUARDIAN PARTNERSHIP**

As stated in our Mission, we partner with parents/guardians to provide a safe and supportive environment in which students learn self-respect as well as respect for their community and all its members. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, social, and civic expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, abusive, disruptive, threatening, hostile, or divisive. We hold the students and their parents/guardians to a standard of civility. Therefore, we request and expect that all parents/guardians show respect to the faculty, administration, staff, parents/guardians, and students of Norwood High School at all times. Parents/guardians model behavior for their children and other children everywhere they go. Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent/guardian behavior seriously interferes with the teaching and learning process, the school may require a review by the Disciplinary Review Team. In the event of inappropriate conduct, the following procedures may be instituted:

- The individuals involved may be asked to contact a school administrator to review this policy.
- The individuals involved may be asked to attend a meeting in a timely manner to address the immediate concerns. This meeting may include the school resource officer.
- Administration reserves the right to call the appropriate authorities, if necessary.

Decisions are made to ensure the safety and well-being of school staff, administrators, and students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

During the year the school may release via the World Wide Web or for publication a student's name, address, class, participation in officially recognized activities and sports, degrees, honors, awards, and post-high school plans without the consent of the eligible student or parents. Under the Family Educational Rights and Privacy Act (FERPA) parents and/or eligible students have a right to inform the school within a reasonable time that they do not wish certain information to be released without prior consent. Those who do not wish any or all of this information to be released may send written notification to the principal.

## **PARENTAL NOTIFICATION LAW**

In accordance with Massachusetts General Laws Chapter 71, section 32A, a parent has the right to exempt their child from any portion of the curriculum that **primarily** involves human sexual education or human sexuality issues. To receive such exemption a parent must send a written request to the principal requesting an exemption for his/her child. No student who is exempted from this portion of the curriculum will be penalized. If parents and/or eligible students would like an outline of any such curriculum, please contact the office of the principal.

## **ALTERNATIVE SCHOOL**

The Alternative School Program is designed for students who have not performed successfully in the traditional high school program. Entry into the program begins with a referral to guidance through the staff. Each referral is processed through the Alternative School Evaluation Committee. Entrance into the Alternative School Program is optional on the part of the student and contingent upon acceptance by the Alternative School Committee.

A student entering the alternative school may not take classes outside of that classroom unless they have the written permission of the committee and principal. A school-to-work component must be part of the course of study.

## **COMMUNITY SERVICE AGENCIES**

ALCOHOLICS ANONYMOUS - 24 hour helpline

**617-426-9444**

Self Help Group: Alcoholics helping each other maintain sobriety. No professionals involved.

ALANON FAMILY GROUPS

**508-366-0556**

Self Help Group: Family members of alcoholics helping each other cope with problems created by alcoholics in their home.

MAY COUNSELING CENTER

**508-660-1510**

Provides counseling services to all ages for almost any kind of life problem or emotional difficulty. Sliding fee scale.

FAMILY SERVICE OF NORFOLK COUNTY

**781-326-0400**

Provides counseling services to all ages for almost any kind of life problem or emotional difficulty. Sliding fee scale.

MASSACHUSETTS COMMISSION ON LESBIAN, GAY, BISEXUAL & TRANSGENDER (LGBTQ)

**617-624-5495**

Support Group for Gay and Lesbian members of the community.

NARCOTICS ANONYMOUS

**818-773-9999**

Self Help Group: Helping drug abusers stay drug free.

ADJUSTMENT COUNSELOR **781-352-3512/781-352-3846**

Several counselors with professional training in the area of counseling, case work, and human dynamics. They are available during the school day.

SCHOOL PSYCHOLOGIST

**781- 352-3518**

A school psychologist with professional training in the area of psychological assessment, human dynamics, and counseling. Available during the school day.

SCREENING & EMERGENCY TEAM

**781-769-8674**

24 hour psychiatric emergency service seven days a week. Personnel hours are 8am to 9pm, Monday thru Friday. Available other hours by phone. Response normally within 15 to 20 minutes.

## **CHANNELS OF COMMUNICATION**

Effective communication to and from the school is critical to ensuring student success. NHS staff will aim to respond to communications from parents by the end of the next school day. Parents, students, and teachers are encouraged to use email as a means of conveying factual information and questions. All other discussions should occur in person or by telephone. In the event of a concern that requires conversation, parents and students are asked to follow this chain of communication;

- Contact the teacher/staff member directly involved with the concern to set up a phone

call or in person meeting.

- If that contact has not been reciprocated, or if a satisfactory response was not reached, contact the staff member's immediate supervisor. For teachers, please contact their department heads. For Deans, please contact the assistant principal.
- If a resolution has not been reached with department heads, please contact the school's principal or assistant principal.

### **ANONYMOUS COMMUNICATION**

The administration and faculty of Norwood High School welcome and respect parent/guardian input regarding school matters. However, parents/guardians are asked to **follow the established channels of communication** as published in this handbook. School personnel is not obligated to address any issues made known through anonymous letters, phone calls, or any other means of anonymous communication.

## **HEALTH SERVICES**

### **HEALTH REQUIREMENTS FOR SCHOOL ADMISSION**

#### 1. Immunization

Chapter 76, Section 15 of the General Laws of Massachusetts requires successful immunization against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella and Hepatitis B, HIB and Varicella by vaccine or by a doctor's certificate of disease **prior to entering school** unless religious or medical exemptions apply. Exemptions must be submitted in writing to the school nurse. Specific immunization requirements are posted in the health services tab on the NPS website.

#### 2. Physical examination

Every entering NHS student is required by State law to have a physical examination within one (1) year of starting school.

### **ILLNESS, FIRST AID AND EMERGENCIES**

Each year parents/guardians are asked to update their emergency contact information on file at school for their child. It is **very important** that this information remain current. Should parents/guardians be needed, proper names, addresses, and telephone numbers are essential.

1. Parents/guardians of students with a chronic illness should meet with the school nurse and develop a health care plan for their child at school. Acute illnesses at school will be evaluated by the school nurse, and parents/guardians will be notified. All parents/guardians are encouraged to contact the school nurse should they have any concerns about their child's health status.
2. In the event of an injury, accident, or other emergency, first aid will be administered by the school nurse until parents can be reached. In the event of a serious emergency or where time is of the essence, and if a parent/guardian cannot be reached, ambulance transportation to the hospital will be called, and medical personnel will provide such medical treatment as is deemed necessary. Please submit written notification if you wish to exempt your child from this policy.
3. Students with an injury sustained outside of school requiring crutches or other accommodations in school must submit a doctor's note.
4. For parents/guardians whose religious beliefs prevent them from using such medical assistance, a signed statement explaining this must be provided to the school.

### **PRESCRIPTION & OVER THE COUNTER MEDICATION ADMINISTRATION AT SCHOOL**

The Norwood Public Schools require that the following forms must be on file before any prescription or over-the-counter medication is administered at school:

1. **Signed consent by the parent/guardian to give the medication.** Forms are available at school or on the NPS website; please sign and return to the school nurse.
2. **Physician's medication order.** The doctor's written medication order may be faxed or hand delivered to the school nurse.

## **Physician orders and parent/guardian permission must be renewed each academic year.**

Parents/guardians should deliver medications to the school nurse. They must be properly labeled and in a pharmacy or manufacturer-labeled appropriate container. Please ask the pharmacy to provide separate bottles for school and home.

Students who want to carry medication on their person, such as an asthma inhaler or epi-pen must also complete the above paperwork and have it on file in the nurse's office. Students in possession of any prescription drug on campus without such paperwork will be subject to disciplinary action.

### **HEALTH SCREENINGS**

Students in Grade 9 are screened for potential vision, hearing, and postural problems. Starting in September of 2016, school nurses will also conduct the SBIRT (Screening, Brief Intervention, and Referral to Treatment) to provide an opportunity for a structured conversation that supports students in making healthy choices and to provide appropriate intervention and referrals as determined necessary. Parents/guardians whose children do not pass a screening will be notified by the nurse. Physician follow-up and medical documentation returned to the school nurse is required to complete the screening process.

Students entering Grade 10 are required by State law to submit a report of a current physical examination. Grade 10 students who have not submitted a physical examination report by the Wednesday before Thanksgiving will be suspended from school until the report is turned into the nurse. Absence from school for this reason will count toward the absentee policy.

Students in Grade 10 are weighed and measured, and a report of each student's BMI and calculated percentile is mailed or otherwise directly communicated in writing to the parent/guardian of the student. Parents/Guardians may request in writing that their child not participate in this screening.

All students who wish to participate in high school sports must have an updated physical examination on file stating that the student is medically cleared to participate. The examination must have occurred within a year of play. Students without medical insurance or a primary physician should contact the school nurse for assistance.

### **HEALTH RECORDS**

A physical and electronic (computer) record for every child is kept by the school nurse. It includes immunizations, results of the above screenings, height, weight, physical examination records, and any other pertinent medical information. All health office visits and nursing care are also recorded in the computer. Norwood Public Schools is committed to protecting students' privacy. Medical information will remain confidential unless we receive signed consent from a parent/guardian. Parents are encouraged to communicate with their student's guidance counselor or teachers directly by email to inform them of pertinent medical conditions.

### **WELLNESS POLICY**

The Norwood Public School district is committed to providing school environments that promote and protect children's health, well-being, and the ability to learn by supporting and teaching healthy eating and physical activity.

- Ensures the School Nutrition Program is in daily compliance with state and federal laws
- Ensures the district is in compliance with the MA state law "An Act Relative to School Nutrition" (M.G.L.c.111,s222)
- Provides Nutrition education to all students
- Assists families and community with nutrition education
- Promotes health education to the school community



The School Health Council; comprised of parents/guardians, teachers, nurses, nutrition and food service professionals, interested community members, and principals; meets four times a year to monitor, evaluate, and promote the Norwood Public School's Wellness Policy. The School Health Council encourages developing lifelong, healthy eating habits and physical activity for all students in every grade level by:

- Limiting the number of classroom celebrations
- Encouraging non-food celebrations/recognitions for birthdays
- Discouraging food rewards

### **Substance Use Screening (SBIRT)**

In compliance with Massachusetts state law, Norwood Public Schools conducts SBIRT screening (Screening, Brief Intervention, Referral to Treatment) for all 7<sup>th</sup> and 9<sup>th</sup> grade students.

The purpose of SBIRT screening is to offer conversation and information to help prevent students from starting to use alcohol, marijuana or other drugs, or to intervene early in substance use. Student screening sessions will be brief, approximately 5 minutes, and conducted confidentially and privately in a one-to-one meeting with the school nurse or guidance counselor. Students who are not using substances will have their healthy choices reinforced. The nurse or guidance counselor will provide feedback or referral for further evaluation to students who report using substances, or are at risk for future substance use. All students will be asked to complete an anonymous evaluation of the screening, and will receive some educational material and a resource list at the time of the screening.

Results of the SBIRT screening will not be included in the student's school record. No screening information will be shared with any staff without student and parent written permission. Parents wishing to opt their student out of SBIRT screening may contact the school nurse in writing. Students may also opt themselves out of part or all of the questions at the time of screening.

<h2><b>STUDENT LIFE</b></h2>
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### **ATTENDANCE**

The Norwood School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to, and is in full compliance with, Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness and other unique circumstances, students are expected to be present when school is in session.

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he/she returns. It will be the responsibility of the student and the parent to identify work that may be missed. While teachers will provide the normal range of assistance, it is the student's responsibility for making up that work.

Regular and punctual attendance to school and class is not only vital to a student's academic success, but also a critical life skill and requirement. Given that the learning that occurs in the classroom cannot be replicated, Norwood High School connects academic course credits to their attendance. Absences, tardiness, and cuts can result in the loss of credits for courses the student has passed.



## **ATTENDANCE NOTIFICATION PROGRAM**

If a parent/guardian fails to notify the school of an absence, students who are absent from school will receive an automated phone message informing parents/guardians of the student absence. Students who accumulate five or more unexcused absences, or who miss two or more periods unexcused in at least five days in a school year, will receive written notification of such absences. Parents/guardians will be given the opportunity to meet with the Principal, or designee, to discuss an action plan for student attendance. Additional notifications may be sent as necessary.

## **EXCESSIVE ABSENCE POLICY**

Unexcused excessive absence from any class will cause loss of credit in the course subject to the following conditions and criteria:

1. For all courses the attendance policy shall be determined on the basis of terms. Excessive absence for a term will cause the student to lose 1 credit for the term.
2. Absence for a medical reason confirmed by a physician, either in writing or by telephone, shall not count toward the excessive absence policy, provided that the confirmation is made to each teacher **WITHIN TEN (10) DAYS AFTER THE END OF THE TERM**. Students are encouraged to submit documentation as soon as possible. Any medically-excused absence note for Term 4 must be received by the dean no later than the last scheduled day on the school calendar.
3. All absences, except those excused in writing by a dean (e.g. medical, approved work-study, field trips, court appearances, family funerals, religious holidays) shall count toward the excessive absence policy. **Note: Deans will use their discretion following discussions with a parent/guardian when determining whether or not to excuse an absence.**

4. Excessive absentee warning reports will be as follows:

<b>LENGTH OF COURSE</b> (days per term)	<b>WARNING</b>	<b>LOSS OF CREDIT</b>
Full year / semester	2 abs.	5 abs.
1 Period per cycle	2 abs.	3 abs.
2 Periods per cycle	2 abs.	3 abs.
3 Periods per cycle	2 abs.	4 abs.

**Important: Because of a shortened Term 4 for seniors, a senior who has three (3) or more unexcused absences during Term 4 will lose credit for the term.**

5. A parental conference may be requested at the time of any warning. If the student is absent for more than the permitted number of class meetings, the parent/guardian will be notified that the child will lose a credit for the term in that course.
6. A student who has received a 'currently failing' warning will be ineligible to participate in any school- related activity which would result in his/her absence from any class for the remainder of that term.
7. A student who has failed a course at the end of the term will be ineligible to participate in any school- related activity which would result in his/her absence from any class for at least the beginning of the next term. Eligibility can be reestablished when progress reports or report cards are issued.

8. Any student who has an unexcused tardy to class for more than thirty minutes will be considered to be 'absent' from that class for attendance purposes.
9. If a student misses a mid-year or final exam and does not obtain an excused absence from the dean, they may receive an exam grade of zero (0).
10. Any student who has been absent fifteen (15) consecutive days and has not responded to the steps listed above will receive a letter from the high school inviting the parent/guardian and student to a meeting to discuss what may be keeping the student from attending school. This letter must be sent within ten (10) days of the 15<sup>th</sup> consecutive absence. A support team will be available to discuss the detrimental effects of early withdrawal from school, the benefits of a high school diploma, and alternative options that may include special education therapies or various alternative education programs.

### **TRUANCY AND UNAUTHORIZED ABSENCES FROM CLASS (CUTS)**

A cut is defined as an unauthorized and/or unapproved absence from an assigned class or classes. Truancy is defined as an unauthorized absence from more than two (2) class periods in one (1) day.

When it has been determined that a student has been truant or cut a class, detentions will be assigned and the parent/guardian will be notified. Class cuts count as unexcused absences from a class and contribute to the potential loss of credit for the course, according to the aforementioned "Excessive Absence Policy."

Consequences may be applied according to the following table;

<b>CUT</b>	<b>CONSEQUENCE</b>
First cut	2 office detentions & Parent Communication
Second cut	2 office detentions & Parent meeting
Third Cut	4 office detentions
Fourth or subsequent cut	In School Suspension

Tests, quizzes other assessments and schoolwork, missed due to a cut or truancy, cannot be made up. Students will receive a zero (0) for missed work. Truancy from school will result in six (6) hours office detention and a parental meeting with the dean. When appropriate, referral of truancy will be made to the Norwood Police Department Attendance Officer. Cuts are calculated cumulatively for the entire school year, for each course.

### **TARDINESS**

While certain unexpected circumstances occasionally occur that make a student late for school, punctual daily attendance is an important personal routine that must be created and maintained to function professionally. Student tardiness to school and class disrupts the learning for the student and the teacher. As such, excessive tardiness to class may warrant teacher/parent conference, teacher detention, office detention, or other school based interventions.

### **DISMISSAL**

In the case of illness, permission for dismissal is granted only by the school nurse, by the administration, or deans. All other dismissals require that a written request from a parent/guardian be submitted to the dean for approval. Telephone calls requesting the dismissal of a student will not be honored.

## **REPORTING ABSENCES**

Parents/guardians are asked to call the high school (769-2333) by 8:30 a.m. on the day of a student absence. Absences are excused for medically-documented illness or documented appointments that **cannot** be scheduled at another time. Juniors and Seniors will be allowed three (3) excused absences for college visits approved by a counselor. It is expected that students will schedule routine medical/dental appointments after school. Absence from school is treated as a serious matter because of the direct negative effect it generally has on learning and achievement.

**A STUDENT IS NOT ALLOWED TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY ON THE DAY OF AN ABSENCE UNLESS SUCH PARTICIPATION IS APPROVED IN ADVANCE BY A DEAN.**

## **OUT-OF-ROOM**

Since it is distracting to students and teachers to have students passing in the corridors during a class period, students are not permitted to be in the corridors during class periods without an authorized pass. Any student in the corridor during a class period must have an out-of-room slip stating name, destination, time, date, and signature of the releasing teacher.

## **DINING HALL**

All food trays and spilled liquids must be cleared from the table in order that the students in the next lunch may have a clean place at which to sit and eat. Students are responsible for cleaning up after themselves, and those who fail to do so are subject to detention. Food or drink may not be taken outside of the student dining hall.

## **DIRECTED STUDY**

Students are permitted to obtain passes to the library or to guidance during Directed Study. Students with passes must report to their assigned study room at the beginning of the period and proceed to sign out. Students are not allowed to sign out and go to a classroom where a class is in session. During a term when a student has received a 'currently failing' or 'in danger of failing' warning, the student must report to the Directed Study. A student who has received two (2) or more failing grades on a report card must report to the Directed Study until such time as a Progress Report indicates the student is currently in good academic standing.

## **HOMEROOM**

Each student will be assigned to a homeroom at the beginning of the year. Students tardy to homeroom, or their first segment class, should report to the office to receive an admission slip.

## **LIBRARY**

The Norwood High School Library offers a beautiful work area for quiet study, research, or leisure reading. Respectful and appropriate behavior and language are required at all times, including before and after school. Students may obtain passes to the NHS Library before school and between classes. No passes are issued after the bell. Students remain in the library for the entire period and should plan their work accordingly. Students are responsible for cleaning up their work area including returning books to carts, picking up dropped papers, and placing chairs where they belong.

Any student who receives a failing grade in two or more courses in the previous term either must remain in directed study or attend a tutoring session in the failed subject(s).

## **CELLPHONES AND OTHER ELECTRONIC DEVICES**

While Norwood High School recognizes the ubiquitous nature and inevitable student use of personal electronic devices, irresponsible student use of electronics creates a substantial distraction for students and teachers, and significant impediments to learning.

Cellphones and other electronic devices should be off and away at all times during class, unless given affirmative consent by a teacher. This includes the hallways and common areas (bathrooms, lobby) during instructional time.

Any phone calls need to be conducted in either the Dean's Office or the Guidance Office. Video players and recorders, beepers, pagers, speakers and laser pointers are prohibited.

**ANY STUDENT FOUND WITH UNAUTHORIZED PHOTOGRAPHY AND/OR AUDIO OR VIDEO RECORDING MAY BE SUBJECT TO POSSIBLE SUSPENSION AND POLICE INVOLVEMENT.**

Disciplinary consequences for violating the electronic devices policy are as follows:

- 1<sup>st</sup> violation – Device is handed to the Dean of Students and returned to the student at the end of the day.
- 2<sup>nd</sup> violation – Device is handed to the Dean of Students and returned to the student at the end of the day. The student receives one (1) detention. The Dean will communicate with parent/guardian.
- 3<sup>rd</sup> violation - The student must hand the device to his/her dean, which will be returned to parent or guardian. The student will lose the privilege of having electronic devices at school until the end of the next academic quarter.

If a student continues to violate these expectations, or refuses to hand the electronic device to a staff member when requested, the student may be assigned an in-school suspension, until or unless the student's parent/guardian comes to the school to retrieve the device(s).

Students found to have any electronic device visible during a quiz, test, or assessment, unless authorized by the subject teacher, may receive a zero (0) on that quiz, test, or assessment.

**DELIVERIES**

Flower deliveries, balloon deliveries, etc. that are made to the high school will be held in the main office until the end of the day. Students will be notified of the delivery and may come to the office at the close of school to pick up the delivery.

**VISITORS**

Day visitations by non-Norwood High School students are not permitted. All visitors must check in at the main office to receive permission to be in the building and to receive a visitor's pass.

**PARKING**

Student parking on campus is a privilege. A limited number of parking spaces will be made available to seniors. Permits will be issued to those who pay a \$100 parking fee and produce a valid Massachusetts driver's license and a valid Massachusetts auto registration.

**ERRANDS OFF CAMPUS**

Students may NOT leave the school grounds on errands unless prior permission is obtained from a dean or school administrator.

**DRESS CODE**

The Norwood School Committee finds that a high school dress code is necessary to provide safety, to prevent disruption and disorder, and to facilitate the educational process. Therefore, in order to maintain reasonable standards of health, safety, and cleanliness and with advice and input from the Dress Code Committee and the High School Council (consisting of students, teachers, parents, community members, and administration), the following dress code has been adopted.

The clothing of the students should be clean and worn in the manner for which it was designed. Students' dress should show the respect that we encourage for self and others. Since the primary function of school is educational, not recreational or social, student dress should be appropriate for the school environment and not cause a distraction within that setting. If the health and safety of the student is endangered or the proper order of school is disrupted by a student's attire or appearance, he/she will be referred to the dean and may be sent home. Continued failure to comply with the Dress Code of Norwood High School will result in suspension from school pending a conference with the Principal or his designee. Norwood will make reasonable accommodations for students with sincerely held religious beliefs or documented medical health issues. This means that, in appropriate circumstances, the school will make exceptions to the dress code policy. If a student or parent/guardian requests an accommodation, or a student appears to be out of compliance with the policy and indicates that the noncompliance may be related to a medical need or a religious belief or practice, Norwood staff will engage in a dialogue with the student and parent/guardian to determine the appropriate course of action.

Administration/deans reserve the right to determine if certain attire is inappropriate in a school building. Inappropriate dress shall be defined, but not limited to, an article of clothing that displays or promotes, in pictures or words, any foul, obscene or offensive language; any tobacco product or the use of tobacco product; any alcoholic product or the use of any alcoholic product; material of a sexual nature whether explicit or implied; any illegal substance or the use of illegal substances; acts of actual or implied violence; material reasonably likely to incite or cause disruption in a racial, religious, ethnic, or other context.

The following are **not allowed**:

- Bare Midriffs (The top portion of shorts, pants, or skirt must meet the bottom of the shirt/jersey or sweater)
- Sunglasses
- Hats – must be kept in lockers
- Bandanas
- Sweat bands
- Visors
- Spiked bracelets
- Heavy gauge chains
- See-through tops when underwear can be seen
- Visible undergarments of any kind (boxers, shorts, thongs, bras)

Students are asked to refrain from wearing excessively short clothing, excessively revealing hemlines, excessively tight clothing, or clothing that allows the overexposure of a person's thighs, chest, or stomach. School-sponsored team and club attire may be worn on special occasions during the school day as long as the attire complies with the Norwood High School Dress Code.

### **DRESS CODE VIOLATION DISCIPLINARY ACTIONS**

If a dress code violation is extreme, the student will be asked to change his/her attire or they will be sent home to change.

For violations that are not extreme:

1<sup>st</sup> offense: Warning – student asked not to wear the particular clothing again

2<sup>nd</sup> offense: One (1) office detention and the student will be asked to change clothing

3<sup>rd</sup> and subsequent offense: May be considered noncompliance under code of conduct.

Any coats, jackets, ski parkas, or other similar outerwear must be secured in the student's locker. Teachers may also require that all students report to class without their backpacks, and that backpacks are secured in a student's locker prior to class. This Dress Code shall not be enforced to the extent that it conflicts with religious observance or a documented medical condition.

## **LOCKERS**

Lockers are assigned according to a procedure announced on the first day of school. Because school officials are charged by the state with the responsibility of operating the program in such a manner that the health and safety of all involved are not endangered, the administration has both the right and duty to investigate thoroughly when the presence of alcohol, drugs, weapons, explosives, or other dangerous materials is suspected. Administration has the right to open and inspect a student's locker at any time.

Student lockers will be checked periodically. The defacing of a locker will result in a monetary compensation to the school equal to what it costs to repair the locker.

## **BOOKS, EQUIPMENT, AND SCHOOL PROPERTY**

The care and safe-keeping of school property is the responsibility of everyone in the school. Books and equipment are the property of the Town of Norwood and must be returned in essentially the same condition as they were when issued. Students are held financially liable for lost or damaged books or equipment and will be placed on the obligation list. Damage to school property may result in detention, suspension, monetary restitution, and possible police involvement. If a book or equipment is not returned, the student must pay for the lost text and/or equipment.

## **PARTICIPATION IN EXTRACURRICULAR EVENTS**

A student may not participate in any extracurricular event or practice on a day that he/she is absent or when serving a suspension. In addition, students who participate in extracurricular activities must be registered at Norwood High School or in an approved home-school program. Norwood students who attend private school may participate in Norwood High School extracurricular activities if their school does not offer a comparable activity.

## **ACTIVITIES**

Activities such as Student Council, French Club, G.S.A., S.A.D.D., and Friendship Club, meet at the end of the school day and are open to interested and qualified students. Activities are added or dropped as student interest varies and as faculty advisors become available.

Eligibility for extracurricular activities (including all elected offices), athletics, as well as music and drama programs, will be interpreted and enforced according to the same standards. A student must earn twenty (20) credits at the end of each term in order to be eligible to participate in activities. The final grades for the year must reflect those standards in order to be eligible for the first term of the next academic year.

## **CONFLICTS: ATHLETICS/FINE ARTS**

The following is what students should do if there is a conflict between an athletic practice or event, and a fine arts practice or event. Specific questions regarding this schedule should be referred to the Athletic Director and the Director of Fine Arts.

<b><u>Fine Arts</u></b>	<b><u>Athletics</u></b>	<b><u>Student's Responsibility</u></b>
Rehearsal	Practice	Split practice
Performance	Practice	Performance
Rehearsal	Game	Game
Rehearsal	Awards Night	Awards Night
Dress Rehearsal	Practice	Dress Rehearsal

Dress Rehearsal  
Performance

Game  
Game

Game first/Rehearsal second  
Student's choice w/consequences

Several of the music programs are tied to academic grades (Madrigals, Concert Chorale, Concert Band, Wind Ensemble, and Orchestra). These classes are held during the day with some evening practices before performances.

### **NON-SCHOOL SPONSORED ACTIVITIES**

The facilities of Norwood High School may NOT be used for non-school sponsored trips of any kind. This includes the use of daily notices, rooms for meetings, and posters on the bulletin boards.

### **FIELD TRIPS**

Field trips are undertaken periodically to provide educational enrichment. Parental permission will be required of students to participate in any school-sponsored field trip. A student who has received a "currently failing" warning may be ineligible to participate in any school related activity which would result in their absence from any class for the remainder of that term.

A student who has failed a course will be ineligible to participate in any school-related activity which would result in their absence from any class for at least the beginning of the next term. Eligibility for field trips can be reestablished at the time progress reports or report cards are issued.

If a student has a life threatening allergy and requires an epi-pen, the school nurse must have current doctor's orders with parental permission forms signed and a current epi-pen on hand one week prior to the student attending any field trips. Students who participate in or attend school-sponsored activities, including athletics, cultural exchanges, trips abroad, at home or away, are subject to all school rules and school discipline.

### **FUNDRAISING**

Students may not sell or take orders for any merchandise in school or in the name of the school for a project not approved by the principal. In almost all cases this approval must also be sought from the Norwood School Committee.

### **STUDENT ADVISORY COMMITTEE**

Chapter 71, Section 38M, provides for the election of students to meet in an advisory capacity to the Norwood School Committee. Students are elected annually according to procedures to be announced by the faculty advisor to the student council. School committee policy provides for at least two nonvoting student members to meet with the school committee. These students may bring up matters during their scheduled agenda or during executive session and may, with the permission of the school committee, attend other executive sessions. These students are elected annually to a one-year term.

### **SCHOOL COUNCIL**

Section 53 of Chapter 71 of the Acts of 1993 establishes a school council at each secondary school in the Commonwealth. Each council is to have as its membership the following individuals: the principal, who serves as one of the two co-chairs; teachers at the school; parents of students attending the school; at least one student from the school; and "other persons" who are not parents or teachers or students at the school. The one requirement is that the number of parents has to equal the number of teachers plus the principal. The rules pertaining to the conduct of students shall be reviewed annually by the school council. An input session will be scheduled in the spring to obtain ideas and suggestions from the student body

## **STUDENT COUNCIL AND CLASS OFFICE**

The purpose of the Student Council is to promote better understanding, to improve the general relationship between the student body and the staff, and to support or carry out any program or idea which shall operate to the benefit of the school and those connected with it.

Election of Class Officers is held in the spring of each school year. Students interested in running for office must obtain nomination papers and at least twenty (20) signatures from classmates to have a name appear on the ballot. The following officers are elected: president, vice president, secretary, treasurer, athletic advisors (2), and fine arts advisor. Class Officers will participate and take an active role in the Student Council. They have been elected to represent their peers, and attendance as well as participation at Student Council meetings and activities is important. Members have an obligation to attend all meetings which are usually held before or after school. Failure to attend two meetings may result in removal from Class Office as well as Student Council.

## **ELECTION REGULATIONS & OFFICES**

Election to Student Council and Class Office is considered to be both a privilege and a very important responsibility. Questions regarding election rules and regulations can be reviewed with the Election Commission. Candidates will be given a minimum of five (5) school days to gather the signatures required to be placed on the ballot. Students who run for Senior Class Office must have been an active member of Student Council for at least one (1) previous year (attending at least 50% of Student Council meetings).

### **Class Officers:**

President

Vice President

Secretary

Treasurer

Athletic Advisors (2)

Fine Arts Advisor

## **ELECTION RESTRICTIONS**

Students interested in running for Class Office must obtain a nomination form and at least twenty (20) signatures from classmates, and attend a meeting with the Student Council advisor to have their name appear on the ballot. Nomination papers are available from the Student Council advisor. No write-in candidates will be allowed.

In order to be eligible for any senior office, a student must have served on the Council for a period of one (1) year. Students interested in serving in a representative capacity must obtain information from the Student Council advisor.

All candidates and elected officers must receive passing grades in every subject and be in good discipline standing\*. If a student fails to achieve this standard, he/she will be placed on probation for the following term. During probation the student is expected to participate in all Student Council activities but not in a leadership role. If the student then achieves the standard in the probationary term, he/she returns to office or is eligible to run for office. Each officer is allowed ONE probationary term. In the event an officer is removed, the position will be given to the runner-up in the final election.

Any disciplinary action of a student who holds an elected office will result in a credentials review by the deans to determine if the student should be placed on probation or removed from office. As noted above, each officer is allowed only ONE probationary term, either academic or disciplinary.

\*This applies to all students who hold an elected office in any club or activity.



## **CAMPAIGN POLICIES**

Students are encouraged to post campaign signs on bulletin boards around the building and in the student dining hall. Signs must be approved by a dean or the Student Council advisor. Negative and inappropriate signs will be removed by members of the staff. Items related to campaign advertising must be approved by the dean or Student Council advisor.

## **CAMPAIGN ADVERTISING**

The morning news is available for campaign information by contacting the morning news advisor. There will be no television campaigning aired on the day of the election. Campaigning will be prohibited in the student dining hall on Election Day. This includes distributing campaign materials, verbally supporting a candidate, wearing campaign materials on the day of the election, or posting campaign signs.

## **ELECTION COMMISSION**

Election rules and regulations will be enforced by an Election Commission comprised of the principal, Student Council advisor, the deans, and two students. Any issues concerning eligibility, ballot procedures, and voting may be referred to the Commission. The Election Commission will meet in the spring to review and/or revise election procedures.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors that can be bestowed on a high school student. Membership is, however, more than an honor; it carries with it a responsibility. Students should strive to uphold the core values of scholarship, leadership, service, and character each and every day.

To be eligible for membership, a student must be a member of the junior or senior class and have attended Norwood High School for a minimum of one term. After first term grades are posted, juniors and seniors with a cumulative 3.5 GPA or higher are invited to apply for admission to the society.

A student's acceptance into this organization is not based solely on academic excellence. The Faculty Council reviews student applications and selects students who demonstrate scholarship, character, leadership and service for admission to the National Honor Society. Any questions regarding the admission process or society requirements should be directed to the advisor.

Once inducted, members are expected to maintain the standards set forth in the by-laws and Constitution of the chapter and must also maintain a 3.5 GPA. Juniors not eligible to apply or not accepted will have another chance to apply in the fall of their senior year.

The Norwood Chapter of the Honor Society coordinates a peer tutoring program in a variety of subjects. Students seeking help should make arrangements through their guidance counselor.

## **NATIONAL ART HONOR SOCIETY**

The National Art Honor Society is sponsored by the National Art Educators Association. The Norwood High School Chapter was established in 1982 and was the 143<sup>rd</sup> chapter formed nationwide. Selection into this group signifies that a student through effort, attitude, and sense of dedication in the field of art has consistently demonstrated the highest qualities in art scholarship, service, and character.

To be academically eligible, a student must be enrolled in an art course for a period equivalent to one (1) semester in this school. Candidates eligible must be a high school student (sophomore, junior, and senior) and have maintained an 85% in his/her art course and a minimum cumulative average of 80% in his/her other subjects. In addition all conduct and effort grades must be O or S. To remain a member, the art student must maintain an 80% average in all art classes.

## **PARTNERS IN NORWOOD SERVICE (PINS)**

Norwood High School has undertaken an innovative community service project known as 'PINS' (Partners In Norwood Service). Through the collaborative efforts of the Student Council, teachers, and administrators, a contract has been written to allow for an exemption from first or last segment directed study for any senior who has performed community service during the summer months and during the senior year. PINS credit will only be awarded to seniors who are in good academic and attendance standing. A copy of the goals and contract conditions as well as the application is available in the principal's office for those who are interested in participating in the program.

## **VOTER REGISTRATION**

Students who are citizens of the United States and will be eighteen (18) by Election Day are eligible to register. During the school year members from the League of Women Voters will be on campus to conduct voter registration.

<h2><b>CODE OF CONDUCT</b></h2>
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### **DISCIPLINE CODE**

The discipline code has been established in order to provide an atmosphere which contributes to the highest possible academic achievement.

**A. Students who are found to have committed the following offenses may receive  
TEACHER DETENTION:**

1. Tardiness to class
2. Failure to do homework
3. Failure to cover books
4. Failure to bring required materials to class
5. Other offenses for which the teacher may decide that detention is necessary

**B. Students who are found to have committed the following offenses may receive  
OFFICE OR EXTENDED DETENTION:**

1. Tardiness to class and/or to school after 8:15 am or failure to report to the main office when tardy
2. Parking in teachers' parking lot or on school grounds without an authorized permit
3. Leaving school grounds without permission - first offense
4. Cutting class
5. Disruption of the educational process
6. Truancy
7. Unsportsmanlike behavior at activities or athletic contests
8. Failure to report to student dining hall during the lunch segment within ten (10) minutes after the bell without a note
9. Failure to do classwork
10. Lying
11. Selling any items not approved by administration
12. Any violation of the Technology Acceptable Use Policy as articulated in this handbook
13. Failure to report to a teacher-assigned detention will result in two (2) office detentions

**C. Students who are found to have committed the following offenses may receive  
SUSPENSION:**

1. Smoking and/or use of smokeless tobacco products (including vaporizers and electronic

- cigarettes) in the school building or on school grounds at any time. This will also include possession of tobacco products or a lighter.
2. The use of drugs or alcohol in school or school-sponsored activities, or prior to attending school or school-sponsored activities, or if determined by a dean and the nurse to be under the influence of drugs or alcohol or drug paraphernalia in school or at school-sponsored activities.
  3. Possession of drugs or alcohol or drug paraphernalia in school or school-sponsored activities
  4. Involvement in the distribution (give, offer, barter, or exchange) of drugs or alcohol in school or school-sponsored activities.
  5. Physical fight
  6. Threat of physical attack
  7. Physical attack /Battery (non-sexual)
  8. Sexual Harassment
  9. Sexual Assault
  10. Theft (school, staff or student property)
  11. Threat of robbery
  12. Robbery using force
  13. Vandalism/Destruction of Property
  14. Destruction of property due to arson
  15. Weapon on school premises
  16. Other violence or substance-related offense (any significant violent or drug-related offense not previously mentioned).
  17. Felony conviction outside of school
  18. Bullying
  19. Harassment
  20. Hazing of a student
  21. Violations of the Academic Integrity Policy
  22. Failure to report to office or the Dean's office when directed by a staff member
  23. Repeated and/or intentional failure to comply with directives of any school personnel acting legitimately in their official capacity
  24. Cutting class
  25. Truancy
  26. Leaving school grounds
  27. Insolent behavior, swearing, inappropriate or offensive remarks (not limited to swearing or profanity)
  28. Fighting
  29. Threatening a member of the staff
  30. Forgery
  31. Extortion and/or bribery
  32. Unauthorized electronic recording or image-taking
  33. Gambling and/or sale of gambling materials (e.g., any sports betting cards)
  34. Participation in causing any school disruption (including, but not limited, to firecrackers, smoke bombs, bomb scares, false fire alarms, etc.)
  35. Advocating violence through written, verbal, or other communications
  36. Trespassing on Norwood Public School property during non-school hours
  37. Unsportsmanlike behavior at activities or athletic contests
  38. Any repeated offense that may have resulted in detention
  39. Failing to identify oneself to a member of the staff
  40. Possession of stolen property
  41. Tampering with property belonging to the school, a staff member or another student
  42. Lying
  43. Refusing to give a staff member an electronic device when asked to do so
  44. Creating a disturbance in the student dining hall or other areas where large numbers of students congregate

45. Intimidating behavior
46. Posturing or behaving in a manner that directly leads to an altercation
47. Verbal conflict
48. Inappropriate contact
49. Falsely calling in to the school's absentee line
50. Any act that does not conform to the values and/or qualities articulated in the Norwood Public Schools' Mission Statement

Administration reserves the right to increase the length of a suspension to any number of days up to and including ten (10) for a short-term suspension and ninety (90) for a long-term suspension. This would be done in situations that are considered to be severe or for repeated disciplinary transgressions and/or in situations where corrective measures have not been heeded by the student. It is the intent of the Norwood Public Schools to create and maintain a safe and secure environment in every school building. In addition to behavioral standards as stated in the Student Handbook, the principal has the discretion to determine whether an action is a threat to the maintenance of a safe and secure environment. Further, the principal has the discretion to determine what appropriate disciplinary actions are warranted. Referrals to the administration for disciplinary action could result in the requirement of a mental health evaluation.

**\*\*Damage to school property may result in detention, suspension, monetary restitution and possible police involvement. A person suspended for damaging school property when such suspension would extend through graduation weekend will be excluded from graduation exercises.**

**\*\*\* Students suspended for violating school policies relative to alcohol or drugs will be prohibited from attending or representing the school at any extracurricular function such as proms, dances, athletic and music activities, class day, and graduation exercises for a minimum of four (4) school weeks from the date of the infraction. Students involved in the purchase of drugs or alcohol will be excluded from all school-related activities for a minimum of six (6) weeks. Because it is a serious offense, it should be noted that, upon returning to school, the student will be required to meet with a discipline review committee. The committee, after hearing the evidence, may have the student excluded from attending all extracurricular activities for the remainder of the school year.**

**D. Students who are found to have committed the following offenses may be **EXPELLED**:**

1. Distributing or possessing (to give, offer, barter, or exchange) alcohol or drugs on school grounds or at school functions.

“Chapter 94C, section 32J of the Massachusetts General Laws calls for a TWO YEAR MINIMUM MANDATORY SENTENCE for any person who, while within three hundred feet of a school building, is convicted of any of the following:

- a. Sells or gives away any drug
  - b. Traffics in any drug
  - c. Possesses any drug with the intent to sell it or give it away.
  - d. Manufactures any drug or
  - e. Cultivates marijuana
2. Assault and/or battery on a staff member's person or property
  3. Repeated violations of policies on drugs or alcohol
  4. Harassment of teachers or students
  5. Hazing of a student(s)
  6. Arson or other extreme incident of vandalism.
  7. Possession or use of a dangerous item (knives, guns, explosives, or anything used to threaten and/or assault a staff member or a student)
  8. Repeated and/or intentional failure to comply with the directives of any school personnel

- acting legitimately in their official capacity which results in substantial disruption upon the education or general welfare of other students
9. Repeated physical or verbal altercations
  10. Threatening a staff member and/or creating a threatening atmosphere toward a member of the staff

It should be noted that the scope of this discipline code will include all school-related activities, including transportation to and from school. Students have the right to appeal long-term suspension and expulsion decisions to the superintendent of schools.

## **E. DEFINITIONS**

1. **Cut** - unauthorized absence from any assigned period
2. **Truancy** - unauthorized absence from more than two (2) assigned periods in one (1) day
3. **Detention** - required attendance for violation of school rules or regulations—may be imposed by a teacher, dean, or administrator
4. **Detention takes precedence over all in-school and out-of-school engagements.** Misbehavior in detention or failure to report to detention may result in additional days of detention or suspension.
5. **Suspension/Exclusion** – Refer to Due Process section of handbook.

## **MEMORANDUM OF UNDERSTANDING (M.O.U.)**

The Norwood Public Schools and the Norwood Police Department contribute to and cooperate in providing a safe and secure environment for young people in the school and community.

A designated police liaison will inform the principal of any arrest or issues of safety and noncriminal activity involving students of the Norwood Public Schools. Students involved in any of these issues may face school and athletic sanctions. The complete Memorandum of Understanding may be viewed in the principal's office.

## **PROM CONTRACT**

In the spring of 1989 the Norwood School Committee adopted a policy requiring all Norwood High seniors attending the senior prom, and a parent/guardian, to sign a contract. In addition to references to applicable portions of the school discipline code, the contract includes the following:

“Upon purchasing a ticket for, or intending to attend, the senior prom, we, the undersigned, recognize our responsibility and obligations according to school rules. We also agree to the following:

1. Parent/guardian will not sponsor a pre-function cocktail party at which liquor is available.
2. Parent/guardian will not, knowingly allow a son/daughter to attend a pre-function party at which liquor is available.
3. Student and parent/guardian understand that no one will be admitted to the function later than one hour beyond starting time unless prior written approval has been given by the dean or an administrator.
4. Student and parent/guardian understand that any suspicion of drinking or drug use concerning a student will be referred to the police to be treated as a violation of law.
5. Student and parent/guardian understand that drinking in cars and limousines is also a violation of law, and it will be treated as a police matter.
6. Student and parent/guardian understand that any senior suspended for drugs or alcohol may not participate in class day or graduation.
7. Any drug or alcohol violation at the post prom party

## **ACADEMIC INTEGRITY**

Academic Integrity lies at the core of Norwood High School's Portrait of the Graduate (Communication, Collaboration, Creativity, Critical Thinking and Problem Solving, and Citizenship). We expect our students to put forth their own best efforts and their best work on a daily basis. With that in mind, we adhere to the Academic Integrity Policy to ensure that students are meeting these high standards.

## **CHEATING**

Norwood High School defines cheating in the following way:

To seek to improve a grade on a major or minor assessment through deceptive or fraudulent practices.

All of the following are considered cheating:

- Misrepresenting someone's work as your own;
- Assisting or allowing someone to copy your work and represent it as their own;
- Copying information and/or answers from another student during a major or minor assessment;
- Using unauthorized material including textbooks, notes, calculators, or computer programs during an examination or other assignment;
- Sharing test questions and/or answers with students in your class or in another class;
- Receiving test questions and/or answers from a student in your class or another class.

## **PLAGIARISM**

Norwood High School defines plagiarism in the following way:

1. To steal and pass off (the ideas or words of another) as your own
2. To use (another's production) without crediting the source
3. To present as new and original an idea or product derived from an existing source

All of the following are considered plagiarism:

- Submitting another person's work as your own
- Copying words or ideas from another source without giving credit
- Failing to put a quotation in quotation marks
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

## **PARAPHRASING**

Norwood High School defines paraphrasing in the following way:

"Paraphrasing means taking another person's ideas and putting those ideas in your own words. Paraphrasing does NOT mean changing a word or two in someone else's sentence, changing the sentence structure while maintaining the original words, or changing a few words to synonyms. If you are tempted to rearrange a sentence in any of these ways, you are writing very close to the original document. That is plagiarizing, not paraphrasing."

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

### **Google Translate and other electronic translation services**

Academic Integrity in World Language courses includes the proper use of online translators. Using a translation website such as Google translate, to write in Spanish, French, or Latin is considered cheating and a violation of academic integrity. Your World Language teacher will model and teach the correct and ethical way to use online dictionaries. The only recommended website for students is [www.wordreference.com](http://www.wordreference.com).

### **Collaboration through Electronic Documents**

Collaboration constitutes an important part of your education. Peer-to-peer learning helps students understand better, but it is imperative in every collaborative activity to recognize where the collaborative effort ends and the importance of valuing your own individual thoughts, contributions, and work. Your work, spoken, written, digital, and visual must be completed solely on your own efforts.

### **PROCESS**

In the event a student is suspected of violating the Academic Integrity Policy, the classroom teacher must

1. Speak to the student about the incident.
2. Report the incident to the department chair to discuss the offense and determine academic consequences.
3. Report the incident via ASPEN referral.
4. Confer with the appropriate Dean regarding the offense, e.g. offense 1,2,3
5. Report the incident to the appropriate guidance counselor (if confirmed).
6. If the student is found to have violated the policy, the classroom teacher will, after consulting with the department chair and informing the dean, assign the appropriate academic consequences and notify the parent/guardian of the incident.

### **CONSEQUENCES**

Dean may assign disciplinary consequences based on the following:

**The first incident** during a student's high school career may result in a zero for the assignment, may face disciplinary consequences, and a parent conference. Students may be asked to complete an assignment or module so that they can demonstrate a better understanding of academic integrity. In addition, current members and candidates of the National Honor Society are subject to its rules and procedures.

**The second incident** at any time during a student's high school career may result in a zero for the assignment or a reduction in the term grade by 10 points, whichever is greater. Students may face disciplinary consequences and will lose any leadership positions for the remainder of the school year. In addition, current members and candidates of the National Honor Society are subject to its rules and procedures.

**The third incident** and all subsequent incidents during a student's high school career may result in a failing grade for the current term. In severe cases or extreme repeated cases, students may be suspended out of school for up to five days and may lose any leadership positions for the remainder of the school year. In addition, current members and candidates of the National Honor Society are subject to its rules and procedures.

## **DISCIPLINE SPECIAL NEEDS STUDENTS AND STUDENTS ON 504 PLANS**

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

School Administrative Personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline not imposed on students without disabilities for the same offense. IDEA 2004, Section 615 (k) (1) (B).

After a child with a disability has been removed from his or her placement for 10 school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set forth in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and the behavioral intervention services and modification, that are designed to address the behavior violation so that it does not recur.

Within 10 days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the district, the parent(s), and the relevant members of the child's IEP Team must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents or guardians to determine if: the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability, or the conduct in question was a direct result of the district's failure to implement the IEP

The conduct must be determined to be a manifestation of the child's disability if the district, the parent, and the relevant members of the child's IEP Team determine that a condition in either paragraph (i) or (ii) was met. The Team will make a finding, a manifestation determination, as to the relationship between the student's misconduct and their disability condition, conduct a functional behavioral assessment if appropriate, and modify or amend the IEP to provide Special Education services during the suspension, or to include a behavioral intervention plan. If the district, the parent(s), and the relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must either;

- (a) Conduct a functional behavioral assessment unless the district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and implement a behavioral intervention plan for the child, or
- (b) If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it as necessary to address the behavior.

Except as provided in 34CFR 300.530(g) of this section, return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

There are some special circumstances in which the district may unilaterally remove a student and place them in an Interim Alternative Education setting without regard to whether the behavior is determined to be a manifestation of the child's disability. Specifically, school personnel may remove a student to an Interim Alternative Education Setting for not more than 45 days without regard to whether the behavior is determined to be a manifestation of the child's disability if the child:

- (a) Carries a weapon to or possesses a weapon at school, on school premises, or carries or possesses a weapon at a school function under the jurisdiction of the district, or



- (b) Knowingly possesses or used illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the district, or
- (c) Has inflicted serious bodily injury upon another person while at school, on school premises, or at school function under the jurisdiction of the district.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of school conduct, the district must notify the parents of that decision, and provide the parents with the procedural safeguards notice described in 34 CFR 300.504. The building Principal will notify the Director of Special Education, and will then notify the Department of Elementary and Secondary Education as required by as to the course of action. Subsequent amendments to state or federal law will supersede contrary handbook provisions.

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:

- (a) The parent of the child expressed concern in writing to a supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of Special Education and related services, or
- (b) The parent(s) of the child requested an evaluation of the child pursuant to Sec 300.300 through 300.311, or
- (c) The teacher of the child or other personnel of the district expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Director of Special Education of the agency or to other supervisory personnel of the agency.

The district would not be deemed to have knowledge if:

1. The parent of the child:
  - (a) Has not allowed an evaluation of the child pursuant to 34 CFR 300.300 through 300.311, or
  - (b) Has refused services under IDEA
2. The child has been evaluated in accordance with Sec. 300.300 through 300.311 and determined to not be a child with a disability under this part.

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under 34 CFR 300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the education placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation provided by parents, the agency must provide Special Education and related services in accordance with this part, including the requirements of 34 CFR 300.530 through 300.536 and IDEA 2004 section 612 (a)(1)(A).

The parent(s) of a child with a disability who disagrees with any decision regarding placement in this context of the manifestation determination under or a district that believes the maintaining the current placement of the child is substantially likely to result in injury to the child or others may appeal the decision by requesting a hearing from the Massachusetts Department of Elementary and Secondary Education Bureau of special Education Appeals.

## **SECTION 504**

1. As non-discrimination statute, Section 504 prohibits the district from disciplining students with disabilities more harshly than nondisabled students would be disciplined under similar circumstances. In addition, students identified with disabilities under Section 504 may not be expelled or suspended from school for more than 10 days in a school year for misconduct that is a manifestation of the student's disability.

2. If a suspension will not exceed 10 consecutive school days and will not result in the student receiving more than 10 cumulative school days of suspension during the current school year, the student may be disciplined in the same manner as a nondisabled student under similar circumstances. The student may be suspended beyond 10 school days, consecutively or cumulatively, only if the Section 504 Team determines that the behavior in question was not a manifestation of the student's disability.

3. If a proposed suspension will exceed the 10-day limit, the Section 504 Team should meet and make a manifestation determination in accordance with the district's 504 manifestation determination procedures.

4. However, a manifestation determination review is not required, regardless of the length of the suspension or expulsion, if the student is a current user of alcohol or illegal drugs and the behavior resulting in disciplinary action is an alcohol or drug infraction. Under those circumstances, the student may be disciplined in the same manner as other students under similar circumstances.

### **DETENTION GUIDELINES**

Detention will take place Monday through Friday. Students will go directly to the detention room with study materials; there will be no entry without study/reading materials. Late entry or early dismissal will not be allowed unless approved by a dean or administrator. If there is a problem with conduct, the student will be sent to the dean's office, will receive no credit for detention, and will be subject to further disciplinary action.

Talking privileges, electronic devices, food, hats, gum chewing, feet on furniture, and heads in a sleeping position will not be permitted in detention. Make-up tests will not be administered to students.

### **DETENTION: TEACHER/OFFICE**

Students whose work or conduct is not satisfactory may be requested to remain after school for teacher detention. *Disciplinary detention takes precedence over all in-school and out-of-school engagements.*

Misbehavior in detention or failure to report to detention may result in additional detention. Chronic failure to serve detention will result in suspension from school and referral to the administration.

### **SUSPENSION**

Students suspended from school may not attend regular classes, may not attend any school-sponsored event, and may not participate in any sports practices/games or extracurricular activities during the period of suspension. Further, students serving an out-of-school suspension must stay off school grounds during this time and remain home during normal school hours.

### **DUE PROCESS**

All students must be afforded due process whenever deprived of their rights to education through exclusion from regular classroom instruction or from school activities, including suspension, expulsion and withdrawal of privileges. The right of due process includes the right to a fair hearing prior to any of the above exclusions, except for an emergency removal of up to two days as described

under G.L. c. 71 Section 37H ¾ where a hearing will be provided within the two day time period.

The Norwood Public School Discipline Code of Conduct is intended to be instructive, not punitive, and is based on the principles of preventative and positive discipline. It is focused on addressing the causes of misbehavior, resolving conflicts, meeting students' needs, and keeping students in school and learning. Disciplinary offenses may vary from minor infractions to incidents that violate laws and have a substantial detrimental effect on the general welfare of the school. Likewise, the principal of the school or designee may apply disciplinary strategies that range from intervention activities such as a new seating or classroom assignment, loss of a phone/electronic device, or restorative practices to expulsion from school based on the severity of the infraction.

The suspension categories are as follows:

**In-school suspension** means 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 during the school year. Removal solely from participating in extracurricular activities or school-sponsored event, or both, shall not count as removal in calculating school days. In some cases, at the discretion of the principal or designee, and in agreement with the student and guardian, successful completion of the Restorative In School Education (RISE) program may count as an alternative to in-school suspension.

**Short-term suspension** means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In some cases, at the discretion of the principal or designee, and in agreement with the student and guardian, successful completion of the Restorative In School Education (RISE) program may count as an alternative to short-term suspension.

**Long-term suspension** means 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. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculation school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, §37H, or in section 37H ½ of G.L., c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

**Emergency Removal** means removing a student 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.

**Expulsion** means 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 37H ½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault of 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 37H ½.

The State regulations (603 CMR 53.04) do not prevent a school administrator from conducting an investigation, including student interviews, of a school-related disciplinary incident during the course of investigating disciplinary incidents.

Before a principal or designee imposes an **out-of-school suspension** as a consequence for a disciplinary offense s/he will:

- provide the student and the parent oral and written notice,
- provide the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing, and
- written notice will include:
  1. the disciplinary offense;
  2. the basis for the charge;
  3. the potential consequences, including the potential length of the student's suspension
  4. 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;
  5. the date, time, and location of the hearing;
  6. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
  7. if the student may be placed on **long-term suspension** following the hearing with the principal:
    - (i) The rights set forth in 603 CMR 53.08 (3)(b);
    - (ii) Prior to the hearing, the student/parent is afforded the opportunity to review the student record and documents on which the principal may rely;
    - (iii) The student has the right to be represented by counsel or a lay person at his/her own expense;
    - (iv) The student has the right to produce witnesses and to present the student's explanation of the incident. Student witnesses/victims do not have to be summoned if the principal specifically rules, orally or in writing, at the hearing that identification of the student witness, or the presence of a known witness/victim at the hearing, would endanger his or her physical safety or cause intimidation. All witnesses must be voluntary and accompanied by a guardian if under 18 years of age.
    - (v) Student has the right to cross-examine witnesses presented by the school district. All witnesses must be voluntary and accompanied by a guardian if under 18 years of age.
    - (vi) The student has the right to request that the hearing be recorded and to receive a copy of the audio recording if an audio record is requested by the principal.
    - (vii) Long term suspensions of more than ten (10) consecutive or cumulative days may be appealed to the superintendent within three (3) days of the principal's decision and may be extended up to seven (7) calendar days by request.
- The principal or designee will 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.

Before a principal or designee imposes an **in-school suspension** as a consequence for a disciplinary offense they will do the following:

- The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offenses, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
- On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, 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. Such meeting shall be scheduled on the day of the suspension if possible, and if not as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- The principal or designee shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal. Delivery of the written notice may be by hand-delivery, certified mail, first-class 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.

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, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed. In all cases of out-of-school suspensions for Pre-K Grade 3 students, the principal must send a copy of the written determination to the superintendent and explain the reasons for imposing a suspension, before the short term suspension takes effect.

**Emergency Removal** – A student may be removed for not more than two (2) school days following the date of the emergency suspension if the student is charged with a disciplinary offense and the continued presence of the student poses a danger to person or property or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative to alleviate the danger or disruption. The principal will immediately notify the superintendent in writing of the removal and reason for it, and describe the danger presented by the student. The principal will also:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal and the reason for the need for the emergency removal and follow the procedures for an out-of-school suspension as outlined above.
- Provide the parents an opportunity to attend the hearing before the expiration of the two (2) school days, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent.

- The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day consistent with the decision issued for a short/long term suspension.

The complete text of the Student Discipline Regulations is available on the Massachusetts Department of Elementary & Secondary Education website at:  
<http://www.doe.mass.edu/lawsregs/603cmr53.html>

### **SMOKING**

The **possession**, and/or use, of any tobacco product within the school building, the school facilities, on the school grounds, or on the school bus is prohibited. Parents/guardians of any student found in **possession** of tobacco products, as set forth above, will be contacted by the dean. School grounds include campus parking lots, athletic fields, other school facilities, and adjacent roads/sidewalks around the school property. Subsequent possession offenses may result in suspension from school. Any student using tobacco products, including vaporizers and e-cigarettes, as set forth above, will be subject to a suspension of one to three (1-3) days.

### **CHEMICAL HEALTH AND ATHLETIC ELIGIBILITY**

During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell, or give away any beverage containing alcohol, smokeless tobacco, marijuana, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

1. **First Violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for 25% of the season.
2. **Second and Subsequent Violations:** When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation has occurred, the student shall lose eligibility for 60% of the season.

There are many other rules, regulations, and guidelines contained in the Athletic Handbook. Consult the principal or athletic director with any questions.

### **HAZING Chapter 536 of the General Laws of Massachusetts**

The term "hazing" 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.

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

Whoever knows that another person is the victim of hazing 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 five hundred dollars.

## **WEAPONS**

Massachusetts G.L. C 269 section 10 (j) states: "Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars 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.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars."

<h2><b>SELECT POLICIES</b></h2>
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### **SEARCH POLICY**

Student lockers, desks, and other school property provided for storage of school supplies are the property of the Norwood Public Schools. Students are not permitted to use such property for the storage of items such as, but not limited to, controlled substances, alcoholic beverages, weapons, stolen property, or chemicals. The Norwood Public Schools retains the right to regularly inspect lockers, desks, and other school property without notice to the student, without his/her consent, and without the student's presence for compliance with school rules and regulations. In cooperation with the Norwood Police Department, periodic searches are conducted during the year using the Norfolk County Sheriff's Department Canine Unit.

Searches and/or seizures involving the student's person or personal property may also be conducted in accordance with generally recognized legal principles that apply to school settings. Refusal to allow such a search will result in disciplinary action and possible police intervention. Any contraband confiscated during a search of a student, his/her property, or school property becomes the property of the school and will not be returned to a student or parent/guardian. Depending on the nature of the contraband, it may be stored as evidence by Norwood High School, turned over to the Norwood Police Department as evidence, or disposed of/destroyed.

### **HARASSMENT**

Any harassment to students and/or members of the staff will result in disciplinary action being taken by the administration. Disciplinary consequences for harassment may include, but are not limited to, detention, suspension, expulsion, and/or referral to Norwood Police Department.

### **DISCRIMINATION POLICY**

In providing equal educational opportunities to all our students on a nondiscriminatory basis, it is the policy of the Norwood Public Schools to comply fully with Chapter 76, section 5 of Massachusetts General Laws, Title VI of the Civil Rights Acts of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and with the Sexual Harassment Policy of the Norwood School Committee.

The policies of the Norwood Public Schools concerning Chapter 76, section 5, Title IV, Title IX, Section 504, Title II, and sexual harassment prohibit discrimination because of race, color, gender,

gender identity, sexual orientation, religious or national origin and handicaps, such as impaired vision or hearing, in the following areas: admissions to the school system; admissions to courses of study; guidance opportunities; curriculum opportunities; extra- curricular activities; scholarship and monetary awards; employment; and use of facilities. Norwood High School intends to follow the guidance documents published by DESE's Safe Schools Program for LGBTQ Students.

In addition, a grievance procedure has been established for students and employees. The grievance procedure begins with the Principal of the building in which the alleged discrimination or harassment occurred. If a resolution is not reached at the building level within 20 school days after receiving the complaint, the matter will be referred to the Assistant Superintendent as soon as possible, including any corroborative information. The Assistant Superintendent will conduct an investigation of the matter and answer all inquiries in writing within 20 school days of receipt of the unresolved complaint. If appropriate, plans to correct any inequities will be included in the response. In the case of alleged sexual harassment, the first step will include a description of the harassment by the individual alleging harassment.

If unresolved or not satisfactorily resolved, the grievant may petition the Superintendent of Schools, in writing. The Superintendent, or his designee, will also conduct an investigation and attempt to resolve the problem within 20 days of his receipt of the unresolved complaint. The Superintendent will respond in writing to the petitioner following the investigation. A separate file will be kept on all actions taken under the grievance procedure.

The School Committee will serve as the final local appeals board for any matters that the Superintendent, or his designee, is unable to resolve. Access to the School Committee is by written notification to the Chairperson describing the problem and requesting an opportunity to review the matter with the School Committee. Documentation shall be attached to the written request for review.

The issue of sexual harassment will be discussed with all students at the beginning of the academic year, and programs will be presented during the year so that students and faculty become more familiar with the law.

The grievance procedure is on file in the principal's office. Any questions should be referred to members of the staff. The principal and a member of the professional staff serve as grievance officers for sexual harassment complaints.

#### **ACCOMMODATIONS: SECTION 504**

Section 504 accommodations are provided to all students found to have physical or mental impairments that substantially limit one or more major life activities (including learning). The school has the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Students determined to be disabled under Section 504 require a response from the regular (general) education staff within the general curriculum. A team of individuals knowledgeable about the student (including parents/guardians) reviews the nature of the student's disability to determine whether and how the disability affects the student's education and to determine what accommodations and/or services are required. A variety of accommodations and services are offered in accordance with 504 Accommodation Plans; which are periodically documented and reviewed. The Chief Compliance Officer is the 504 Coordinator for the district.



## **BULLYING PROHIBITION & PREVENTION POLICY**

Bullying is a form of harassment. Norwood Public Schools recognizes that bullying and harassment have a negative effect on the education process. Reporting Requirements 370(g) The law imposes mandatory reporting requirements on all members of the school staff, not just all teaching staff, to immediately report any instance of bullying or retaliation the staff member has either witnessed, or become aware of, to the principal or school designee identified in the plan as responsible for receiving such reports or both.

Bullying is a form of harassment. The **Norwood Public Schools** recognizes that bullying and harassment have a negative effect on the educational process.

**Reporting Requirements 370(g)** - The law imposes **mandatory** reporting requirements on all members of the school staff, not just all teaching staff, to immediately report any instance of bullying or retaliation the staff member has either witnessed or become aware of, to the Principal or school designee. Staff shall immediately report any instance of bullying or retaliation the staff members has witnessed or become aware of to the Principal or to the school official identified in the plan as responsible for receiving such reports or both.

1. **Definition of Bullying** (from “*Chapter 92 of the Acts of 2010 - AN ACT RELATIVE TO BULLYING IN SCHOOLS.*”)

- a. “*Bullying*”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the educational process or the orderly operation of a school. For the purposes of this section, **bullying shall include cyberbullying and retaliation.**
  - b. “*Cyberbullying*”, 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, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. cyberbullying 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 clauses (i) to (v), inclusive, of the definition of bullying.
  - c. “*Retaliation*,” any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witness or has reliable information about bullying
2. **Bullying is Prohibited** – Such conduct is disruptive of the educational process; therefore, let it be known that *bullying is unacceptable behavior in the Norwood Public Schools and is prohibited.*

3. **Bullying Shall be Prohibited** – (i) on school grounds, property immediately adjacent to school grounds, or at a school sponsored or school-related activity, function or program whether on, or off, school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, and or through the use of technology or an electronic device that is owned, leased or used by a school district or school; and (ii) 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 a school district or school, of the bullying creates a hostile environment at the school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Students who engage in any act of bullying while at school, at any school function, in connection to, or with any district-sponsored activity or event, or while en route to or from school, are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents.

4. **Steps to Resolve**

- a. **Staff Intervention** – Staff members who observe or become aware of an act of bullying will take immediate, appropriate steps to intervene, unless intervention would place the safety of the staff member or student(s) at risk. If there is reasonable basis to believe that the staff member has not been able to resolve the matter, or if the bullying persists, the staff member shall report the matter to the appropriate administrator for further investigation.
- b. **Students and Parents Shall Report Bullying** – Students and parents who become aware of bullying should report it to the appropriate administrator for further investigation. Also, students or parents may report a bullying incident using any one of three reporting options on the district's bullying website by going to <http://www.norwood.k12.ma.us/page.php?pid=615>. "Anonymous" reports are accepted; however, no disciplinary action shall be taken against a student on the basis of an anonymous report. Any student who retaliates against another for reporting bullying shall be subject to disciplinary consequences. Also, any student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary consequences.
- c. **Investigation** – In cases of alleged or persistent bullying, cyberbullying, or retaliation, an administrator will investigate the matter. The investigation may include, but is not limited to, conversations with students, parents, and school staff.
- d. **Intervention/Consequences/Prevention Strategies** – If bullying is substantiated, the appropriate administrator will take reasonable steps to stop it and prevent its recurrence. These steps may include, but are not limited to, separating and supervising the students involved; contacting the parents/guardians of the alleged perpetrator and victim; providing counseling support for students and referral service options to appropriate family members as necessary; coordinating a supervision plan with the assistance of staff; student contracts and the development of a safety plan; meetings with the School Resource Officer. Students who have bullied or retaliated against others may also be subject to disciplinary action, including warnings, parental conference, detention, suspension, and/or expulsion. If the school administration determines that bullying or retaliation has occurred, the appropriate administrator will notify the local law enforcement agency if the administration believes that criminal charges may be pursued against a perpetrator.

- e. **Determinations:** If the parent or guardian is dissatisfied with the principal's resolution to the investigation, the parent may appeal to the district's Bullying Coordinator or the Superintendent. If the parents remain unsatisfied with the district's response, they may also contact the Department of Elementary and Secondary Education's Program Resolution System at [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or call 781-338-3700.

**NOTE:** Cyberbullying is covered under this Handbook regulation.

**Racial Bullying:** "*Racial Bullying*", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that is based on the victim's race and : (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the educational process or the orderly operation of a school. For the purposes of this section, racial bullying shall include cyberbullying and retaliation. Racial bullying should be reported to the Diversity and Inclusion Officer.

### **SUICIDE PREVENTION AND INTERVENTION :**

Protecting the health and well-being of all students is of utmost importance to the school district. The school committee has adopted a suicide prevention and intervention policy which will help protect all students through the following steps:

1. As is developmentally appropriate, students will learn about protective social/emotional skills, recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur through the Open Circle curriculum at the elementary level and SOS/QPR programs in grade 6-12 health classes.
2. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling very isolated, sad, depressed, suicidal, or in need of help.
3. Students, staff, or parents who know of a student in crisis (at risk of self-harm) will immediately inform a trusted adult, adjustment/guidance counselor, and the school principal who will refer the student to appropriate resources.
4. When a student is identified as being at risk by a member of the school community, they will be assessed by a school adjustment and/or guidance counselor who will notify the parents or guardians and direct them to appropriate local resources, such as but not limited to;

○ **Riverside Emergency Services: Youth Mobile Crisis Intervention** (South and West of Boston), 800-529-5077, <http://www.riversidecc.org/child-family-services/emergency-services/youth-mobile-crisis-intervention/>

○ **Riverside Outpatient Center** , 190 Lenox Street, Norwood, MA 02062. Phone: 781-769-8670.

○ **Norwood Hospital : Toll Free Psychiatric Crisis Hotline:** 800-331-2900. **Behavioral Health** , Norwood Hospital. 800 Washington Street, Norwood, MA 02062. 781-278-6670.

5. Students and family members are also encouraged to access national resources which they can contact for additional support, such as

○ **The National Suicide Prevention Lifeline** – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) .

○ **The Trevor Lifeline** – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org) .

6. Prior to the student's returning to school, the parent or guardian will provide the school principal with written documentation from a mental health care provider that the student has undergone examination (a mental health screening or discharge summary) and that the student is no longer an immediate danger to him/herself or others.
7. While the Norwood Public Schools has policies respecting students' and parents' rights to confidentiality, students and family members should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

For more detailed information on this topic, please see the district's Suicide Prevention and Intervention Policy (file: JLDDBA).

### **RESPONSIBLE USE AGREEMENT:**

The Norwood Public Schools (NPS) provides a wide range of technology resources for staff, teacher and student use. These technology resources are in place to support the mission and strategic goals of the Norwood Public Schools as well as achieve our vision for technology which is to create a technology-rich teaching and learning environment that encourages collaboration, communication, innovation and achieves academic and professional proficiency for all students and teachers respectively. This agreement outlines the responsible use and expectations of the network infrastructure, systems, personal and school-issued hardware and software used by district staff, teachers and students.

**By signing the Responsible Use Agreement, staff, students, guests and parents/guardians acknowledge the following rules and conditions:**

- I understand that the Norwood Public Schools network and all accounts are owned by the Norwood Public Schools and **are not private**. The NPS has the right to access my information at any time.
- I understand that NPS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I will use technology in a manner that complies with federal and state law.
- I understand that I am to notify an NPS teacher or administrator immediately if I encounter material that violates responsible use.
- I understand that violations of this policy may result in loss of my access of network privileges and I may face further disciplinary or legal action.

#### **1. I AM RESPONSIBLE FOR MY NORWOOD PUBLIC SCHOOLS ACCOUNTS.**

- I understand that passwords are private and I will not share my password with anyone, nor will I use anyone else's passwords.
- I understand that I am responsible for all activities done through my account and I will not allow others to use my accounts, nor will I use anyone else's accounts.
- I understand it is against the law to try and access any accounts that are not mine or steal anyone's passwords.
- I understand that I must log off the computer at the end of every session so another user cannot use my account.

#### **2. I AM RESPONSIBLE FOR MY BEHAVIOR ON THE NETWORK AND HOW I TREAT OTHERS ONLINE.**

- I will use appropriate language in all of my digital communications with others, including email, documents, video conferences, social networks, discussion boards

and any other online interaction. I will use email and other means of communications responsibly.

- I will use responsible, kind, and positive language when communicating online. I will not send or post hateful or harassing communications, make discriminatory or derogatory remarks about others, or engage in bullying, harassment or other antisocial behaviors while in school or outside of school online.
- I will always be myself online and not pretend to be someone else. I understand that cyberbullying, spoofing, or pretending to be someone else online is strictly forbidden and may result in disciplinary or legal consequences.
- I will notify an administrator or teacher immediately if I encounter material or activity that violates the responsible use policy.

**3. I AM RESPONSIBLE FOR MY USE AND THE SECURITY OF THE NORWOOD PUBLIC SCHOOLS NETWORK.**

- I will use NPS technology responsibly and understand it is put into place for educational purposes.
- I will not search for, share, retrieve, circulate, or display hate-based, offensive, violent or sexually explicit material unless authorized by school administration as part of educational projects.
- I will not attempt to bypass security settings or internet filters or interfere with operation of the network by installing non NPS authorized or licensed software or freeware on school computers unless explicit permission has been granted by the NPS technology department.
- I understand that the use of the NPS network for illegal or commercial activities is prohibited.

**4. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY**

- I understand that vandalism is prohibited. This includes but is not limited to modifying, or destroying equipment, programs, files, or settings on any servers, computers or other technology resources. NPS property that is purposefully or accidentally damaged may result in both disciplinary action and payment for repairs or replacement.
- I understand that I need authorization from a school administrator and the NPS technology department to use personal electronic devices on the NPS network.

**5. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S INTELLECTUAL PROPERTY.**

- I will obey copyright laws.
- I will not plagiarize or use other's work without proper citation and permission.
- I will not illegally download or upload materials protected by copyright including, but not limited to, files, books, music and movies.

**6. I AM RESPONSIBLE FOR THE PRIVACY OF MY PERSONAL INFORMATION AND THE PERSONAL INFORMATION OF OTHERS.**

- I will keep my personal information private and I understand that sharing confidential or identifying student and staff information online or through any digital communication is strictly prohibited.
- I will respect the privacy of others and will not take, post, or share images or video of faculty, staff or students on Norwood Public Schools property without their consent or without authorization by administration for Norwood Public Schools purposes.

- I will respect the personal information of others and will not sign up staff, faculty or students for website subscriptions or online accounts for services unless approved by an NPS administrator and the NPS Technology Department.

**7. I WILL USE NORWOOD PUBLIC SCHOOLS RESOURCES RESPONSIBLY AND FOR NPS PURPOSES.**

- I will use Norwood Public Schools computer equipment, hardware and network resources for NPS work-related and educational purposes and I understand that the repeated, excessive personal use of NPS resources is prohibited.
- I will use Norwood Public Schools printers responsibly and will take steps to conserve printing resources by printing double-sided when applicable, sharing electronically when able, and using printers for school-related business when necessary.

**GOOGLE APPS FOR EDUCATION ACCOUNTS**

Students in grades 3-12 are assigned Google Apps For Education Accounts. Google Apps for Education is a suite of web-based software applications that allows for the creation of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability for students to collaborate on projects and assignments in real time online. They will also be able to access their files in Google Apps anywhere they have internet access at any time on just about any type of device.

For more information about Google Apps for Education, please go to the NPS technology website: <http://www.norwood.k12.ma.us/tech/Norwood-Public-Schools-Google-Apps-for-Education.cfm>

**Norwood Public Schools Chromebook Use Procedures and Guidelines  
1:1 Chromebook Initiative Grades 6 - 12**

The policies, procedures and guidelines of the Norwood Public Schools 1:1 Chromebook initiative are an extension of the Norwood Public Schools Responsible Use Agreement that is signed by students and parents each school year. These policies do not supercede that agreement.

In the fall of the 2018-2019 school year, all Norwood Public School students in grades 6-12 will receive a Chromebook, case and charger for educational purposes. The Chromebooks are the sole property of the Norwood Public Schools and will be loaned to students for use both in school and at home throughout the school year. In order to receive a Chromebook the following conditions must be met:

1. The student must be actively enrolled in the Coakley Middle School or Norwood High School.
2. The student and a parent/guardian must watch a video introduction to the Norwood Public Schools 1:1 Chromebook program.
3. The student must submit a Chromebook loan agreement that has been signed by both them and a parent/guardian.
4. The student and parent/guardian must either pay an optional Chromebook insurance fee of \$30.00 or sign a waiver to forgo insurance. By signing the waiver, the student agrees to pay for repair or replacement of the Chromebook if damaged, lost or stolen.

## **Chromebook Distribution**

1. Students will receive their Chromebooks in the fall of the 2021-2022 school year. **All students must have submitted paperwork and fees before receiving their Chromebooks.**
2. New students who enroll in the Norwood Public Schools during the school year must schedule a time with guidance to receive their Chromebook. All new students will need to submit their Chromebook paperwork and fees before receiving their Chromebook.

## **Chromebook Return**

1. Students will return their Chromebook, case and charger upon graduation. If the Chromebook is damaged or the charger or case is not returned, a fee will be assessed to the student. Otherwise, students are encouraged to keep their Chromebooks during the summer until such a time as it is required to return them.
2. Students who withdraw from the Norwood Public Schools must return their Chromebook, case and charger to the guidance department. If the Chromebook is damaged or the charger or case is not returned, a fee will be assessed to the student. If the Chromebook is not returned, the Chromebook will be reported as lost or stolen and the student will be responsible for the full cost of a replacement Chromebook.

## **Chromebook Care and Maintenance**

- Students are responsible for the care and maintenance of their Chromebooks
- Students will not alter the Chromebook appearance in any way with the use of stickers, tape, glue, markers, etc. Students will be provided a stay-in case with a means of identifying their Chromebook.
- Students will keep Chromebooks away from food and liquid as spills will damage the Chromebook.
- Students will not place heavy objects on top of the Chromebook as pressure can damage the screen.
- Students will make sure nothing is on the keyboard before closing the Chromebook in order to prevent damage to the screen.
- While the Chromebook is off, you may clean the keyboard, trackpad and screen with a damp cloth.
- Do not spray the Chromebook directly with cleaners. Only use cleaners that are designed to clean LCD computer screens.
- Always transport your Chromebook in the protective case provided to you by the school.
- All NPS Chromebooks are outfitted with an asset tag for inventory purposes. If the asset tag on your Chromebook is removed or altered a fee equal to the cost of the Chromebook may be assessed.

## **Chromebook Usage Expectations in School**

- While using the Chromebook all students will follow the Norwood Public Schools Responsible Use Agreement. Violation of the Responsible Use Agreement may result in disciplinary action.
- Chromebooks are to be used solely by the student it is assigned to for educational purposes only.

- Chromebooks are expected to come to school fully charged each day. Student Chromebook chargers should be left at home.
- Each Chromebook is provided with a “stay-in” case to be used for transporting and using the Chromebook. Chromebooks should remain in their case and cases should be zipped shut completely when Chromebooks are being transported or not in use.
- Students are expected to bring their Chromebook to each class unless otherwise instructed by their teacher. Students that do not bring in their Chromebook on multiple occasions may face disciplinary action and/or their grades may be negatively affected.
- If a student does not bring in their Chromebook or it is not charged, they may be able to obtain a loaner from a designated location before the start of classes. Students are required to return the loaner before dismissal that school day.
- The usage of Chromebooks in class is strictly at the teacher’s discretion.
- Students should have the Chromebook sound muted during class unless they are using headphones with the teacher’s permission. The student must provide their own headphones.
- Printing from Chromebooks will not be available at school. Students are encouraged to share their work electronically with teachers or print from home.

### **Chromebook Usage Expectations Outside of School**

- Students may use their Chromebooks outside of school for educational purposes
- Students are required to use only their Norwood Public Schools account to log into the Chromebook.
- Students may print from their Chromebooks at home or other location (i.e. Norwood Public Library) using compatible printers.
- Chromebooks need to be kept in a safe, secure place when not in use.
- Chromebooks should not be left unattended when traveling outside of the home.
- Chromebooks should not be exposed to extreme temperatures such as extreme cold or heat as that can cause damage to the device.

### **Student Usage Safety and Expectations**

- All Chromebooks are content filtered both inside and outside of school for student safety and CIPA compliance reasons. Please click on this [link](#) for more about the [Children’s Internet Protection Act](#).
- Internet browsing and history is logged in the system and accessible by school administration.
- Students will not try to circumvent content filtering or try to alter the Chromebook operating system in any way. Doing so will result in disciplinary consequences for the student.
- All students agree to abide by the [Norwood Public Schools Responsible Use Agreement](#) and as such will refrain from harmful or illegal activities using their Chromebooks, their NPS school accounts or any Norwood Public Schools technology resources. Failure to do this may result in disciplinary or legal consequences.
- Students will protect their data and will not share any NPS school account credentials (i.e. usernames and passwords) with others for any reason.
- Students have unlimited storage available in Google Drive, therefore, all content saved to the Chromebook should be saved to Google Drive and not to the Chromebook local drive. The Norwood Public Schools is not responsible for lost data.
- Students will use caution when connecting to an unsecured wireless network as unsecured networks can leave data unprotected.
- Only approved Chromebook apps and extensions may be installed on the Chromebooks. Students and teachers may request specific apps and extensions be made available for installation.



- The Chromebooks will install all browser and security updates automatically. It is recommended that students properly shut down their Chromebook daily so updates are installed.

### **Loss, Theft or Damage**

- Students experiencing a technical issue with their Chromebook must bring their Chromebook to the designated location in the school for troubleshooting and possible repair.
- A loaner Chromebook will be provided to the student while their Chromebook is being diagnosed and repaired. Students are responsible for the same expectation of care of the loaner Chromebook as is outlined in these guidelines and the Chromebook loan agreement.
- If the damage to the Chromebook is deemed to be accidental, a fee may be assessed to the student for repair.
- If the Chromebook has been lost, the full amount of money for a replacement Chromebook will be assessed to the student.
- If the Chromebook has been stolen, the student must immediately contact the police department to report the theft. A police report must be filled out and a copy presented to the Norwood Public Schools before a replacement Chromebook is issued.

### **SCHOOL COMPUTERS-ADDITIONAL INFORMATION**

1. Computer labs exist in the library, Room 159, Room 231, Room 301, and Room 117 (Music Midi Lab). However, because of supervision issues, the only lab available for students who are not with a supervised class using computers is the library. No student should be in a computer lab without permission and proper supervision.
2. No student should be in the library computer lab unless that student has specific school-related computer work to do. A student who has a directed study may get a pass to the library any time before the directed study begins. Students complete the appropriate lines of the two-part pass and leave the yellow copy with the library secretary. A student has the white copy signed by the directed study teacher after attendance is taken and proceeds directly to the computer lab. Students will be referred to a dean if the staff member cannot match the white and yellow copies of the pass for the student during any period. Subject teachers who have assigned computer projects may give a small group of students a pass to work on that project during their class (with advance notice to the computer lab aide, if possible). The library computer lab is open daily from 7:00 a.m. to 3:00 p.m.
3. The labs are to be used for school-related computer work only. Students are not to use any lab as a "hangout." Students are not to congregate in the lab before school, after school, during lunch, or at any other time during the day.
4. As in any classroom, students should remain seated until the bell rings. Routine classroom courtesy and room care is expected. Students should clean their work station and leave all machines with all windows closed. They should also push in chairs, put media away, throw out waste paper, and check the work area for books, notebooks, etc.
5. Students should have their own storage media, including their assigned network directory. Media swapping promotes problems saving files. Teachers should be sure that students have media and an operational network account before their first visit to the lab. Students may use a shared hard drive on the server to store their information. There will be a strict limit to the size of individual student storage.
6. Students should type a sentence or two, then SAVE. SAVE frequently and leave time for printing. Be sure to print to the correct printer.

7. Student use of any type of non-school-sponsored e-mail is prohibited at all times. School-sponsored e-mail, if available, is to be used for school purposes only. Students wishing to transport school-related electronic documents may do so with an acceptable media type including CD Rom or flash drive.
8. The following are specifically prohibited unless under the direct supervision of a teacher:
  - playing music, including CDs and web sites, chat rooms
  - social networking sites such as My Space and Facebook
  - downloading any executable files such as games, sounds, etc.
  - food and/or drinks
9. Contents of student directories, etc. may be checked by any teacher at any time. Electronic monitoring of any computer activity is possible.
10. Violations of the Responsible Use Policy (RUP) and high school computer use guidelines are serious. Appropriate discipline will be applied, including suspension of computer user accounts and referral to a dean.

### **USE OF THE MUSIC MIDI LAB**

1. Where applicable, all rules for Use of Computer Labs as printed above still apply when using the Music Midi Lab.
2. Students using the Music Midi Lab must be enrolled, registered, and attending Music Major, Madrigals, or Wind Ensemble classes.
3. The primary focus of all student work in the Music Midi Lab must be directly related to these classes.
4. Students must sign up for access to the lab no later than the morning of intended use. Students may not expect to be able to use the lab without prior sign up.
5. Violations of policy may result in loss of lab usage.
6. The Music Midi Lab will be open during the regular school day from 7:45 a.m. - 2:30 p.m.

<h2><b>SCHOOL SAFETY PROCEDURES</b></h2>
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### **FIRE DRILL PROCEDURES**

Students are not to run, but walk briskly, and are not to turn around or carry on any conversation. The first student to reach a closed corridor door is asked to hold the door open for others to exit.

The building is to be emptied quickly and in an orderly manner. Everyone is to leave the building until one long bell signals the time to return. Occasionally some sections of the building may be purposely obstructed to simulate an actual fire in that area. Students need to become familiar with alternative routes to exit the building. If they find the usual exits blocked, they are to use an alternative route to get out of the building. Once out of the building, students are to go to their designated meeting area on Nichols Street. Students are to remain with their class while teachers take attendance. All students must be accounted for.

### **RUN-HIDE-FIGHT DRILL**

At least one Run-Hide-Fight drill is held each year with Norwood Police Department personnel in attendance. Emergency drills require every person to follow building safety procedures in the event of an intruder or other situation which threatens the safety of staff and students. Everyone should take these drills seriously and follow all established protocols for the Run-Hide-Fight safety drill.

## **EVACUATION PROCEDURES**

1. **STUDENTS WILL EVACUATE THE BUILDING IMMEDIATELY AND GO TO THE DESIGNATED EXIT WITH THEIR CLASS. STUDENTS ARE NOT TO USE THE ELEVATORS AND WILL MOVE AWAY FROM THE BUILDING.**
2. Students should take only their belongings FROM THE CLASSROOM.
3. All students will exit from the building and move toward the front of the building. Once out of the building, students will remain with their teachers at established rally points.

NOTE: IN THE EVENT OF A BUILDING EVACUATION ALL STAFF AND STUDENTS WILL BOARD A BUS TO ST.TIMOTHY'S CHURCH 650 NICHOLS STREET, NORWOOD MA. THE N.P.D.WILL ASSIST IN DIRECTING TRAFFIC ON NICHOLS STREET.

4. When students arrive at St. Timothy's Church, they will receive further instructions.
5. Teachers will take attendance.
6. Students will be dismissed by a parent or guardian listed in X2 Aspen after identification has been verified.

## **NO-SCHOOL/DELAYED-OPENING ANNOUNCEMENT**

The Norwood Public Schools have three options for school closings or delays in case of inclement weather or building emergencies, such as a broken water pipe:

1. Closing School all day. Generally, when school is closed all day, after school activities are canceled.
2. Delayed Opening by one (1) or two (2) hours. The length of the delay will be broadcast during the no- school announcements. Depending on the delay chosen, students are to report to school one (1) or two (2) hours later. Bus students will be picked up at the regular stops one or two hours later also.
3. Early Dismissal of students during the school day is rare. This option would be chosen only if severe weather conditions occur once the students have arrived at school or for other emergencies such as loss of heat, water, etc.

In the event that the Superintendent chooses one of these options, the information will be broadcast over most radio and TV stations including local cable. In addition, a "Blackboard Connect" call will be made, and the phone message will indicate if there is a delay or school cancellation.

## **SCHEDULES**

There is a 5-day cycle (Monday-Friday) with 6 periods per day. W represents “What I Need” (WIN) block. All periods rotate according to the following schedule:

<b>SCHEDULE</b>	<b><u>M</u></b>	<b><u>T</u></b>	<b><u>W</u></b>	<b><u>TH</u></b>	<b><u>F</u></b>
	1	3	5	4	2
	2	4	6	5	3
	3	W	1	W	4
	4	1	2	6	5
	5	2	3	1	6
	6	7	7	7	7

## **SCHEDULES**

### **REGULAR SCHEDULE DAY – DISMISSAL 2:23 P.M.**

Warning Bell	7:40		
1	7:45	-	8:49
Break	8:49	-	8:53
2	8:53	-	9:50
Break	9:50	-	9:54
3	9:54	-	10:51
Break	10:51	-	10:55
4 Lunch*	10:55	-	12:21
Break	12:21	-	12:25
5	12:25	-	1:22
Break	1:22	-	1:26
6	1:26	-	2:23
Make-up/Detention	2:30	-	3:05

#### **\*Lunch Schedule**

- A 10:51 – 11:18
- B 11:22 – 11:49
- C 11:53 – 12:21

Class Time During Lunch: 11:22 – 12:20 (58)

- A 10:55 – 11:22 (27)
- B 11:53 – 12:21 (28)
- C 10:55 – 11:53 (58)

## **SCHEDULES**

### **PROFESSIONAL DEVELOPMENT DAY DISMISSAL AT 11:30 A.M.**

Warning Bell	7:40		
1	7:45	-	8:20 (35 MIN)
Break	8:20	-	8:24
2	8:24	-	8:58 (34 MIN)
Break	8:58	-	9:02
3	9:02	-	9:36 (34 MIN)
Break	9:36	-	9:40
4	9:40	-	10:14 (34 MIN)
Break	10:14	-	10:18
5	10:18	-	10:52 (34 MIN)
Break	10:52	-	10:56
6	10:56	-	11:30 (34 MIN)

**NO LUNCH IS SERVED ON THIS DAY**