Norwood High School Student and Parent/Guardian Handbook

2024-2025

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NORWOOD PUBLIC SCHOOLS

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July 2024

Dear Members of the Norwood Public School Community,

It's my pleasure to present to you our 2024-2025 Norwood Public Schools Student Handbook. This document and its contents should not only be considered a code of conduct, but also an agreement regarding a belief that all students within our community deserve to be educated in a safe, inclusive, respectful, and supportive environment. This handbook strives to strike a balance between mandatory disciplinary procedures with that of restorative and reflective based practices that allow our students to learn about and develop strategies around behaviors that result in undesired outcomes.

Please review this handbook in detail as it provides specifics as to behavioral expectations, disciplinary procedures, and potential consequences for any violations. Please consider reviewing alongside your family, as only together can we support a community that fosters a positive culture for our students. Please reach out to your administration at your building with any questions or concerns.

Looking forward to a successful new year and a positive school experience for our Norwood Public Schools community.

Sincerely,

Timothy M. Luff
Superintendent of Schools

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 2024-25 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 2024-25 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.

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. 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. See Norwood Public School Policy Manual Sections, AC-R, ACA, ACE, AC, ACAB.

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
206 Central St., Floor 2, 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. See Norwood Public Schools Policy ACE.

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:

Subject	
English	4 years
Math	4 years
Science	3 years
Soc. Studies	3 years
P.E./Health	4 years
Arts	1 year or 5.0 credits
World Language	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.

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	• AP Classes • Dual Enrollment • Global Citizenship Program • Seal of Biliteracy • Service or work-based learning

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). 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.

See Norwood Public Schools Policy Manual Section IKB.

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.

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

Students may not be allowed to take final exams unless all discipline obligations have been settled with an administrator. 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 an administrator, 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.

	Range	CP	H	AP
A+	97-100	4.3	4.8	5.3
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3

C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	65-66	1.0	1.5	2.0
***F**	60-64	0.0	0.0	0.0
F	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 associate principal, the student's assistant principal, school 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.
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 School Counseling 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. 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.
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.

ENGLISH LANGUAGE LEARNERS (ELL) EDUCATION

Norwood Public Schools offers comprehensive, direct, and high-quality instruction ~~about~~ of the English language, including speaking, listening comprehension, reading, and writing as required to support an ELL's development of academic English. This instruction includes learning outcomes in speaking, listening comprehension, reading, and writing.

Norwood Public Schools is aligning the ELL curriculum designed by WIDA Consortium (**W**orld-Class **I**nstructional **D**esign and **A**ssessment). The WIDA curriculum was designed to be a framework for the development of an English as a Second Language (ELD) curriculum. In addition, M.G.L. Chapter 71A requires that most limited English proficient (LEP) students be educated in a sheltered English Immersion (SEI) program. An SEI program consists of two components:

- Sheltered content instruction, and
- English as a second language (ESL) instruction

ESL education for limited English proficient students is provided, according to law and regulation, by a program designed to affect the mainstreaming of these pupils into regular education programs as they attain English fluency. Sheltered English immersion classes taught by licensed ESL teachers are offered to limited English proficient students. Classroom teachers have been and continue to be trained in Sheltered English Immersion.

Norwood Public Schools program consists of in-class instruction (SEI) and English Language instruction through a collaborative model of both push-in and pull-out instruction. The program is designed to ensure that students, who are limited English proficient, receive both English-as-a-Second Language instruction and sheltered content area instruction.

Federal and state laws require that limited English proficient (LEP) students be assessed annually to measure their proficiency in reading, writing, listening, and speaking English, as well as the progress they are making in learning English. In keeping with these laws, LEP students must participate in ACCESS for ELLs.

SCHOOL COUNSELING SERVICES

The student support 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 school counseling 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 student support 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, and counselors 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 student support 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 assistant or associate principal.

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 Portrait of a Norwood Graduate. 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 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 a school counselor 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. See NPS Policy IHBH.

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.

SCHOOL SOCIAL WORKER
781-352-3846
A school social worker with professional training and clinical expertise in the area of adolescent counseling and coordinated care.

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 assistant principals, please contact the associate principal.
- If a resolution has not been reached with department heads, please contact the school's principal or associate 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 school 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. See NPS Policy Manual Section ADF.

- 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, including social emotional learning and mental 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 7th and 9th 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 counselor. Students who are not using substances will have their healthy choices reinforced. The nurse or school 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.

STUDENT LIFE

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 an administrator no later than the last scheduled day on the school calendar.

3. All absences, except those excused in writing by an administrator (e.g. medical, approved work-study, field trips, court appearances, family funerals, religious holidays) shall count toward the excessive absence policy. Note: administrators 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: Excessive absence warning letters are posted to the ASPEN Portal at each mid-term (4x a year) and excessive absence letters are distributed to students at the end of each term.

LENGTH OF COURSE	WARNING	LOSS OF CREDIT
Full year / half year	2 abs.	5/3 abs.

Note: 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 an administrator, 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 15th 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;

CUT	CONSEQUENCE
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 or alternative to 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 an administrator. 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 or by the administration. All other dismissals require that a written request from a parent/guardian be submitted to an administrator 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 AN ADMINISTRATOR.

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 the student support office 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.

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 an administrator's Office or the Student Support Office. Video players and recorders, 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:

1st violation – Device is handed to an administrator and returned to the student at the end of the day.

2nd violation – Device is handed to an administrator and returned to the student at the end of the day. The student receives one (1) detention. An administrator will communicate with parent/guardian.

3rd violation - The student must hand the device to his/her administrator, 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 school administrator.

DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration maintains discretion and is authorized to take action in instances where individual dress does not meet the stated requirements.

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.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above. See NPS Policy Manual Section JICA.

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:

1st offense: Warning – student asked not to wear the particular clothing again
2nd offense: One (1) office detention and the student will be asked to change clothing
3rd 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.

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.

Fine Arts	Athletics	Student's Responsibility
Rehearsal	Practice	Split practice
Performance	Practice	Performance
Rehearsal	Game	Game
Rehearsal	Awards Night	Awards Night
Dress Rehearsal	Practice	Dress Rehearsal
Dress Rehearsal	Game	Game first/Rehearsal second
Performance	Game	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.-

STUDENT ADVISORY COMMITTEE

Section 38M. School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district. The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be ex-officio, non-voting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation. A school committee may designate a student outreach coordinator for the purpose of ensuring the establishment of a student advisory committee and regularly informing the advisory committee of the school committee's agenda. See NPS Policy Manual Section BDF.

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. See NPS Policy Manual Section BDFA.

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. A subcommittee of class officers will participate in the Student Advisory Committee to the Norwood School Committee.

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. Candidates for athletic advisor must participate in one athletic program during the year in which they are serving; candidates for Fine Arts Advisor must be enrolled in at least one Fine Arts course in the year they are serving. 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 students 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 an administrator 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 AND ADVERTISING

Students are encouraged to post campaign signs on bulletin boards around the building and in the student dining hall. Signs must be approved by an assistant principal 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 an administrator or Student Council advisor.

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, an administrator, 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

Overview

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. During first term, juniors and seniors with a cumulative 3.5 GPA or higher are invited to submit a form for selection to the society. Beginning with the class of 2026, juniors and seniors with a cumulative 4.0 GPA or higher are invited to submit a form for selection to the society.

A student's selection into this organization is not based solely on academic excellence. The Faculty Council reviews student forms and selects students who demonstrate scholarship, character, leadership and service for selection to the National Honor Society. Any questions regarding the selection process or society requirements should be directed to the chapter advisor. A National Honor Society information packet is available for any interested student upon request.

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 (4.0 beginning with the class of 2026)**.** Juniors not eligible or not selected will have another chance to be considered for selection in the fall of their senior year so long as they meet the eligibility standards at the time. 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 school counselor.

Selection Procedures

The selection procedure is developed by the faculty council, a five-member selection committee facilitated by the chapter advisor, and approved by the principal. The selection procedure is made available for review by students, faculty, and parents.

Academic Eligibility: As the first step in the process, students' academic records are reviewed to determine those individuals who are scholastically eligible for membership. The Norwood High School minimum cumulative GPA for eligibility is 3.5. Beginning with the class of 2026, the minimum cumulative GPA for eligibility is 4.0. This minimum standard is applied fairly and consistently to all candidates including any candidates with disabilities. 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.

Candidate Notification and forms: Students who are eligible scholastically (i.e. candidates) are notified and informed that for further consideration for selection to the chapter, they are to complete the candidate information form. This form outlines the candidate's accomplishments in the areas of service and leadership. A meeting for all eligible students will be held in which elements of the form will be explained and general assistance offered. Students and guardians are required to sign this form, indicating the content is both complete and accurate. Forms must be submitted by the posted deadline. Any incomplete forms or forms submitted after the deadline will not be considered.

Additional Faculty Input: All faculty members are invited to provide input on candidates through a faculty input form. Faculty members should consider their evaluative input in the most professional manner and be able to substantiate claims with professional actions. All input from faculty must be signed. The forms are reported to the faculty council to add to their information when considering selections. The actual selection of members is made by the five appointed members of the faculty council.

Review, deliberate, and vote: The candidate form is reviewed by the faculty council, along with any other verifiable information about the candidates relative to their candidacy, including whether or not candidates are officially noted as having a disability that could affect their consideration. The leadership, service, and character of all candidates is reviewed carefully. Faculty council members deliberate to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. With the vote on each candidate, those candidates receiving a majority vote of the faculty council are invited to be inducted into the chapter. All candidates identified and listed as "not selected" (i.e. those who do not receive the majority vote of the faculty council) are also notified.

Report results to the principal: Prior to notification of any candidates, the chapter advisor must report to the principal the results of the faculty council's deliberations for approval. List of selected and nonselected students as well as reasons for nonselection are to be incorporated into this report.

Notification: The chapter advisory will initiate formal notification of all selected candidates and their guardians to inform them in writing about selection and the timing of the induction ceremony. Students who are not selected are also notified in writing, including the area of the student's candidacy that could be improved. Students who are not selected are offered the opportunity to speak with the chapter advisor about ways to strengthen their candidacy for potential selection the following year. An appeal option will be provided to candidates who are not selected.

Verification and induction: Verification of members happens through a response from the selected student and the selected student's guardian that they will join the chapter and attend the induction ceremony.

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 143rd 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.

CODE OF CONDUCT

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 disciplinary action up to and including **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. Hall Pass violation
9. Failure to report to student dining hall during the lunch segment within ten (10) minutes after the bell without a note
10. Failure to do classwork
11. Lying
12. Selling any items not approved by administration
13. Any violation of the Technology Acceptable Use Policy as articulated in this handbook
14. Failure to report to a teacher-assigned detention will result in two (2) office detentions
15. Presence in an unauthorized area
16. Unauthorized use of electronic devices

C. Students who are found to have committed the following offenses may receive disciplinary action up to and including **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 an administrator 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 an administrator'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. Leaving school grounds
25. Insolent behavior, swearing, inappropriate or offensive remarks (not limited to swearing or profanity)
26. Fighting
27. Threatening a member of the staff
28. Forgery
29. Extortion and/or bribery
30. Unauthorized electronic recording or image-taking
31. Gambling and/or sale of gambling materials (e.g., any sports betting cards)
32. Participation in causing any school disruption (including, but not limited, to firecrackers, smoke bombs, bomb scares, false fire alarms, etc.)
33. Advocating violence through written, verbal, or other communications
34. Trespassing on Norwood Public School property during non-school hours
35. Any action or activity that leads to or contributes to an unsafe school environment
36. Using electronic device to create, store, or share inappropriate content.
37. Unsafe operation of a motor vehicle on campus
38. Unsportsmanlike behavior at activities or athletic contests
39. Any repeated offense that may have resulted in detention
40. Failing to identify oneself to a member of the staff
41. Possession of stolen property
42. Tampering with property belonging to the school, a staff member or another student
43. Lying
44. Refusing to give a staff member an electronic device when asked to do so
45. Creating a disturbance in the student dining hall or other areas where large numbers of students congregate
46. Intimidating behavior
47. Posturing or behaving in a manner that directly leads to an altercation
48. Verbal conflict
49. Inappropriate contact
50. Falsely calling in to the school's absentee line
51. 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, and documentation from the medical clinician that the student is not a substantial risk to themselves or others. Referrals to the administration for disciplinary action could also result in the creation of a safety plan associated student(s).

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.

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.

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

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.

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 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

All Norwood High seniors attending the senior prom, and a parent/guardian, are required 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 an administrator 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, electronic devices, phones, artificial intelligence, 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.

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 administrator regarding the offense, e.g. offense 1,2,3
5. Report the incident to the appropriate school 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 an administrator, assign the appropriate academic consequences and notify the parent/guardian of the incident.

CONSEQUENCES

An administrator 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.

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 an administrator. If there is a problem with conduct, the student will be sent to an administrator'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.

STUDENT DISIPLINE AND DUE PROCESS

Student Discipline

Students will be subject to age appropriate discipline. The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. Depending on the nature and severity of the offense, the discipline imposed can range from a verbal warning to expulsion, in accordance with applicable policy, procedures and regulatory requirements. The Principal will also consider ways to re-engage the student offender in the learning process.

In every case of student misconduct for which suspension may be imposed, the decision maker shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem solving.

Suspension

Suspension is a short term or long term removal from regular classroom activities.

Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or fewer.

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

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The Principal or his/her designee has sole responsibility for determining who is suspended. The suspended student and parent may be invited to attend a re-entry conference prior to return to school.

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school. Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

Student Due Process Rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF 17 AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17,

the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½. 2.

Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, § 37H or § 37H½ shall have an opportunity to receive education services and make academic progress during the period of removal.

DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

In School Suspension

At the discretion of the Principal, in-school suspension may also be imposed for violation of the student code of conduct. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days or no more than ten school days cumulatively for multiple infractions during the school year. In-school suspension for fewer than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 cumulative days in a school year shall be deemed a long-term suspension.

For an in-school suspension, 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 charges and explain the circumstances surrounding the alleged incident.

If the principal determines that the student committed the disciplinary offense, 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 (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 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, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Out of School Suspension Notice and principal's meeting:

Except for emergency removal or an in-school suspension of less than ten (10) days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English.

The notice shall set forth in plain language:

- the disciplinary offense;
- the basis for the charge;
- the potential consequences, including the potential length of the student's suspension;

- the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- the date, time, and location of the hearing;
- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- if the student may be placed on long-term suspension following the hearing with the principal, the notice will also include:
    - in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
    - the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
    - the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
    - the right to cross-examine witnesses presented by the school district;
    - the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording provided to the student or parent upon request;
    - the right to appeal the principal's decision to the superintendent.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as 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.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

Short-term Suspension

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Long Term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent 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 the parent.

The written determination of a long-term suspension shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
    a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension; provided that within the five calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven additional calendar days; and that
    b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H or M.G.L. c. 71, § 37H ½ , no student will be suspended for greater than 90 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.

Appeal Process for Long-Term Suspensions:

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 additional calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing. At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. Students shall have all of the rights afforded to students at the principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Emergency Removal

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

In the event of an emergency removal, the principal shall 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 emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Discipline of Students with Disabilities [Includes students currently on 504 accommodation plans or Individual Educational Programs.]

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.

2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Within 10 school days of any decision to exclude a student with a disability from their program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide them with a free appropriate public education during the period of exclusion and receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP during the period of exclusion. The Team will also review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment. The child will receive, as appropriate, behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) unless the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order form a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days. A child with a disability who is placed in an interim alternative educational placement must receive educational services to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral

assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

Discipline of Students Not Yet Eligible for Special Education

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred **if the following procedural requirements have been met below.**

Procedural requirements applied to students not yet determined to be eligible for special education.

If prior to the disciplinary action, a district had knowledge that the student may be a student with disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- The parent/guardian had expressed concern in writing: or
- The parent/guardian had requested an evaluation: or
- School district staff had expressed concern that the student had a disability or specific concerns about a pattern of behavior.

Exception: The district is not deemed to have knowledge that the student may be a student with a disability if:

- The parent has not allowed and evaluation or has refused services; or
- The child has been evaluation and determined not eligible.

If the district had no reason to consider the student disabled, and the parent/guardian requests an evaluation subsequent to the disciplinary action, the district must have procedures to conduct an evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

The school district has developed procedures consistent with the federal requirements to expedite evaluations.

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, loss of parking privileges, termination of participation in and/or attendance at extracurricular activities, or restorative practices, to expulsion from school based on the severity of the infraction. 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.

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.

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

See Norwood Public School Policy Manual Section JIC, JHD,

SMOKING

Tobacco Use Pursuant to M.G.L. ch.71 §2A,

It is unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds during normal school hours. Thus, each school committee shall establish a uniform policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

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 an administrator. 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.

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."

Weapons, Toy Weapons, Dangerous Items, & Controlled Substances
With dangerous items and toy weapons, the item will be removed from the child immediately, and parents will be contacted. They will be required to come to school in order to remove the toy weapon or dangerous item from the school and meet with the principal. This type of object may scare children and adults, and it is a distraction from the learning process. Such items do not belong at school. Possession of weapons and/or controlled substances at school or school-sponsored events can also trigger disciplinary action under the law. Norwood Public Schools are committed to the safety of the students and staff.

SELECT POLICIES

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.

See Norwood Public Schools Policy Manual JIH.

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

NPS Policy Manual Section JICFB

BULLYING POLICY

The Norwood Public Schools (NPS) in partnership with parents/guardians and the community and in keeping with the NPS mission believes that students have the right to learn and staff have a right to work in a safe and nurturing environment, a community thrives when individuals contribute to the well-being of others, and integrity, respect, and cooperation are essential in building trusting relationships, Bullying and harassment are major distractions from learning and compromise a school's ability to educate its students to their greatest potential. The Norwood Public School System is committed to providing a safe, positive and productive educational environment where students and staff can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, cyber-bullying or retaliation; therefore, The Norwood School Committee prohibits bullying (as defined by M.G.L. c. 71, §370) throughout the Norwood Public School System.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, sexual orientation, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Acts of bullying, which include cyber-bullying and retaliation, are prohibited

- on school grounds and property immediately adjacent to school grounds; 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; or through the use of technology or an electronic device owned, leased, or used by the school district; and
- at a location, activity, function, or program that is not school related through the use of technology or an electronic device that is not owned, leased, or used by the Norwood Public Schools, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Reprisal or retaliation against any person associated with a report of bullying or the investigation thereof is also prohibited, as is falsely accusing another as a means of harassment or bullying. Disciplinary action for a person who engages in reprisal or retaliation will treat such retaliation as a de facto repeat offense (regardless of whether the initial act was attributed to the retaliator) and therefore deserving of significant disciplinary action, which may include suspension or expulsion.

DEFINITIONS

In order to work as collaboratively and efficiently as possible, to prevent and intervene on all acts of bullying, it is essential for school personnel, students, parents/guardians, law enforcement agencies, and other interested parties to use common language. The following definitions are provided to facilitate this goal.

Aggressor/Perpetrator is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, §370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;

- creates a hostile learning and/or social environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

Bystander is a person who has knowledge or an awareness of an act of bullying.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyber-bullying.

Hostile environment, as defined in M.G.L. c. 71, § 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student or staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student or staff member against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Witness/Bystander is a person who has knowledge or an awareness of an act of bullying.

Prevention and Intervention Plan
The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents/guardians, consistent with the requirements of this policy, as well as state and federal laws. The Bullying Prevention and Intervention Plan will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. The plan shall be reviewed and updated at least biennially as mandated by M.G.L. c. 71, § 370. Furthermore, at least once every four years, beginning with the 2015/16 school year, the district will administer a student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department of Elementary and Secondary Education (the Department).

The Plan shall inform parents/guardians of the target about the Department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. This information will be made available in both hard copy and electronic formats. The Principal is responsible for the implementation and oversight of the Bullying Prevention and Implementation Plan within his or her school.

Reporting
Students who believe that they are a target of bullying, witness an act of bullying, cyber-bullying or retaliation, either directly or as bystanders/ witnesses, or have reasonable grounds to believe that these bullying behaviors are taking place are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

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

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

Parents/guardians or members of the community, are encouraged to report an incident of bullying, cyber-bullying or retaliation as soon as possible to the school's administration or a faculty member.

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

The District is required to collect and report the following data to the Department: 1) the number of reported allegations of bullying or retaliation; 2) the number and nature of substantial incidents of bullying and retaliation; 3) the number of students disciplined for engaging in bullying or retaliation, and 4) other information required by the Department.

Investigation Procedures
The school Principal, or a designee, shall promptly investigate the report of bullying, cyber-bullying or retaliation, using a Bullying/Cyber-Bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses/bystanders.

The Principal, or designee, upon receipt of a viable report, shall promptly contact the parents/ guardians of a student who has been the alleged target or alleged perpetrator of bullying. Actions taken to prevent further acts of bullying shall be discussed.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is wih1ess to or has reliable information about an act of bullying.

If the school Principal, or designee, determines that bullying has occurred he/she shall take appropriate disciplinary action, and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed as soon as possible. The parents/guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents/guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act. of bullying, cyber-bullying or retaliation shall be in accordance with NPS disciplinary policies as stated in the school handbooks.

Each school shall document any incident of bullying, cyber-bullying or retaliation that is reported per this policy, and a file shall be maintained by the Principal, or designee. A monthly report shall be provided to the Superintendent.

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

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

Retaliation
Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Target Assistance
The Norwood Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, to both targets and perpetrators affected by bullying, cyber bullying or retaliation, as necessary.

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

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

Publication and Notice
Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan shall be provided to students and their parents/guardians in age-appropriate terms.

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

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be shared at the beginning of the year faculty meetings prior to the start of school.

The Bullying Prevention and Intervention Plan shall be posted on the Norwood Public Schools website.
REFS: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L 71:370, as amended on April 24, 2014 MGL 265:43, 43A
MGL 268:13B MGL 269:14A
Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws to include (g) (v)

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

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.
○ **The Trevor Lifeline** – 1.866.488.7386, 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: JLDBA).

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 supersede 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 grade 9 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 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. 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.

3. 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.

4. 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.

5. The following are specifically prohibited unless under the direct supervision of a teacher:
   - playing music
   - social networking sites
   - downloading any executable files such as games, sounds, etc.
   - food and/or drinks

6. Contents of student directories, etc. may be checked by any teacher at any time. Electronic monitoring of any computer activity is possible.

7. 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 an administrator

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 school hours.

SCHOOL SAFETY PROCEDURES

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, an automated 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:

SCHEDULE	M	T	W	TH	F
	2	4	5	3	1
	3	5	6	4	2
	4	W	1	W	3
	5	6	2	1	4
	6	1	3	2	5
	7	7	7	7	6

REGULAR SCHEDULE DAY – DISMISSAL 2:50 P.M.

Warning Bell	8:10		
1	8:15	-	9:17
2	9:21	-	10:18
3	10:22	-	11:19
4 Lunch*	11:23	-	12:48
5	12:52	-	1:49
6	1:53	-	2:50

Student Lunch Schedule

L1 11:19 – 11:46
L2 11:50 – 12:17
L3 12:21 – 12:48

Class Time During Lunch:

L1: 11:50 – 12:48
L2: 11:23-11:50; 12:20-12:48
L3: 11:23-12:21

EARLY RELEASE DAY DISMISSAL NOON

Warning Bell: 8:10
1: 8:15-8:50
2: 8:54-9:27
3: 9:31-10:04
4: 10:08-10:41
5: 10:45-11:18
6: 11:22-11:55
Lunch/Dismissal: 11:55-12:10

NORWOOD HIGH SCHOOL ATHLETICS

NORWOOD, MA

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Accidents and Injuries

FOREWORD

The Norwood High School Athletic Department Handbook is a reference guide for both coaches and student-athletes. The purpose of this document is to state the policies that govern interscholastic athletics at Norwood High School for student-athletes, parents, and coaches. The rules and regulations stated in this document are intended to help facilitate the organization and administration of teams at the high school level.

There is flexibility and discretionary power provided for all coaches and administration at all levels. The athletic mission of Norwood High School and the athletic department remains fundamental to the structure provided in the handbook. Coaches and student-athletes should view this handbook as a guide; it is not intended to be all-inclusive. Adding to the school's values with sound reasoning and good judgment will be the basis by which all situations are ultimately evaluated.

Statement of Purpose

PHILOSOPHY

Norwood High School strongly supports the commitment to interscholastic athletic programs as an essential educational opportunity available to students. Secondary school educators have long recognized the educational value of sports. High school sports are conducted in all 50 states in a variety of sports for teams and individuals of either gender. For the participants, sports provide the opportunity to develop the skills and abilities essential to becoming a well-rounded individual and finding success in life.

High school students develop physically, mentally, emotionally, and socially through voluntary participation in properly conducted interscholastic athletic programs. Specifically, the improvement of self-image, self-esteem, character, and physical skills, along with the opportunity for achievement and the development of a desire to excel are all advantages associated with athletic participation.

The Norwood High School athletic philosophy parallels school goals of academic challenge. The athletic program and its coaches seek to create an environment in which students can develop themselves both as athletes and as individuals. Norwood coaches seek to challenge and develop student-athletes within this environment by utilizing positive coaching techniques and personalized praise. In return, Norwood High School student-athletes are expected to demonstrate that a pursuit of excellence in athletics is fully compatible with the pursuit of excellence in the classroom, and that a combination of the two endeavors lends itself to a more complete educational experience.

Norwood High School supports a comprehensive menu of athletic activities and encourages all students to participate regardless of their level of athletic ability. By learning to think critically, withstand pressure, respect themselves and others, adapt to change, respect authority, and hold themselves and others to high ethical and educational standards, student-athletes and coaches accomplish the more difficult task: discovering in oneself a fundamental worth that transcends athletic performance.

The Athletic Department encourages the active involvement of the greater Norwood community. The excitement generated through sport has the ability to create a bond between school and community. The Athletic Department wants every community member to be proud of the school and the student-athletes who represent the school and community in other cities and towns throughout the conference and throughout the state.

The ultimate goal of the athletic program is to strive for excellence, not perfection. The Athletic Department does not ask its student-athletes to be perfect, but it does ask them to strive to perform to the best of their ability. The true rewards of participation in sports are entirely intrinsic and do not require trophies or accolades to be known. The student-athlete will find this reward within himself or herself.

CORE VALUES

The Norwood High School Athletic Program believes in the following:

- That student-athletes should strive for both academic and athletic excellence
- That young adult learning experiences are not restricted to the classroom
- That confidence can be built through learning and achievement by positive reinforcement and constructive criticism
- That all will teach, coach, learn and perform to the fullest extent of their abilities
- That all individuals deserve to be treated with dignity and respect
- Initiative will always be encouraged
- That individuals should take responsibility for their actions and will conduct themselves with moral courage and personal integrity
- That all will think, respect, and communicate

MISSION STATEMENT

The Norwood High School Athletic Department is totally committed to the academic mission of our school. The athletic program is an extension of the classroom, not a diversion from it. With this in mind, the athletic program abides by the following guidelines:

- Encourage participation in a wide variety of offerings. All students will be encouraged to take a risk for success.
- Require student-athletes to meet reasonable standards in order to participate and maintain their eligibility. State association, league, and school requirements and guidelines define these standards. A genuine commitment and effort in any endeavor improves the quality of performance for the individual and team.
- Emphasize that respect for human differences and for the diversity of people must be at the center of the athletic experience. The athlete must realize that he/she is a representative of his/her school and community and that outside onlookers will judge our school and community by the performance and behavior of our student-athletes.
- Evaluate athletic, professional and personal progress regularly. Success is measured by more than wins and losses as winning and losing become by-products of the quality of effort. A dynamic athletic program is vital to the positive social, physical, mental, and educational development of student-athletes. It is the goal of the Athletic Department that athletics functions as an integral part of the total school curriculum.
- Foster moral awareness and civic participation by the example of daily behavior. Athletics offers the student-athlete the opportunity to serve the school, develop fellowship and good will among all of our students. Athletics must encourage the qualities of good citizenship, the ideals of good sportsmanship, and empathy for non-athletes, moral courage and ethical behavior throughout the school and community.

SPORTS AT NORWOOD HIGH SCHOOL

FALL	WINTER	SPRING
Football	Boys Basketball	Baseball
Varsity / JV / 9th	Varsity / JV / 9th	Varsity / JV / 9th
Boys Soccer	Girls Basketball	Softball
Varsity / JV / 9th	Varsity / JV / 9th	Varsity / JV / 9th
Girls Soccer	Wrestling	Boys Lacrosse
Varsity / JV / 9th	Varsity / JV	Varsity / JV
Field Hockey	Gymnastics	Girls Lacrosse
Varsity / JV / 9th	Varsity / JV	Varsity / JV
Girls Volleyball	Boys and Girls Track	Boys and Girls Track
Varsity / JV / 9th	Varsity / JV	Varsity / JV
Boys and Girls Cross Country	Boys Ice Hockey	Boys Tennis
Varsity / JV	Varsity / JV	Varsity / JV
Golf	Girls Ice Hockey	Girls Tennis
Varsity/JV	Varsity / JV	Varsity / JV
Cheerleading	Boys and Girls Swim/Dive	Boys Volleyball
Varsity / JV	Varsity / JV	Varsity / JV
	Cheerleading	
	Varsity	

GOVERNING BODIES

MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION
The Norwood High School Athletic Department is a member of the Massachusetts Interscholastic Athletic Association (MIAA). As a member of this state association the Athletic Department is governed by the rules and regulations set forth by the MIAA. The Norwood School committee may set additional policies, rules, and regulations.

TRI-VALLEY LEAGUE
Norwood High School is very proud to be a member of the twelve-school league known as the Tri-Valley League. The league is governed by the MIAA and its own Constitution. A copy of the League Constitution is available from the athletic director.

The league is divided into two divisions based on school enrollment: Large and Small. The Large Division includes Ashland, Holliston, Hopkinton, Medfield, Norwood, and Westwood. The Small Division includes Bellingham, Dedham, Dover-Sherborn, Medway, Millis, and Norton.

CERTIFICATION OF A TEAM MEMBER

The following is a list of important policies, rules and regulations that govern athletics at Norwood High School.

ELIGIBILITY/PHYSICALS

1. Each coach of an interscholastic team must conduct a pre-season meeting of interested candidates.
2. Students must register online at www.norwoodmustangs.com. The Athletic Director will see that each student has had a current physical examination. **An examination remains valid 13 months to the day after it has been issued.**
3. The Athletic Department will provide coaches with a list that provides information regarding the following:
   - What each candidate is missing (i.e. physical, permission)
   - Items needed to be returned (i.e. uniform, equipment)
   - Fees that need to be paid
   - Academic Eligibility
4. Students, who register for a team after the sign-up date or once the season has started, will need a Participation Card. This card must be signed by the athletic office prior to attending practice.
   In order to participate, a student-athlete must have met the aforementioned conditions. Coaches will enforce the roster they are given and only allow eligible student-athletes to compete or practice.
5. Each student-athlete must also meet the eligibility standards set by the Massachusetts Interscholastic Athletic Association (M.I.A.A.); the following section provides further information.

Students are not eligible:

1. If the student is not a resident of Norwood.
2. If the student does not currently live with his/her legal parent(s)/guardians.
3. If the student was a member of a non-MIAA school for the two (2) months, exclusive of summer vacation months, preceding a contest.
4. If the student transferred from one high school to another, he/she is ineligible for a period of one (1) year. Unless he/she has changed his/her legal residence.
5. If the student is not currently taking or did not have a passing average in 20 credits of prepared coursework during the previous marking period. To be eligible for the Fall season, the student must have obtained a passing average in 20 credits of prepared coursework in the final marking period of the prior academic calendar year.
6. If, since the student entered Grade 9, twelve consecutive sports seasons have passed whether or not he/she participated.
7. If the student's 19th birthday came before September 1st of the present school year, he/she may no longer participate in interscholastic athletics.
8. If the student has graduated from any secondary school.
9. If the student was "persuaded" or influenced to transfer to his/her present school by a coach, athletic director, principal, or other person connected with the school.
10. If the student is put out of a game for fighting or flagrant unsportsmanlike conduct, he/she is not eligible to play in the next scheduled game(s), depending on MIAA policy. This includes, but is not limited to, the use of threatening, abusive, or obscene language. If it is the second time during the same season, then the student is disqualified from any further participation in the sport season for one full year.
11. If the student physically assaults an official, he/she is ineligible in all sports for one year.
12. If the student willfully, flagrantly, or maliciously attempts to injure an opponent, he/she will be immediately excluded from participation in that sport for one year.

Loyalty to the High School Team: Bona Fide Team Members

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs. ***Saturday and Sunday practices ONLY may be excluded from this rule and no waiver is required.***

For information on rules regarding violations of this policy, see MIAA Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.

1. *45.1 A* student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student-athlete who attends practices or games for his/her sport teams – e.g. Freshman basketball player moved to JV and then Varsity).
2. *45.2 If* ineligible, cannot be in uniform. Attendance at event to be determined by High School Principal.

Waiver of certain Tri-Valley League or MIAA Eligibility Rules may be submitted, allowing a student-athlete to participate if approved. Students who wish to apply for a waiver of an eligibility rule should meet with the Athletic Director several weeks prior to the start of the season in question.

ATHLETIC TEAM TRYOUTS

Tryouts for programs are open to all students providing they have met the standards for participation set by the MIAA and Norwood High School. During the tryout period coaches will explain the expectations of the student-athletes and the criteria they will use to select players for the team. It is the student-athlete's responsibility to demonstrate that they understand the information and can meet the criteria. It is the coaches' responsibility to evaluate and communicate with student-athletes during the tryout period and decide which students will be placed on the team.

In certain sports, more students try out than can be kept on a team. When this situation occurs, cutting is necessary. Cutting students is a difficult and agonizing process, and all coaches should realize that sensitivity and communication are essential. Students who do not make the team should be informed in person by the coach as to the reasons for the cut. If the student is an underclassman then the coach should offer suggestions as to how the student might improve his/her chances the next year. Coaches have discretionary authority in choosing their teams. Students cut from one team will be encouraged to try out for another team if there is space available on that team.

Due to the academic calendar and date report cards are issued. Students who are not academically eligible for the start of the winter season will be ineligible to try out for a winter team. Students, who are not academically eligible for the start of the spring season, will be allowed to try out for a spring team. If the academically ineligible student does make the team, he/she must attend all practices and games until term 3 report cards are issued. If the student is declared academically ineligible after term 3 report cards are issued, the student will not be allowed to participate in the spring sport.

TRYOUT DATES
Fall: End of August (Football is an exception with an earlier starting date)
Winter: First Monday after Thanksgiving
Spring: Third Monday in March

ATHLETIC TEAM SELECTION

It is reasonable to expect that varsity teams will be comprised of the most-skilled athletes. It is also important to recognize that high school student-athletes who work hard and can contribute to a team's success can earn the opportunity to be on a varsity team. The athletic department must, therefore, work to balance desire and talent through a sincere effort to include as many student-athletes as possible within the varsity experience. A student-athlete who was a member of the varsity team the previous year is not guaranteed a spot on varsity the following year.

VARSITY/ SUB-VARSITY TEAMS
Players who have participated as members of junior varsity teams should be given consideration to be on varsity the following season. However, a coach must evaluate that player's attitude and effort against all other candidates for the team. Varsity team membership is an earned privilege not a guaranteed entitlement for senior student-athletes. Coaches are discouraged from playing seniors on their junior varsity teams. An exception may be made for a first-year senior who requests the opportunity to play at the Junior Varsity level as long as the coach is sure that the senior player is not reducing participation of developmental players on the sub varsity squad.

CHANGING SPORTS
Student-athletes may participate in only one MIAA sanctioned sport in any season (Fall, Winter, or Spring), including tournaments and/or championships in that season. A student-athlete officially becomes a member of his/her team for the sport season on the date of the first regular season contest in that sport. If a student-athlete violates this rule, according to MIAA rule, he/she will be declared ineligible for that season and all contests in which he/she participated in any sport during that season must be forfeited. Once a student-athlete has voluntarily chosen to leave an athletic team during the season, it is at the discretion of the coach whether or not that student-athlete is allowed to rejoin the team should they choose to.

TEAM MEMBER REQUIREMENTS AND POLICIES

REQUIREMENTS FOR PARTICIPATION
A student must be eligible according to MIAA Eligibility Rules and those of Norwood High School in order to be a candidate for a Freshman, Junior Varsity or Varsity team. The head coaches of all varsity programs will conduct a preseason meeting with team candidates to communicate expectations, team rules, and responsibilities.

USER FEE
According to Norwood Public Schools, each student-athlete at Norwood High School is required to pay a fee in order to participate in the interscholastic athletic program. The amount of the fee is determined each year by the Norwood School Committee. **No student will be excluded from athletic participation due to financial hardship.** Paying a user fee in no way guarantees playing time on a varsity or sub-varsity squad.
Fee Schedule - Each season, each sport requires a fee (to be determined by the NSC). The Norwood School Committee will determine an upper limit for individual families.
Payment - Checks should be made payable to Norwood Public Schools via the Athletic Department. The Athletic Director will consult with the coach the eligible team rosters. Athletes who are not selected for a team and do not join another team will have their check returned. It is the responsibility of the student athlete and his/her parent/guardian to contact the Athletic Department for a returned check/refund.
Fee Waivers - A written waiver request must be submitted to the Athletic Director prior to the start of the season. It is the goal of the Athletic Department to include all students in the Athletic Program regardless of their financial situation. Every effort will be made to avoid placing the student or their family in an embarrassing position over the user fee. Any student-athlete or parent(s) with concerns regarding the fee for athletic participation should contact the Athletic Director.
Refunds - Any student who voluntarily leaves a team or is dropped from its roster for eligibility or disciplinary reasons after the start of the regular season will not be granted a refund. In special instances upon a request from a student, a refund may be granted. Refunds are in the form of a credit for the next season of participation. If the credit is not used, a check for the refund will be issued.

ACADEMIC ELIGIBILITY
All students are required to participate in their regularly scheduled classes. Students who are medically excused from Physical Education classes may not participate in a practice or contest on the same day. Academic "extra help" sessions and make-up work are expected to be completed as soon as possible. On a practice day student-athletes should stay after school to complete work whenever necessary. Students-athletes should inform coaches in advance when practice time will be missed due to academic obligations. Once the obligations are completed, student-athletes are expected to report to practice on that day, as soon as possible. If the student-athlete did not give advance notification to the coach, they should ask their teacher for a note explaining the tardiness. Student-athletes arriving late to practices due to make-up work or extra help will not suffer any athletic team penalty.

ATTENDANCE POLICIES
Daily Attendance, Homeroom, Class Cuts - Students are expected to attend all scheduled periods during the school day. Athletes must be in school and report to all periods in order to practice or play on that day. Exceptions such as doctor's appointments and college visits must be communicated to the coach in advance, whenever possible.
Absence and Tardiness - Any student absent from school for any reason may not participate in a practice or a contest on the day of the absence, unless approved in advance by the Principal, Athletic Director, or Dean. Tardy students must be in school no later than 11:30 AM in order to be eligible for a practice or game the day of the late arrival. Coaches will make every attempt to check the daily school attendance of their student-athletes. The Principal, Athletic Director, or Dean determine eligibility and may review absences, dismissals, and tardies for reasons other than medical. Planned absence requests should be submitted at least twenty-four hours in advance to the Principal, Athletic Director, or Dean who will inform all necessary parties. Students absent on a Friday will not be eligible to compete during the weekend unless they have obtained approval in advance from the Athletic Director. The Athletic Director will decide the athlete's eligibility for a practice or contest. The athletic department reserves the right to remove a student from a team for excessive cuts or truancy and may reinstate the student upon sufficient evidence of improvement.
Early Dismissal - Certain away games will require early dismissal from classes. A list of these dismissal times and bus departure times will be available to all teams. Final permission to leave classes for early dismissal rests with the Principal. It is essential that the teams be prepared to leave on the early busses at the scheduled time(s). Students should have all essential equipment with them and proceed directly from class to the locker room. The Athletic Director will submit a list of players to be dismissed to the office for the daily bulletin. Coaches will update list as necessary.

IN-SEASON ELIGIBILITY
At Norwood High School, student athletes are expected and encouraged to maintain the highest level of scholastic achievement possible. They are also expected to maintain the highest level of citizenship. To promote these goals the following policies are in effect:

PRE-SEASON PARENT ATHLETE MEETING
Prior to each year a mandatory parent/athlete meeting will be sponsored to review the MIAA and Norwood High Athletic rules. Coaches will be present to take attendance and discuss team rules for the parents and athletes.

SCHOOL DISCIPLINE AND CITIZENSHIP OBLIGATIONS
A student-athlete with a school disciplinary obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect, and should not request, disciplinary action to be postponed or canceled for any athletic reason. The athletic department reserves the right to remove a student from a team for disciplinary reasons or citizenship concerns. A return to athletic participation will be determined by the Principal, Athletic Director, and/or Assistant Principal. It is expected that our athletes be model citizens both in and out of school; they will be held to high standards and should set a positive example for all students.

OUT OF SCHOOL DISCIPLINE AND CITIZENSHIP OBLIGATION
All acts of poor citizenship, whether or not school related, reflect not only upon the individual but the school and team as well. Disciplinary action may be taken against any athlete who may cause the school, athletic program, or team to be viewed unfavorably. All students will receive due process with discipline and citizenship issues. No penalties will be applied until the student has a right to be heard. Coaches will not impose additional penalties for students involved with citizenship or chemical health violations. Coaches will issue a "no comment" statement to the media for all students missing games for discipline or citizenship issues.

MEMORANDUM OF UNDERSTANDING
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 non-criminal activity involving students of the Norwood Public Schools. Student athletes involved in any of these issues may face athletic and school sanctions. The complete Memorandum of Understanding may be viewed in the principal's office.

CHEMICAL HEALTH
The Norwood High School Athletic Department administers the rule established regarding Chemical Health Violations set by the MIAA and Norwood High School.

Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco *62.1* From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," ***inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state.*** 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.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES: (also see Rule 32.8 – Ineligible Students)

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence. Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

1st Offense – 25%	
# of Events / Season	**# of Events / Penalty**
1-7	**1**
8-11	**2**
12-15	**3**
16-19	**4**
20 or over	**5**
2nd Offense – 60%	
# of Events / Season	**# of Events / Penalty**
1-3	**1**
4	**2**
5-6	**3**
7-8	**4**
9	**5**
10-11	**6**
12-13	**7**
14	**8**
15-16	**9**
17-18	**10**
19	**11**
20 or over	**12**
2nd Offense w/ Dependency Program – 40% if in the program throughout the penalty period	
# of Events / Season	**# of Events / Penalty**
1-4	**1**
5-7	**2**
8-9	**3**
10-12	**4**
13-14	**5**
15-17	**6**
18-19	**7**
20 or over	**8**

2. *62.2 During* practice or competition, a coach shall not use any tobacco product (penalty: same as students' – see chart above).

THE STUDENT-ATHLETE COMMITMENT

DAILY/WEEKLY COMMITMENT
During tryouts and after team selection, the head coach will explain expectations related to practice times and locations and game schedules. Student-athletes are expected to make at least a six-day, two- to three-hour daily commitment to the team each week. Attendance may have an impact on playing time, and membership on the team.

At the ninth grade and junior varsity levels most teams do not practice or play on weekends, but student-athletes may expect practices or games each school day. Normally, practices will consist of an average of two hours of team activity per day taking place sometime between 3:30 p.m. and 9 p.m. The preparation times before and after practices or games bring the usual total time to three hours per day.

At the varsity level, weekend and/or evening practices and games are more commonplace, and student-athletes should expect regular involvement during these times. Because many of our teams share facilities, and because some teams use facilities off campus, practice and game hours may vary considerably. Coaches will provide a schedule at all levels, in all sports, of practices and games. Student-athletes are expected to provide their own transportation to and from practices. The Norwood High School Athletic Department does not provide transportation at any level to and from practices.

PLAYING TIME
There are many benefits to be gained by participation in athletics at the high school level. Young people learn the values associated with discipline, performing under stress, coping, teamwork, sacrifice, commitment, effort, accountability, citizenship, sportsmanship, confidence, leadership, organizational skills, participating within the rules, physical well-being and striving towards excellence. Although there are many measures of success in the minds of each participant, perhaps the most emotional is "playing time" during contests. If a student has questions as to his/her "playing time" he/she is encouraged to discuss them with the coach (See also section on Conflict Resolution).

The following are coaches' guidelines for this all-important topic:

NINTH GRADE AND JUNIOR VARSITY TEAMS
At the ninth-grade level the emphasis is on participation. The emphasis on the junior varsity team is balanced between participation and winning. Coaches will make a conscious effort to play all team members for as much time as is practical. There are many factors that govern an individual's playing time but perhaps the most important are practice attendance, quality of effort, attitude, commitment, and athletic ability.

VARSITY TEAMS
While coaches at the varsity level will make a strong effort to play all team members, the emphasis at the varsity level shifts towards fielding competitive teams with the goal of winning as many games as possible. This emphasis may result in uneven playing time among the student-athletes, with some not playing in every game. The coach makes the often-difficult decisions of who starts, who plays and for how long.

TEAM CAPTAINS
Coaches decide how team captains are selected. Captains may be elected by the team or appointed by the coach. Captains may be chosen at the end of a season, or sometime prior to the first contest of the following season. Captains may also be elected or appointed on, a game-by-game basis. The coach will inform the team as to how captains will be selected. It is expected that team captains be leaders of their team and be ready to assume duties their coaches outline. They are expected to be well aware of the team rules and student-athlete responsibilities. Captains are expected to communicate with the coach, team and the Athletic Director. Captains may be asked to meet with the Athletic Director during the school year to discuss the athletic program. Out of season "captain's practices" are a violation of MIAA Rules and not sanctioned by Norwood High School.

Captains of teams may be relieved of their position for violation of team, athletic department, school rules or citizenship issues. In season captains and captains already named prior to the new season who violate the Chemical Health Policy, will lose their current captaincy and may lose their future named captaincy(ies).

SCHOOL/FAMILY VACATIONS, EXTENDED ABSENCES CONFLICT WITH SCHOOL EVENTS
Every team member is expected to be present for all team practices and contests. Due to scheduling parameters, many of our teams practice and/or play during scheduled school vacations and/or holidays. Although extended absences are discouraged, the athletic department recognizes that certain circumstances do require them.

Student-athletes who anticipate being absent from team activities for an extended period of time due to family vacation plans, religious obligations, school sanctioned activities, or college visitations are expected to contact their coaches to discuss absences before making plans. If the student-athlete contacts the coach and the coach feels such absence is excused, they can expect to return from such absences as a team member "in good standing." It is the discretion of the coach whether or the status of the student-athlete, with respect to playing time, changes as a result of the absence. If disagreement arises over this or any situation, see Conflict Resolution for guidance.

Although practices may be conducted on religious or school holidays, athletic practices are not mandatory on religious holidays. There will be no penalty for missing practice on a religious holiday. Coaches should be notified in advance if a student-athlete will not be at a practice or game. Sometimes student-athletes are involved in many school-sanctioned activities and sometimes these activities conflict with their athletic commitment. Student-athletes who recognize that such a conflict may exist should also notify their coach well in advance of any absence. If the student-athlete, parent and coach cannot reach a satisfactory agreement concerning extended absences due to school-sanctioned activities in advance of the absence, please refer to the section on Conflict Resolution for guidance.

ATHLETIC EXPECTATIONS

SPORSTMANSHIP
Norwood High School expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches, parents, and spectators should treat opponents, game officials, and visiting spectators with respect. Cheer for your team, never against the opponent. The MIAA reserves the right to "warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official, or school determined to be acting in a manner contrary to the standards of good sportsmanship." Norwood High School, in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any contests, home and away.

CELEBRATION
At the conclusion of a season, especially after the final contest, or immediately after a critical game, players often react in a celebratory fashion. It is the responsibility of the coach to anticipate such and to have established rules pertaining to it. The following, <u>under no circumstances</u> will be allowed:

- Smoking
- Drinking of any alcoholic beverages
- Spraying of foam or aerosol-type substances
- So called “champagne” celebrations with any liquid
- Any actions that could cause injury to an individual
- Any actions that could damage athletic facilities or equipment
- Any actions that could damage public or private property

Student-athletes found to have engaged in any of the aforementioned activities will be subject to the discipline of the Athletic Department and Norwood Public School System.

HAZING
There is no initiation of any kind to be a member of any team at Norwood High School. Students and/or coaches found in violation will be dismissed from participation in the athletic program. It is the responsibility of all coaches to inform all team members about the hazing law. Under Massachusetts State Law, Chapter 536, Sections 16-19, incidents of hazing must be reported to the appropriate law enforcement officials as soon as reasonably practicable.

CH. 269, S.17 CRIME OF HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as defense to any prosecution under this action.

CHAPTER 269: SECTION 18. FAILURE TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CHAPTER 269: SECTION 19. COPY OF SECS. 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

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

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

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

BULLYING *The Massachusetts state law states defines "Bullying", as the repeated use by one or more students or coaches of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (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 education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. For more information please visit the Department of Education website. Please also note that bullying is student to student, this law does not apply to teachers, administrators and coaches.*

Student-athletes and coaches are expected to be familiar with and follow the Massachusetts bullying laws and the Norwood Public Schools bullying policies at all times. Please see bullying policy in the general student handbook.

SEXUAL HARASSMENT

Coaches and student-athletes must be well aware of the Norwood Public Schools policy on sexual harassment and hazing as contained in Norwood Public Schools policy manual.

Ten Recommendations for preventing sexual harassment:

1. Never use sexually explicit language or jokes
2. Never display explicit pictures

3. Avoid excessive personal conversation in person or by phone
4. Avoid personal letters, cards, and gifts
5. Avoid comments on physical attributes and appearance
6. Avoid physical contact with athletes
7. Coaches should avoid giving students rides home alone
8. Avoid off school meetings
9. Use caution on chaperoned trips overnight
10. Never date students

COACH'S RESPONSIBILITIES IN DEALING WITH THE ATHLETIC DIRECTOR/ATHLETIC DEPARTMENT

1. The Athletic Director is responsible for the total administration of the interscholastic athletic program.
2. Principals are responsible for all programs within their respective schools. However, all requests by coaches are to be made to the Athletic Director. Areas within which coaches are to contact the Athletic Director are:

a. Bus transportation
b. Scheduling (pre-season and regular season)
c. Officials
d. Facilities & Equipment
e. Tournament or meet information (i.e. entry forms, fees)
f. Salary (other than negotiation of salary)
g. Personnel (coaches, staff)
h. Personnel (team members)
i. Conflicts (with players, parents, etc.)
j. Fundraising
k. Unusual situations

3. At the conclusion of an athletic season, the head coach of each sport is to arrange a meeting with the Athletic Director in order to discuss the past season and/or ideas which may benefit their programs for the upcoming year. This will be done through the use of an end of season report.
4. All award winners should be listed and any other administrative correspondences are to be submitted to the Athletic Director prior to the end of season meeting.

THE ATHLETE-COACH RELATIONSHIP

Participation in athletics should be an enjoyable, rewarding and enriching experience for all parties involved: student-athlete coach and parent. There is no doubt that participation tends to be emotionally charged, and dealing constructively with these emotions can be an excellent learning experience. In most cases, athletic competition is extremely positive and complements the educational experience enjoyed by students at Norwood High School. Occasionally conflicts between coaches and student-athletes arise. These conflicts must be addressed and resolved immediately so that the many benefits of athletic involvement may continue to contribute to the emotional and physical growth of Norwood High School student-athletes. Coaches are first and foremost teachers; student-athletes are first and foremost students. Each should exhibit on the playing field the same high standards of behavior and commitment one would find in the academic classroom.

CONFLICT RESOLUTION

Athletic involvement is highly emotional and very time consuming. Sometimes conflicts arise between students-athletes, coaches, and occasionally parents. However, the student-athlete's interest is best served when each participant understands the position of the other. This understanding can only be accomplished by open and honest communication. When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. Student-athletes and their parents should use the following process as a guideline when seeking resolution to conflicts or issues between a student-athlete and a coach:

FIRST STEP: CONTACTING THE COACH

The student-athlete should present the conflict/issue to the coach as soon as possible. If personal contact is not practical, a student-athlete may ask his/her team captain to approach the coach. If the personal or captain route is not possible, contact may be made by the student-athlete's parent at an appropriate time. In order for the contact to be as productive as possible, situations that athletes, captains or parents should <u>avoid</u> are:

* Prior to, during or immediately following a contest.
* During an active practice session.

* When other student-athletes are present or when it would be readily visible to others that the discussion is taking place.
* When it is apparent that there is not sufficient time to allow for a complete discussion.

Perhaps the best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. A parent or student may also leave a note for the coach with the Athletic Director.

SECOND STEP: CONTACTING THE ATHLETIC DIRECTOR

If a satisfactory solution is not reached through direct contact with the coach, the student-athlete and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. There should be no delay in airing any and all concerns since this process could take time and athletic seasons are relatively short. It is very important for all student-athletes and their parents to know that any comments, concerns or issues raised to the Athletic Director will be addressed. Parents and student-athletes may also expect to hear from the Athletic Director as to the disposition of their concerns. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

THIRD STEP: CONTACTING THE PRINCIPAL

If there is still not a satisfactory resolution, the student-athlete or parent may contact the Principal. The Athletic Director should be informed that this contact is going to be made.

"RETRIBUTION"

Student-athletes and parents must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that after a student-athlete or parent raises an issue or concern, there shall be no "retribution" in any form within the Athletic Department at Norwood High School. If at any time, a student-athlete or his/her parent suspects that some form of retribution is surfacing as a result of the voicing of a concern, opinion, or issue, using the proper forum and method, he or she should contact the Athletic Director immediately.

EXPECTATIONS OF COACHES

The assumption is that every adult who coaches high school student-athletes views himself or herself as a teacher first. It is within the relationship between the teacher-coach and the student-athlete that life lessons and values are taught and learned. The school's initiatives in wellness, citizenship, sportsmanship, integrity, and ethics affect most student-athletes when coaches emphasize these values. In most instances, during the season of play a student-athlete spends more time daily under the direct supervision and guidance of his/her coach than any other adult. This time spent should be enjoyable, educational, positive and worthwhile. Norwood coaches are well aware that the influence that a coach may have with each individual team member is enormous.

At Norwood High School, student-athletes should expect to be treated with respect and to be treated fairly by their coaches. The coaches are professionals who are aware of and committed to upholding the responsibilities they have to follow including the policies and regulations of the MIAA, the Bay State Conference and Norwood High School. Each student-athlete must be treated as an individual, yet as part of the team. Rules and regulations must be uniformly and fairly enforced at all times.

The percentage of student-athletes whose participation in organized sports ends with high school is overwhelming (well in excess of 90%). Therefore, attention is focused upon developing goals that will develop contributing members of society after high school; goal setting, effort, commitment, teamwork, dedication and a competitive spirit are examples of the characteristics and qualities of student-athletes. Winning and championships is a by-product of this quality of these efforts. Student-athletes and their families can expect the following from members of the Norwood High School coaching staff.

Communication: Practice, game schedules and other time commitments, consistent with the guidelines mentioned previously in this booklet, will be explained to all team members. All head coaches will conduct a preseason informational meeting for all team members to disseminate team expectations, rules, regulations and schedules.

Team rules and regulations, in addition to the ones stated in this booklet, will be well defined, distributed, discussed and enforced with all team members. Self-discipline of all student-athletes will be encouraged. Penalties for rule violations will also be well defined, and applied fairly and consistently.

Individual Success: The coach will make every attempt to provide an opportunity in practice and contests for each student-athlete to succeed to the best of his/her abilities. The least skilled student-athlete deserves the same energy of teaching as the most skilled.

Social and Emotional Growth: The coach will attempt to assist each student-athlete to grow socially and emotionally. This aim is most easily accomplished with positive feedback and timely and sensitive communication with each individual team member.
Team Spirit - School Spirit: The coach will attempt to instill and promote school and team spirit and cohesiveness. It is expected that Norwood teams will support each other, not compete against each other for recognition.
Athletic Performance: Individual performance by a student-athlete will be critiqued by a coach and shared with each student-athlete at the appropriate time. Each student-athlete will be encouraged to work towards his/her full potential and each coach shall be involved in developing a positive self-image in all team members. Coaches will not negatively critique a student-athlete's performance via the media.
Skill Development: Each student-athlete will be taught the rules and skills of the game with the goal of developing maximum proficiency in the specific sport area. Each student-athlete should leave our program technically and tactically improved.
Approachability: The coach will be available to all of his/her student-athletes. Team members are encouraged to approach the coach about any topic that they wish. Student-athletes should make every attempt, if a matter is of a personal nature, to approach the coach privately and when there is sufficient time for worthwhile discussion. Coaches should be open and receptive and encourage these individual opportunities to educate and communicate.
Competitiveness: According to the MIAA philosophy, "winning contests," rather than losing them, is a laudable goal, but it should not supersede the primary priorities of high school sport programs as listed in this document. Norwood High School coaches and student-athletes do and should play to win. All involved enjoy winning rather than losing, but they also know that preparing students to succeed rather than merely to win games is more important. Win or lose, student-athletes should learn lessons of a lasting and positive nature.

PRESS RELATIONS

In the course of an athletic season, especially during a successful season, sports writers will approach coaches, either directly or by telephone. The Athletic Director in no way wishes to interfere with media relations except to pass on recommendations that come from past experiences. Good press is certainly of value to the Norwood High Athletic Program, but caution must be used at times as many young writers may be seeking to author sensational or controversial items. Young student-athletes are apt to believe everything printed about them, as such, are likely to exaggerate either their value or lack or value to a team. This can create a moral dilemma within a team and can cause conflict. Be fair to all players on the team, whether a starter, a role player, or bench player.

If your team has won an important game or championship, be humble in victory. If your team has lost, give your opponent credit and never single out individuals as contributing to your loss. It is better, and much wiser, to reserve any comment rather that “pop off” and say something to a reporter you may later regret. Keep your comments concerning individuals for that individual alone.

No members of the press are to be allowed in locker and/or dressing rooms prior to, during, or between periods of a contest. Whether the press is allowed to enter the locker room after a contest is the coach’s decision.

REPORTING RESULTS
It is the responsibility of the Varsity Coach of every sport to have the score of each contest telephoned to each of the local papers immediately after the contest. Contact information will be disseminated at the preseason coaches meeting. The coach in charge of each sport will prepare a statement to be read on the following days’ morning announcements. The announcement should give praise to the effort of the student-athletes and team regardless of the outcome of the contest.

Athletic Awards

Prior to the beginning of each season, coaches will clearly define and communicate criteria for earning Varsity credit. The criteria are sport specific. Student managers are eligible for varsity letters. Students who participate in athletics at Norwood High School may qualify for a variety of awards such as certificates, plaques, trophies, and NHS Boosters Award jackets.

ATHLETIC AWARD REQUIREMENTS
General Criteria:

- Regular practice and game attendance throughout the season
- Successful completion of the season
    - Student-athletes must be academically eligible

- Successful completion of the season includes competing in all regular season games and post season tournaments in which the individual has qualified
- Injured athletes will have their cases reviewed by the coaching staff and Athletic Director to determine eligibility
- Student-athletes dismissed from the team will not receive credit towards their athletic points total
- Athletes dismissed from the team may have the right to appeal with the Principal

- The Varsity Coach's recommendation is required for all athletic awards

After satisfying the general requirements for a varsity certificate, coaches will use their own discretion based upon percentage of varsity games participated in. Placing/performance in Bay State Conference competition and/or the Bay State Conference Meet will also be included as a factor in award eligibility.

Types of Awards

Trophies/Plaques: Every Varsity team has three major awards that may be given to individuals at the conclusion of each season. Honored are student-athletes selected as the teams' Most Improved Player, Unsung Hero, Coaches Award and Most Valuable Player. Awards are given out at that season's awards ceremony.

Norwood High School Boosters will award "letters" to all varsity student-athletes. Norwood High School Boosters will award jackets to student-athletes meeting the following criteria:

1. Earning 36 athletic participation points
2. Successfully completing four years in one sport

Points are earned through the following:

1. Any and all freshman participating earn 6 points per season
2. An individual earns 6 points for Junior Varsity participation
3. An individual earns 10 points for Varsity participation

A student-athlete unable to participate during senior year for medical reasons but has otherwise satisfied the preceding requirements, will also be considered for the Norwood High School Boosters Award Jacket. Student-athletes participating for a team for both their Junior and Senior seasons are also eligible for a Jacket.

Support Services

TRANSPORTATION TO AND FROM CONTESTS

The school provides bus transportation, or a suitable substitute, to most away contests. All team members are expected to travel to these contests using the school-provided transportation for student safety reasons. Student -athletes may leave a contest with a parent or guardian with the coach's approval. Reasonable requests will be honored. Student-athletes wishing to travel home with another parent must have written parental permission 24 hours in advance. Non-team members may occasionally be allowed to ride team transportation if room exists, the coach in charge has given approval, and prior written parent permission has been given to the coach or Athletic Director. (The athletic department does not provide transportation at any level to or from practices).

DIRECTIONS TO AWAY CONTESTS

The athletic department makes every attempt to publish directions to all away contest locations on the Norwood High School Athletics Web Site: www.norwoodmustangs.com

ADMISSION TO GAMES

It is the practice at Norwood High School to charge admission to home contests in varsity football, girls and boys varsity basketball, varsity wrestling and varsity hockey. The admissions collected at our contests help offset the costs of the athletic program. All sports benefit from admissions revenues. Athletic passes are only usable at contests held at Norwood High School facilities. MIAA tournament fees are in effect for certain tournament games; prices are determined by the MIAA.

NCAA CLEARINGHOUSE

The NCAA Clearinghouse is a central repository for information on high school curricula. The NCAA maintains this information to conduct evaluations of incoming college freshmen. The NCAA evaluates high school graduates' academic records in light of current NCAA initial-eligibility requirements. A prospective collegiate athlete needs to apply and receive a final certification by the Clearinghouse in order to participate in college athletics at the Division I or II levels. A student athlete does not need to apply if he or she will attend a junior college, NAIA or NCAA Division III institution. Students may pick up Clearinghouse forms in the Student Support office.

ATHLETIC EQUIPMENT

ISSUANCE
The coach of the sport is responsible for the proper issuance and return of equipment to the team members.

CARE OF EQUIPMENT
Coaches will instruct their team members on the proper storage and care of all issued equipment with great emphasis on cleanliness. Equipment that is washable is to be taken home by the student to be laundered at least once a week. Coaches are to strongly enforce the rule that issued equipment is to be worn by student only at practices and games, not as an article of clothing for personal use. Norwood Public Schools has invested a great deal of money in athletic equipment and care. The stealing of items of equipment, especially jerseys, for "souvenirs" is to be discouraged. Any coach seeing an individual wearing any unauthorized equipment is to obtain the equipment immediately. In addition, the coach is to report the incident to the Athletic Director. This is an obligation of the coach, which he/she is to assume as a member of the coaching staff.

PLAYERS LEAVING TEAM
If a player leaves the team during the season (injury, dropped from the team, quits the team, etc.) it is the coach's responsibility to obtain the players equipment. This should be done within 24 hours of the players leaving the team.

LOST/MISSING EQUIPMENT
Student-athletes have an obligation and responsibility to properly care for and return all equipment issued to them. Student-athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to meet the current replacement cost for such equipment. Payment is required at the time of the loss. Payment must be received prior to the next season of athletic involvement or graduation; whichever comes first. Student-athletes may not be allowed to try out for a team if they have an equipment obligation. The cost of lost items will be the sum of money to replace them (face value). A check is the preferred payment of lost equipment. Checks are to be made out to Norwood Public Schools.

END OF SEASON
The coach is responsible for seeing that all items of equipment issued are turned in when appropriate. The Athletic Director is the individual who will direct and assist the coach in the administrative procedures necessary to insure proper issuance and collection of the equipment, cleaning of equipment, inventory and budgeting.

Athletic Facilities

LOCKER ROOMS
Once team rosters are set, if not before, each team member may be issued an athletic locker. Students are expected to lock all personal items and team equipment in their own athletic lockers at all times. Students should never give their locker combination to anyone else. Experience has shown that most losses are due to lockers left open or unlocked. On road trips, when lockers are not available, it is highly recommended that students leave valuables at home or give them to parents or a member of the coaching staff for safekeeping at the game site. Students should neither bring large amounts of cash or other valuable personal items to school, nor should they leave them at school.

CARE OF FACILITIES
Students are expected to treat all facilities, both home and away, with proper care. Norwood High School has state of the art facilities and only proper care and respect will keep them this way. Vandalism is cause for dismissal from a team and further disciplinary action by the school administration.

BUILDING AND FACILITY ACCESS
At the conclusion of each school day, student athletes should bring all items that they need until the next school day to the locker room area. For safety reasons students are not allowed access to other areas of the building after practice, games, or on non-school days. No student will be allowed access to any of our inside facilities without proper supervision by a school staff member.
Athletic Shoes: Cleated shoes should only be worn on the rubber floors inside the school. Serious injury can occur from slipping on cement or tiled surfaces.
Weight Room: The Athletic Department and the department of health and physical education run the Norwood High School weight room. When opened and supervised, it is available for all students unless it has been reserved as an in-season site for a practice session. Students-athletes are not allowed in the weight room without proper supervision by a member of the staff.

Athletic Trainer and Training Room

Norwood High School employs a part time Athletic Trainer. The hours are usually from 2:00pm until the end of the last practice session or home contest. During weekends, or on days when school is not in session, the Athletic Trainer is required to be on site only for contests and for some scheduled scrimmages. Occasionally, the Athletic Trainer will be on site for non-school day practice sessions. The training facility is very well equipped.

At certain times, the Athletic Trainer, and facility are extremely busy. Access to the athletic training room and its services is limited to athletes who are there for care only. Athletic training services will be granted on a first come, first served basis on practice days. On game days, students will be treated in an order that will allow bus and/or game commitments to be met. The athletic training program exists to help; please feel free to take advantage of it.

In the event of an athletic injury, the Athletic Trainer is in immediate control. At away contests, if the Athletic Trainer is not present, the host school medical personnel are in control. If no medical personnel are present, members of the coaching staff are instructed to "take charge" of the situation and, if warranted, call for emergency care. After an injury, the student and coach must fill out an "injury report", and a student may not return to competition without clearance by the Athletic Trainer. If a student-athlete is under the care of a physician, written medical clearance is required prior to receiving clearance from the Athletic Trainer. The Athletic Trainer has the last word on when a student can return to participation.

ACCIDENTS AND INJURIES

PREVENTION OF INJURIES

An experienced and concerned athletic staff will attempt to prevent injuries by requiring that equipment be worn properly, and by conducting activities always with the safety and welfare of the student-athletes in mind. The athletic staff, insuring the maximum safety and the minimum chance of injury for student-athletes, must formulate definite rules and regulations; such rules must be rigidly enforced.

First Aid Kit: The coach is responsible for obtaining a properly stocked kit from the Athletic Trainer to have available at all games and practices. The kit should be inspected frequently by the coach, and expended items re-supplied through the same source, at the request of the coach.

Universal Precautions: The concept of universal precautions is that all human blood and body fluids are treated as if known to contain disease-causing germs (pathogens). Coaches should use disposable waterproof glove when you expect to come in contact with blood, or other body fluids, or contaminated items and surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills or handling clothing soiled by blood or body fluids containing blood. Do not reuse gloves. After each use, remove gloves without touching them outside and dispose of them in a lined waste container. After removing the gloves, wash hands thoroughly with soap and water.

STATE LAW REGARDING CONCUSSIONS:

This law requires that public schools and, in addition, any other schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules make sure that student athletes and their parents, coaches, athletic directors, school nurses and physicians and others learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious or suffers a known or suspected concussion during a game or practice, the law mandates removing the student from play or practice, and requires written certification from a licensed medical professional for "return to play". The law also prohibits coaches, trainers and others from encouraging or permitting a student athlete to use sports equipment as a weapon or to engage in sports techniques that unreasonably endanger the health and safety of him/herself or other players, such as helmet to helmet hits.

In order participate in the interscholastic athletic program: All Athletes and Parents must take and pass an online concussion course at: www.nfhslearn.com.

_____

Confirmation of completion of free online concussion course

By signing below, I certify that I have taken and passed the free online concussion course at: www.nfhslearn.com

Parent/Guardian X_____

Student /Athlete X_____

- I /WE need translation assistance to complete the free online concussion course. Course

Instructions are posted at www.norwoodmustangs.com under "Sports Medicine" menu

_____

I have received the Norwood High Athletic Handbook. I realize I am responsible to abide by the rules set forth in this handbook along with rules of the Massachusetts Interscholastic Athletic Association (MIAA) and the Norwood High Student Handbook.

ISSUED TO: _____

SIGNATURE: _____

DATE: _____

YEAR: _____

All MIAA member school coaches (paid or volunteer) are required to take annually the on-line National Federation Concussion Course, or other recognized education program, prior to the start of their season. This Board of Directors' policy is effective with the upcoming winter season, which begins on Monday, November 29, 2011.