

Randolph High School

70 Memorial Parkway

Randolph, Massachusetts 02368



Student-Family Handbook

2025-2026

RANDOLPH HIGH SCHOOL PRINCIPAL'S MESSAGE

Dear Parents, Guardians, and Students:

Welcome and Welcome Back! We are so excited for our students and the entire RHS community as we get ready to begin an amazing 2025-2026 school year!!!

I can assure you that the faculty and staff at Randolph High is committed to providing a welcoming and inclusive school environment and the best education possible. We will work tirelessly with the students of RHS to co-create a school climate that always strives to live our core values and celebrates the diversity found in our students, school, and community. Most importantly, the teachers and staff at Randolph High will work collaboratively with you and your child to make sure that all students are demonstrating high levels of achievement and growth.

Below, please read other important opening-of-school information:

- School opens on Tuesday, September 2nd **for all students.**
- Our student school day runs from 7:50 - 2:35. Students are strongly encouraged to arrive at school by 7:30 with first period classes beginning at 7:50.
- **Breakfast is available** in our cafeteria from 7:30 to 7:50. Grab and Go breakfast is available in the cafeteria until 8:15. Students who wish to get breakfast are to do so upon arrival.
- All **RHS students will receive a school-issued device** which must be used in school (no personal devices can be used in school). These devices will be distributed during the first two weeks of school. The district requires that all RPS students must pay a \$50 insurance fee.

RHS will have our annual Open House on Thursday, September 11th from 5:30 to 7:30 p.m. for all parents and guardians. After a brief welcome by administration in the auditorium, parents/guardians will have time with each of your child's teachers.

On behalf of the entire RHS administration, faculty, and staff, we look forward to meeting and working with all of you in the coming year. Indeed, our work TOGETHER will ensure that each of your children – our students – will fulfill our school vision:

Each Randolph High School student will reach their full potential by demonstrating high levels of achievement and growth in an inclusive and respectful environment that honors and celebrates our diverse community.

If you have any questions, suggestions, or comments, please feel free to email me at licorishj@randolph.k12.ma.us or call me at 781-961-6220 x 515.

Sincerely,

John Licorish, Principal

SCHOOL COMMITTEE

Ms. Lisa Millwood
School Committee Chair

Mr. Jaime Ackles
School Committee Vice Chair

Kevin O'Connell
Town Council Representative

Ms. Ida Gordon
School Committee Member

Ms. Andrea Nixon
School Committee Member

Ms. Beverly Coles-Roby
School Committee Member

Ms. Kirby Christian
School Committee Member

DISTRICT ADMINISTRATION

40 Highland Avenue
781-961-6200

Dr. Thea Stovell Herndon, Superintendent
Dr. Amy Hartley-Matteson, Assistant Superintendent

HIGH SCHOOL ADMINISTRATION

John S. Licorish, Principal
Laurinda Briggs, Assistant Principal
Steadman Graves, Assistant Principal
Desiree Joseph, Dean of Students
Prentis Douglas, Assistant Dean of Students
Main Office (781) 961-6220

RANDOLPH PUBLIC SCHOOL NON-DISCRIMINATION DISCLOSURE

The Randolph Public Schools does not discriminate on the basis of race, color, ancestry, national origin, limited English proficiency, religion, creed, sex, gender identity or expression, sexual orientation, marital status, pregnancy or pregnancy related condition, genetic information, disability, veteran's status, age or homelessness in admission to, access to, employment in, or treatment in its programs and activities.

RANDOLPH HIGH SCHOOL

Vision Statement

Each Randolph High School student will reach their full potential by demonstrating high levels of achievement and growth in an inclusive and respectful environment that celebrates and honors our diverse community.

Mission Statement

The mission of the Randolph High School, with the combined support of parents/guardians, school committee, and the community, is to provide a safe learning environment where students can obtain the skills useful to become productive, creative, and caring members of a diverse society. While valuing differences in cultural backgrounds, needs, goals, and learning styles, the curriculum provides students with opportunities and challenges to grow socially, physically, and intellectually. Through a variety of learning activities and assessments, students are taught to recognize the value of education as a continuous process and to realize their responsibilities to each other and to the larger community.

Core Values

Continuous Reflection and Improvement

Academic Excellence and Innovation

Respectful and Responsible Relationships

Engaged and Equitable Community

ACADEMIC EXPECTATIONS FOR STUDENT LEARNING

Students at RHS are expected to:

- 1) Listen and read actively to comprehend, interpret, and analyze meaning
- 2) Write and speak effectively with clarity and purpose
- 3) Think critically and creatively to evaluate and solve problems
- 4) Research, examine, and synthesize information
- 5) Demonstrate real world applications of knowledge and skill
- 6) Utilize technology and media to enhance the learning process

SOCIAL EXPECTATIONS FOR STUDENT LEARNING

Students at RHS are expected to:

- 7) Act with respect, integrity, and compassion
- 8) Make informed decisions regarding the health and wellbeing of themselves and others
- 9) Demonstrate responsibility for their action

CIVIC EXPECTATIONS FOR STUDENT LEARNING

Students at RHS are expected to:

- 10) Cultivate their awareness of contributing to the common good
- 11) Advocate for the positive change through active participation in the democratic process
- 12) Broaden their knowledge of and respect for world culture

GENERAL INFORMATION:

School Hours:

School starts at 7:50am and ends at 2:35pm. Monday through Friday. Students should not arrive before **7:30 am** or remain in the building after **3:00pm** unless they are participating in a supervised school activity. These procedures are designed for the safety and well-being of our students.

Attendance Policy:

Students are expected to be present and ready to perform when the bell rings. If you are going to be absent, your parent or guardian must call the School Attendance Line (781)961-6220 before 7:45 am. Upon your return to school, you should bring a note signed by your parent or guardian, which explains your absence. Absences will be excused if there is a doctor's note, for bereavement and for family emergencies (if approved by Principal). Any work missed due to absences, must be made up according to the Make Up policy outlined in the academic section Student-Family Handbook.

Students who have 4 or more unexcused absences in a term will receive a grade of "NC" for that term in the relevant classes. This grade will be updated once students make up necessary hours during out of school time.

Absence Reporting:

Parents or guardians are to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If the school does not receive a message from the parent/guardian before 7:45 AM on the School Attendance Line (781)961-6220, the school shall call the telephone number(s) furnished to inquire about the student's absence.

Student Absence Notification Program

Parent(s) or Guardians will also be notified when a student who has at least five (5) days in which the student has missed two (2) or more classes/periods (unexcused) or who has five (5) or more unexcused absences in the school year. Due to the unexcused absences, a meeting may be scheduled with the building Principal (or designee), the Parent(s)/Guardian, and the student to develop a written action plan to improve the student's attendance. (Massachusetts General Laws Chapter 76, Section 1B)

Parent(s) or Guardians must ensure their child misses no more than 7 full days or 14 half-days in a six month period. Schools may excuse cases of necessary absences not exceeding seven day sessions or fourteen half day sessions in any period of six months. (Massachusetts General Laws Chapter 76, Section 1)

Parental Responsibility

Chapter 76, section 2 of the Massachusetts General Laws provides that parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven (7) full-day sessions or fourteen (14) half-day sessions within any six (6) month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Children and Families.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

CRA (Child Requiring Assistance) Application

Under Chapter 119, section 21 of the Massachusetts General Laws, a “CRA” (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is “habitually truant,” that is, who willfully fails to attend school for more than eight (8) school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court’s authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

Tardy Policy:

Tardiness disturbs classes and hinders the ability of other students to learn. Excessive tardiness will result in office detention unless the student who arrives late is either accompanied by a parent or brings in a note when they are admitted to school. Any documentation explaining the tardiness must be brought to the main office. The note is acknowledgement that a parent/guardian is aware of the reason for the tardy. It does NOT indicate an excused tardy. All tardy notes should include that day’s date, explanation for the tardiness, parent signature and a phone number where the parent can be contacted to verify the reason for the tardiness.

Dismissal Policy:

Dismissal from school for medical or legal appointments may be used when appointments could not be scheduled during after-school hours. Students will not be dismissed on a daily or consistent basis unless documented for an extreme medical condition. Dismissal notes must be brought to the office before the beginning of the school day. Dismissal notes must indicate the date, the reason for the dismissal, the time of dismissal, the parent’s signature, and a telephone number a parent may be reached to confirm the request for dismissal. All students being dismissed must report to the main office and sign out at the time of the dismissal. Requests for dismissal must be in writing except in the case of an emergency. Dismissal requests made by telephone cannot be honored unless the parent can confirm the request by email. This is for the protection of the parent and student.

Electronics Policy:

** As of February 24, 2025, RHS is a cell phone free school. Students are assigned Yondr Pouches. Students are to lock their phones, earbuds, and smartwatches upon arrival to school. Pouches are unlocked when students are dismissed for the day or for senior privileges. Ipad are not permitted in school.

Dress Code:

All students must adhere to the dress code standards outlined in the district’s code of conduct. We hold true to our commitment to ensure that all members of our school community feel safe, welcomed and valued in their learning environment. The school administration reserves the right to determine whether the student’s dress is within the standards of acceptability. Students found in violation shall be instructed to correct the violation, which may include calling parents/guardians/caregivers to bring a change of clothing to school. Violations include, but are not limited to the wearing of:

- Hoods, Hats (with front facing lids)
- Clothing that displays references to any messages about alcohol, drugs, violence, sexual innuendos, racist/sexist/homophobic references, ethnically/religiously offensive material are not permitted.
- Items of clothing that adversely affect safety and/or participation in one's classes are not permitted
- Clothing that reveals midriffs
- Sunglasses
- Skimasks

Please refer to the Code of Conduct for Discipline Policies, Procedures, and Responses.

Requirements for Promotion and Graduation:

Grade 9 to 10	Students must have passed English I and Math	Traditionally Earn 6 Credits
Grade 10 to 11	Students must have passed English II	Traditionally Earn 12 Credits
Grade 11 to 12	Students must have passed English III	Traditionally Earn 18 Credits
Grade 12 to Graduation	Students must have passed English IV, passed Algebra II, passed two years of a foreign language, 3 years of Science, 2 years of Health/Wellness, 1 credit of Art, 6 credits of electives, passed three years of History	Traditionally Earn 25 Credits

IMPORTANT DATES:

Progress Reports & Report Cards: All report cards are published as a PDF through PowerSchool and. Report Cards are also mailed home.

Terms	Dates	Progress Report Published	Report Card Published
1	Tuesday, September 2 - Wednesday, November 5	Wednesday, October 8,	Monday, November 17
2	Thursday, November 6 - Thursday January 22	Wednesday, December 17	Monday, February 3
3	Friday, January 23 - Thursday, April 2	Tuesday, March 10	Monday, April 14
Seniors 4	Friday, April 3 - Friday, May 29	Friday, May 1,	Friday, May 29
4	Tuesday, April 1 - Thursday, June 5	Monday, May 18	Friday June 12

NOTE: June 12th is the expected last day of school pending cancellations. Dates may shift depending on the timing and number of cancellations in a particular term or for the year.

ADMISSION, WITHDRAWAL & RE-ADMITTANCE

A student transferring to Randolph High School must provide complete school records and reside within the Town of Randolph. Any student transferring to Randolph High School in their senior year will be expected to complete school requirements by the end of the school year. A student withdrawing from Randolph High School or planning to transfer to another school should notify the Guidance Office to complete the necessary sign out procedures. School records (transcripts, schedules, discipline, attendance, and health records) will only be released upon completion of responsibilities, including returning any RPS property. A student over sixteen (16) years of age, who seeks re-admittance to Randolph High School, after withdrawing or being excluded from Randolph High School, is expected to have a re-entry meeting with the high school administration.

Randolph Public Schools Policy Regarding the Educational Rights of Children and Youth Experiencing a Disruption in Home Status

The Randolph Public Schools comply with federal and state laws and regulations in the identification and education of children who are experiencing a disruption in their home status. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education, including public preschool, as provided to other children and youth. An overview of the requirements is provided below.

In accordance with requirements of the McKinney-Vento Act, the Superintendent has designated the Director of Student Services as the Home Status Education Liaison. The responsibility of the Liaison includes assisting the enrollment of students with a disruption in home status, working to obtain records by contacting districts of previous attendance, and ensuring these students receive the educational services for which they are eligible.

RPS is dedicated to the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Foster care students may continue to attend RPS as their school of origin, unless it is not in the student's best interest. Students in foster care will be immediately enrolled, even if records normally required for enrollment cannot be quickly produced.

Dropout Prevention (For students age 16 or over)

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Dismissal: Requests for dismissal must be in writing except in the case of an emergency. Dismissal from school for medical or legal appointments may be used when appointments could not be scheduled during after-school hours. Students will not be dismissed on a daily or consistent basis unless documented for an extreme medical condition. Dismissal notes must be brought to the office before the beginning of the school day, otherwise a parent will be contacted. Dismissal notes must indicate the date, the reason for the dismissal, the time of dismissal, the parent's signature, and a telephone number a parent may be reached to confirm the request for dismissal. All students being dismissed must report to the main office and sign out at the time of the dismissal. Dismissal by telephone cannot be honored unless the parent is willing to come to the school office at the time the student is to be dismissed. This is for the protection of the parent and student.

Senior Privilege: Seniors in good standing with directed studies in their schedule can sign up to come to school late or leave school early when their study falls during the first or last block of our rotating schedule. Students must complete the sign up form and a copy of a parent/guardian driver's license is required. Senior privilege only applies to the first and last block and only to study halls. Senior privilege does not apply to classes with substitute teachers.

PHYSICAL EXAMS AND IMMUNIZATIONS

In accordance with Massachusetts State Law, *physical exams* and documentation of *immunizations* are required for all 10th grade students. Students that participate in band or school athletics are required to have a yearly physical (*105-cmr-201*). New students entering the Randolph Public Schools must submit an updated immunization record in order to begin school along with a physical exam that was done within one year prior to entrance to school or within 30 days after school entry.

Massachusetts State Law and Regulations (105 CMR 200.000), provides for exclusion of students from school if immunizations are not up to date. There are two situations in which children who are not appropriately immunized may be admitted to school: 1) a medical exemption is allowed if a physician submits documentation attesting that an immunization is medically contraindicated; and 2) a religious exemption is allowed if a parent or guardian submits a written statement that immunizations conflict with their sincere religious beliefs. The law states that medical exemptions must be presented at the beginning of each school year. Massachusetts Department of Public Health additionally requires annual renewal of religious exemptions in writing at the beginning of each school year. The only exception for exclusion of unimmunized or partially immunized children without medical or religious exemptions is for homeless children.

SCHOOL SAFETY & SECURITY

EMERGENCY PROCEDURE

During emergency evacuation procedures such as fire drills, students are to go to assigned areas following specific procedures as instructed by staff. Students are not to go to their cars or leave school grounds unless authorized, as it may be necessary for staff to give further directions to groups. Students who do not follow this regulation are subject to disciplinary action. Parents seeking information during a school emergency should contact either the superintendent's office at 781-961-6200 or the police department at 781-963-1212.

CARE OF SCHOOL PROPERTY

Everyone is expected to keep the building and grounds clean, neat, and free from damage of any kind. The same attitude is expected toward all school property (textbooks, library books, equipment/computers, etc.) provided for use during the year. Students are reminded to keep their assigned lockers locked and never to leave valuables in an unlocked gym locker during gym class. Students should

not permit others to use their lockers. Unauthorized use/misuse by students of the elevator, automated external defibrillators (AED), fire extinguishers and school phones will be subject to disciplinary action.

SCHOOL RESOURCE OFFICER

Randolph High School works collaboratively with the Randolph Police Department to ensure school safety and security. A School Resource Officer (SRO) is assigned to RHS and regularly collaborates with the school administration on matters related to school safety. This could include aiding in investigations, searches, or any other initiatives aimed at maintaining a safe school environment.

SEARCH BY SCHOOL OFFICIALS

Students may be searched for drugs and/or weapons, stolen items or other contraband or items if school administration has reasonable suspicion to do so and the search is reasonable in scope. Searches conducted by school administration may include, but are not limited to, searches of lockers, cars, clothing, handbags, book-bags, satchels, coats, hats, shoes, stocking, wallets and any other personal items or containers. Students should not permit others to use their lockers and should not have an expectation of privacy in their lockers.

Any student refusing to cooperate with administrators when a search is requested may be suspended. Police may be called to the school if deemed necessary by the administration. Reasonable suspicion includes, but is not limited to: erratic behavior; slurred speech; strong foreign odor on clothing or breath; glazed and glassy eyes; information offered by students, faculty, staff or anyone wishing to remain anonymous; leaving school grounds or returning to school grounds during school hours, etc. Searches are done with multiple adults present and involve no physical touching or pat downs. Searches are only done by school personnel.

A canine drug sweep, conducted by law enforcement officers, may take place periodically as the school administration deems appropriate. The Randolph School Committee has approved this action.

SECURITY CAMERAS

The Randolph Public School District uses security cameras in school district buildings and on its property to ensure the safety of students, staff and visitors, as well as to protect School District property. Security cameras are installed and used in locations deemed appropriate by the Superintendent in consultation with the Randolph Police Department. They may be used in any area, inside or outside of school buildings, where there is no reasonable expectation of privacy, and may be used at any time. Students or staff identified on security cameras in violation of School District policies will be subject to appropriate disciplinary action, *in accordance with the disciplinary procedures set forth in the Student and Staff Handbooks*. Violations of the law may be referred to law enforcement agencies and video evidence may be provided to those agencies by the Superintendent.

ACADEMIC INFORMATION

UNEXCUSED ATTENDANCE & MAKEUP WORK

It is each student's responsibility to be aware of their attendance status in class, to make responsible decisions about attending all classes on a regular basis, and to miss less than eighteen (18) classes during the year. A parent/guardian meeting is expected to take place once a student reaches between 10-17 absences. The student should monitor their own attendance and speak with their teachers or guidance counselor if they have any questions about attendance records. It is the student's responsibility to obtain and make-up class work missed due to absences. Students will be allowed the same amount of days to make up work as the days they missed. So, if a student was absent for two days then they would be responsible for turning in missed work within the two days that they return to class.

CREDIT PENDING

Students' total unexcused absences for the year must be less than eighteen (18) as the State of Massachusetts deems students who miss 10% of the school year as chronically absent. Credits lost due to violation of our Credit Pending policy will require students to participate in a program outside of the regular school day to regain those credits, i.e. Saturday School, Summer School, etc. Questions about credit pending can be directed to your guidance counselor or administration.

STUDENT COURSE SELECTIONS & RHS PROGRAM OF STUDIES

PROGRAM OF STUDIES

[The RHS Program of Studies](#) outlines all of the courses offered at RHS. Responsibilities of Students and Parents/Guardians:

- To be aware of all graduation requirements and to have a plan for meeting those requirements.
- To review the established plan each year and check for completed graduation requirements.
- To ensure that a student's time spent at Randolph High School is productive by choosing courses relevant to their academic and career interest while challenging their abilities.
- To work with the Counseling Department addressing academic or personal/social challenges.
- To be aware of the scheduling deadlines for adding and dropping courses.

SCHEDULE COURSE CHANGES

Randolph High School's schedule is a listing of all course offerings in alignment with our graduation requirements and student interest. The schedule incorporates student course requests/selections to determine teacher assignments and numbers of sections of courses offered. The course selection process is a collaborative decision between students, families and school personnel; therefore, the expectation is that decisions are made thoughtfully and responsibly.

Below is our current course change policy:

- No schedule change requests will be honored within the first five days of enrollment in a course/s.
- If a change has been granted, students are required to remain in the new course for the remainder of the school year (if year-long course) or semester (if semester-long course) and to complete any work missed.
- While some changes may be made, it should be clearly understood that requests will not automatically be honored or approved.
- All course changes must be documented through the use of an Add/Drop Form, and have signatures from the student, parent/guardian, teachers involved, the student's school counselor, and the administrator who oversees the scheduling process.

The course change requests for the reasons below will not be approved:

- Not interested/no longer interested in a course
- Underestimating the course expectations
- Selecting or avoiding a specific teacher
- Looking to take an easier course
- Not realizing what the course would be like
- Wishing to be in class with friends
- Wanting to attend a specific lunch

Dropping a course may result in a final grade of WP (Withdrawal Passing) or WF (Withdrawal Failing) on the student's transcript.

REQUESTING A COURSE LEVEL OVERRIDE

Course levels are determined by teachers and department chairs based on teacher recommendations, previous grades, and course prerequisites. If a parent/guardian is interested in overriding a teacher recommendation, an override form must be completed. Students wishing to make a course override must meet with their Guidance Counselor to discuss and pick up the form.

CREDIT INFORMATION

Randolph High School students enroll in a minimum of 7 credits of study. Students accumulate credit on their high school transcripts from courses successfully completed during grades 9-12 only. The Administration must approve all credit taken outside Randolph High School. No more than two summer school make-up credits can be counted toward graduation requirements. Enrichment courses taken during the summer are not eligible for credit and are not listed on the Randolph High School transcript. No credit will be given for a course previously passed but repeated to improve proficiency; the repeated course may not be used in determining eligibility for interscholastic athletics.

RANDOLPH HIGH SCHOOL GRADUATION REQUIREMENTS

Department	Credits
English	4
Mathematics	4
Science	3
Social Studies	3
World Language	2
Wellness/Physical Education	2
Visual/Performing Arts	1
Electives	5*
Minimum Credits for Graduation	24

RHS Additional Credit Requirement: In some circumstances, students may choose to take courses through other secondary schools. While this may offer students the opportunity to take courses not offered at RHS, all students are required to complete 80% of their academic coursework through RHS in order to obtain an RHS diploma. That limits students to 5 total credits they can obtain from other high school programs (online, summer, etc.).

Students must meet the core competency requirements to graduate with a high school diploma. The principal may waive some graduation requirements for students with severe language-based learning disabilities.

PROMOTION REQUIREMENTS

Grade 9 to 10	Students must have passed English I and Math	Traditionally Earn 6 Credits
Grade 10 to 11	Students must have passed English II	Traditionally Earn 12 Credits
Grade 11 to 12	Students must have passed English III	Traditionally Earn 18 Credits
Grade 12 to Graduation	Students must have passed English IV	Traditionally Earn 25 Credits

Massachusetts Public College and University Minimum Admissions Standards

- 4 Years English
- 4 Years Math (minimum of Algebra I, Algebra II, Geometry)
- 3 Years Lab-based Science
- 2 Years Social Studies (including 1 credit in U.S. History)
- 2 Years World Language (in the same language)
- 2 Years Electives

Ideal Program for Entrance to Selective Colleges

- 4 Years English
- 4 Years Math
- 4 Years Science
- 4 Years Social Studies
- 4 Years World Language

MASSCORE REQUIREMENTS – STATE COLLEGES & UNIVERSITIES

English Language Arts	4 Units
Mathematics	4 Units-Including the completion of Algebra II or completion of the Integrated Math equivalent.
Science 3 Units of lab-based science	3 Units of Lab-Based Science Coursework taken in technology/engineering may count for MassCore science credit.
History/Social Science	3 Units – Including US History and World History
World Language	2 Units – Must be same language
Wellness/Physical Education	2 Unites – One course every year as required by law.
Visual/Performing Arts**	1 Unit
Additional Core Courses	5 Units – Business Education, Career and Technical Education (CTE), Health, Technology or any of the subjects above.
	22 Units is a minimum that students should take in High School.
Additional Learning Opportunities	Complete as many of the following as possible: Advanced Placement (AP); Capstone or Senior Project; Dual Enrollment courses taken for both high school and college credit; Online courses; Service Learning; and Work-based Learning.

**A unit represents a full academic year of study or its equivalent in a subject that covers all the standards contained in a specific Curriculum Framework.

MassCore is the recommended program of study that Massachusetts high school students need in order to be better prepared for college and a career. Developed by a statewide advisory group from K-12, higher education and business sectors, MassCore maintains flexibility for students and high schools while allowing districts to set additional graduation requirements. Courses included in MassCore should be rigorous, engaging, and based on appropriate Massachusetts Curriculum Frameworks and high school level standards.

COURSE VALUE AND CREDIT LEVELS

In a year, most academic courses will meet 5 times in a week and 1.0 credit will be granted per course. Courses meeting for one semester receive 0.5 credit.

All courses offered at Randolph High School emphasize critical thinking and are leveled according to difficulty. There are three levels: Advanced Placement, Honors, and College Preparatory.

GRADE POINT AVERAGES AND CLASS RANK

A Grade Point Average (GPA) will be calculated for each Randolph High School student. Only courses that are both graded and leveled shall be included in the calculation of the GPA. The official GPA is calculated at the end of the year. Final ranking is done after grades are entered in the 4th quarter of the senior year.

Letter Grade	% Value	College Prep	Honors	AP Courses Points
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	63-66	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	59 & below	0.0	0.0	0.0
I	Incomplete	0.0	0.0	0.0
NC	No Credit	0.0	0.0	0.0

ADVANCED PLACEMENT

AP courses are taught at the college level and are designed to address a broader content, at a deeper level, and at a faster pace than required by the Massachusetts Curriculum Frameworks. A great amount of outside reading is required. Students may have the opportunity to earn college credit with passing scores on AP exams. While the patterns of behavior and demonstrable skills listed below are important at all levels of study, they are essential for students participating in an AP course.

1. Displays an enthusiastic disposition to think critically and analytically, and enjoys engaging in discussions of abstract concepts and ideas
2. Demonstrates a strong interest and passion for the subject matter
3. Shows both willingness and ability to commit the time and effort necessary to handle a rigorous course load.

In addition, there are certain demonstrable skills that support successful participation in AP level courses. They are:

4. Reads independently and readily recalls essential knowledge
5. Organizes and synthesizes large amounts of material
6. Writes organized, sophisticated essays

DUAL ENROLLMENT

The Dual Enrollment Program provides opportunities for RHS juniors and seniors to take college level courses and earn credit simultaneously toward high school completion and their future college degrees. The Dual Enrollment Program eases the transition from high school to college, allows students to get a head start on their college careers, and provides meaningful and challenging academic experiences to qualified students.

- Massasoit Community College Program: Randolph High School juniors and seniors who have shown to be capable of succeeding at college level work are eligible to take courses with Massasoit Community College on a space available basis. Students interested in registering for fall semester classes should discuss this option with their counselor and review the course of studies.
- Quincy College Program: Randolph High School juniors and seniors may have the opportunity to earn college credit through Quincy College depending on independent RHS courses that have been aligned to QC standards. Students interested in registering for fall semester classes should discuss this option with their counselor and review the course of studies.

NOTE

Every year, the goal of RHS is to offer a wide variety of course offerings to meet the diverse interests of our students. That said, not every course in the Program of Studies is guaranteed to run in any given year. The decision to run a course includes a number of factors, including the total number of student requests for a particular course, the total number of teaching assignments available, and other factors that may impact the overall master schedule. Core classes for English, Mathematics, Science, Social Studies, and World Language will always run so students can meet graduation requirements.

GRADUATION/COURSE LOAD REQUIREMENTS

English	4 Credits
Mathematics	4 Credits
Science (Minimum 1 Lab-Based)	3 Credits
Social Studies	3 Credits
World Language (Same Language)	2 Credits
Wellness/Physical Education	2 Credits
Fine or Performing Arts	1 Credit
Electives	6 Credits
Total Required for Graduation	25 Credits

Students in the class of 2025 (and beyond) must accumulate 26 credits to graduate. If a student does not graduate with their class in June, all credits needed must be completed by December 31st of that calendar year in order to be considered a member of the June graduating class. *Each student must pass the required High School MCAS exams in order to receive a high school diploma.*

GRADE POINT AVERAGES AND CLASS RANK

A Grade Point Average (GPA) will be calculated for each Randolph High School student. Only courses that are both graded and leveled shall be included in the calculation of the GPA. The official GPA is calculated at the end of the year. When calculating the class rank, if a tie occurs, both students will share that rank, except in the cases of the valedictorian and salutatorian, which will be calculated beyond the hundredth place. Final ranking is done after grades are entered in the 4th quarter of the senior year.

Letter Grade	% Value	College Prep	Honors	AP Courses Points
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	63-66	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	59 & below	0.0	0.0	0.0
I	Incomplete	0.0	0.0	0.0
NC	No Credit	0.0	0.0	0.0

Grades of “Incomplete” must be made up within one week of the end of the term in which the “Incomplete” was given. “Incompletes” not made up within the aforementioned time period will automatically become F’s. Grades from courses taken outside of Randolph High School are not factored into the GPA calculation. Student performance is represented by letter grades. A letter grade represents at

least two aspects of learning: the student's use of information (professional evaluation) and factual information (objective tests). How a student demonstrates acquired information and its applications are very important measures of performance. Grades of "NC" can be made up in two manners: afterschool with the teacher whose class they have earned the NC grade or on designated Saturday School Sessions.

PLAGIARISM & CHEATING

Academic Integrity

Students are expected to maintain the highest standards of trustworthiness, honesty, intellectual integrity, and responsibility.

Academic Infractions

1. Cheating includes, but is not limited to the following:

- communicating with another student during a test, quiz, or any other form of evaluation
- copying or allowing copying in any testing situation
- copying or allowing copying of homework, class work, projects, papers or other material unless specifically allowed by the teacher
- using unauthorized notes or electronic devices in an attempt to cheat
- submitting falsified information for grading purposes
- obtaining a copy of information about an examination and/or giving information about any examinations without the knowledge and/or permission of the teacher.
- Using an online translator or other translation service in World Language course work.
- Unauthorized use of AI

2. Collaboration: Study or homework collaboration is not considered academic dishonesty unless the teacher prohibits or limits procedures or expectations. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

3. Plagiarism includes, but is not limited to, the following:

- presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment.
- borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement and approval.
- Unauthorized use of AI

Often, in responding to research and written assignments, students are engaged with others' ideas during lectures, from texts, or from class discussions. It is imperative that students give credit where credit is due. If a student uses the ideas and/or words of others without giving proper credit to the writer or speaker of those ideas and/or words, that student is plagiarizing. Easy access to electronic information and multiple web sites that offer responses to assignments presents students with opportunities that may compromise their integrity and define their work as plagiarism.

Consequences

Violation of Academic Integrity will result in the following action(s):

- 1st offense: The student(s) who committed the violation will receive a zero for the test, paper, or assignment in which the violation occurred. The student(s) will not have the opportunity to make up the test, paper or assignment. The teacher will notify the parents and document the incident with a referral to the main office. The referral form will be kept in the student's discipline file.
- 2nd offense: On the second offense during the student's entire high school career, students will receive the above responses, and a meeting with the student, parents, guidance counselor, and administration will take place.
- 3rd offense: On the third, and any and all subsequent offenses, students will receive the above responses and meet with administration to determine additional consequences.

STUDENT/TEACHER CLASSROOM CONFLICTS

If a student or parent/guardian has a question or concern about classroom policy or grades, or if a student feels that they have been treated unfairly, the student or parent/ guardian has a right to discuss the issue according to an appropriate procedure. Guidance counselors are available to offer assistance to any student. First, the student or parent/guardian should discuss the issue with the teacher. If the issue persists or is unresolved, the parent/guardian should discuss it with an administrator.

HONOR ROLL REQUIREMENTS

The Honor Roll is published at the conclusion of each of the four terms. It is computed on term grades only. To achieve to the standards of the honor roll, one must be a full-time student and be enrolled for at least 6 credits per semester or a senior in good standing enrolled in 5 credits per semester. Any student receiving an A- or better in all subjects in any one term is recognized by placement on the High Honor Roll. Any student receiving a B- or better in all subjects in any one term is recognized by placement on the Honor Roll.

SUMMER SCHOOL

Students may take a course for makeup credit during our summer school program. The following criteria must be met:

- A final grade between 50-59 from the school year course will be required to register for summer school
- Student must receive teacher and administrative approval before attending summer school
- A paper final exam will be required to pass summer school and earn the credit for the course
- Passing summer school courses will NOT help to increase a student's GPA
- Summer school is graded as pass/fail only

CREDIT RECOVERY

Online credit recovery is available to eligible students with administrative approval. In order to be enrolled, students must be passing all of their current courses. Seniors who fail a full year or second semester class cannot start credit recovery courses until after the last day of classes in May and are ineligible to walk in the June graduation exercises.

DAMAGED, LOST OR STOLEN SCHOOL MATERIALS

Students assume financial responsibility for all materials and equipment issued to them by the school. In the event such material is damaged, lost, stolen, or defaced, teachers will notify the student and the office of the material involved and the fee to be assessed.

Charges for lost, damaged or defaced chromebooks will be assessed a fee of \$250.

Charges for lost or damaged Yondr bags will be charged \$40.

:

Any unmet financial obligations will prevent students from participating in any school privileges. .

STUDENT RECORD REGULATIONS & FERPA

The ***Family Educational Rights and Privacy Act (FERPA)*** is a federal law that provides two basic rights to parents in regards to student records:

1. The right to inspect and review their child's education records
2. The right to prevent unauthorized persons from seeing the same records

The Commonwealth's student record regulations (603 CMR 23.00) are designed to ensure parents and students of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

To request records, please send a written request to the main office at 781-961-6220.

Transcript And Temporary Records

The following is a summary of the Student Records Regulations adopted by the Massachusetts Board of Education on January 28, 1975. The purpose of these regulations is to ensure parental and student rights are protected regarding the confidentiality, inspection, amendment and destruction of student records. For students aged 14-17, or in ninth grade or above, these rights shall be exercised by the student and their parent/guardian, or by either acting alone. If a student is 18 or older, they alone shall exercise these rights, although a parent may continue to exercise them until expressly limited by a student who has filed the appropriate form in the Main Office.

The student record shall consist of the transcript and the temporary record. The transcript shall contain records that constitute a minimum amount of data and shall be limited to the name, address and phone number of the student and of the parent or guardian, the student's birth date, course titles, grades, grade level completed and year completed. The temporary record shall consist of all information, not in the transcript, that is of importance to the educational process. The transcript shall be maintained by the School Department and may only be destroyed sixty years following a student's graduation, transfer or withdrawal from the school system. **The temporary record shall be destroyed within seven years after the student transfers, graduates or withdraws from the school system.**

Access

The eligible student and their parent/guardian, or either one as applicable, shall have access to the student record and may obtain copies of any information in the record. Authorized school personnel shall also have access to student records. In general, no information in a student record shall be disseminated without the specific, informed, written consent of the eligible student or the parent/guardian. Please note that federal student record regulations under the Family Educational Rights and Privacy Act ("FERPA"), 34 C.F. R. §99 also apply. A log shall be kept to record the dissemination of any information in the student record.

A parent or guardian has the right to see a copy of their student's academic record and can exercise this right by writing to the school counselor.

The school may release for publication a student's name, class, photograph, participation in officially recognized activities and sports, honors and awards. Parents who do not wish to have such information released to the news media should indicate "No" in the media release form.

Pursuant to 603 CMR 23.07(g), RPS may provide student record information (including the special education record) to a school to which a student seeks or intends to transfer without the consent of the eligible student or parent.

STUDENT SERVICES

NURSE'S OFFICE

The school nurse is available to students from 7:45 a.m. to 3:00 p.m. each school day. No child is to take or carry PRESCRIPTION OR OVER THE COUNTER MEDICATIONS to school, with the exception of an Epi Pen or an inhaler. If a student must receive medications in school (including students in need of emergency medications such as Epi-Pen, inhalers, Diastat) both parental permission and a *physician order* prior to administering medication is required. All medication MUST be administered in the nurses' office. Further detail is available in the nurse's office.

Nurse Early Dismissal

If a student is feeling ill, they must see the nurse, who will evaluate them and, if deemed necessary, will contact the parent/caregiver to pick them up from school. ***Students should not directly contact (i.e., call or text) their parent/caregiver requesting to be picked up from school.***

Extended Absences - If your student will be absent from school for an extended period of time due to a medical procedure/condition, let the school nurses know so that they can assist with the transition process as your student returns to school. Students who are expected to be medically confined to the home or the hospital for a period of 14 or more school days in a year may obtain a Home Hospital Physician's Statement and receive education services during the period of home or hospital confinement. Please contact your student's guidance counselor for more information.

CONCUSSIONS/INJURIES

If a student sustains a concussion or injury a doctor's note is required to excuse the student from wellness class and sport activities. The nurses' office along with guidance and teachers will work together if educational accommodations are needed. The student also needs a doctor's note to clear their concussion or injury in order to resume normal activities and academic work. All doctor notes for concussion/injury/surgery should be given to the nurse by the student in order for them to assess and speak to the student directly on their return to school. The nurse should also be given all physical examination forms and physician's notes excusing students from physical education. All students are covered by school insurance for injuries that occur during the school day or school co-curricular activities. See the nurse if a claim needs to be filed.

1. ***Screenings*** - Vision and Hearing Screenings are conducted according to guidelines provided by MDPH. Upon entering Kindergarten or within 30 days after school entry, parent or guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening conducted by personnel approved by the MDPH. Postural screening is conducted annually in collaboration with the Health and Fitness Department for students in Grades 5 through 9. A report from the student's PCP is required in order to be excused from the school screening. Body Mass Index (BMI) and corresponding percentile is calculated and recorded following guidelines from the MDPH for each student in grades 1, 4, 7 and 10. Results are reported directly and confidentially to a parent or legal guardian. Parents or legal guardians may request in writing that their child not participate in the program. SBIRT (Screening, Brief Intervention, Referral for Treatment) screenings will be conducted for all Grade 8 students.
2. ***Religious Objection*** - A student shall be exempt from physical examinations or screenings on religious grounds, upon written request of the parent or legal guardian, except with respect to communicable diseases. (M.G.L. c.71,s.57).

GUIDANCE

The Guidance staff is available to help students with personal, educational, and vocational needs. Every student will meet with their counselor each year and can also schedule appointments as necessary. Guidance Counselors may initiate consultations with students throughout the year as well. Group Guidance classes are offered to all students at set times during the year. The Guidance Department provides information on colleges, careers, scholarships, and standardized tests to help students plan for long-term or career goals. Students and parents are encouraged to discuss these goals with the designated Guidance Counselor. Parents/guardians may also have conversations or make appointments with the Guidance staff.

Child Abuse and Neglect

If school staff suspects that a student is being abused or neglected, they are required by law (M.G.L. Chapter 119, Section 51A) and RPS policy to report it to the Mass. Department of Children & Families (DCF). All reports are strictly confidential. DCF maintains a 24-hour Hotline: 1-800-792-5200. The RPS policy also gives procedures for how schools will respond to reports of child abuse or neglect, including cooperating with DCF investigations.

GENERAL CO-CURRICULAR INFORMATION

A wide variety of opportunities exist for students to become involved in athletic and/or co-curricular activities. Many of these opportunities are highlighted later in this section. Evening meetings for clubs are not permitted without the permission of the administration, and when held, they must end by 9:30 p.m. Meetings of clubs or classes outside the school building must be approved by administration including trips and visits to various points of interest. Faculty advisors and club members should check with the office and the RHS calendar of events for potential conflicts before making a commitment to their group. All meetings of clubs, whether committees or otherwise, must be supervised by a member of the faculty delegated as an advisor. All participants in interscholastic sports are regulated by the rules of the Massachusetts Interscholastic Athletic Association (MIAA), under the guidelines of the Massachusetts School Administrators Association (MSAA). Cheerleaders are governed by the same rules. All funds collected by organizations for dues, paid admissions or donations must be deposited with the student activities manager. All purchases for clubs and all orders for equipment must be submitted to the principal's secretary for payment after approval by the class/club advisors and a designated student representative.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

In order to represent the school in any interscholastic contest or to participate in co-curricular activities, a student must be attending full time, and may not be over nineteen years old before September of the upcoming school. A student who is absent from school may not participate in any co-curricular activities on that day. Students must be in school for at least five consecutive full periods to participate in any co-curricular activities, including school dances. This can be waived if the student receives administrative approval in advance of the absence. Make-up schoolwork, after-school help and teacher detention take priority before students are allowed to participate in co-curricular activities including athletic practices and games. Student-athletes are encouraged to seek the academic help that they need and are asked to bring a note from the teacher if they are going to be late for a practice or game. No student will be penalized for receiving extra help and arriving late to practice. Students who are suspended may not participate in any activities on that day. A continual violator of the Code of Conduct will be subject to suspension and/or removal from all co-curricular year. The number of credits earned the previous year will determine eligibility for fall activities. A student must have earned a minimum of five credits in major subjects or the equivalent of five major subjects. Winter and spring eligibility are based upon 1st, 2nd and/or 3rd term report card grades respectively. Students must have passing quarter grades in at least five major subjects or the equivalent of five major subjects. The process for removal is determined by each organization. Any behavior that occurs during school or at a school-sponsored event that violates the spirit of positive participation in student life may cause the administration or athletic director to take further disciplinary action, including temporary suspension and/or removal from the co-curricular activity. These offenses may include but are not limited to the following: any act that compromises the reputation of Randolph High School: assault and/or fighting; vandalism; bullying or harassment; insubordination, theft; academic dishonesty; disruption of school; outstanding school bill for owed materials and/or continual disregard of school rules.

Many sports and co-curricular activities have related expenses. If a student cannot afford to participate in any activity, they should speak with the athletic director, coach, or club advisor.

LIBRARY MEDIA CENTER

The Randolph High School LMC offers students a space to collaborate and access to computers, as well as books and other content. The library is open Monday-Friday, 7:30a.m. to 3:00p.m. unless otherwise posted. Students can explore the print collection, as well as reserve materials from area libraries. The LMC also provides access to a number of scholarly databases for students and faculty to use. Students may check out print materials for a two-week term, and renew materials twice. Lost or damaged materials will be billed at the replacement cost. The behavior expectations in the LMC are consistent with those required in the classroom; see the Code of Conduct for information regarding discipline procedures.

RPS Curriculum Content

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Randolph Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content

CLASS ELECTIONS

Class elections will take place at the end of the school year for the following year. A nominee for class office and Student Council office must file nomination papers and permission slips before the student's name will be placed on the ballot. After each election, the names of successful candidates will be announced over the PA system.

CLASS GOVERNMENT & CLASS DUES

Class officers direct the planning and coordination of class activities and may elect to serve as members of the Student Council. Representatives assist in arranging class activities and collecting dues. The faculty advisor must approve all class activities in advance. Only the faculty advisor and the school administrators have the authority to enter into agreements, financial or otherwise, in the name of the class. Class officers who enter into such agreements assume personal financial responsibility for their actions and are subject to removal from office by the principal. Class record books for the secretary and treasurer are given to the respective class officers in the freshman year. These books are kept for the duration of the four years as the class advances from grade to grade. Class record books are subject to approval by class advisors at any time during the school year and must be surrendered through the class advisors to the office in June of each year. Class dues must be paid in order for a student to be eligible for the following: sophomore semi-formal, junior prom, senior yearbook, senior reception, participation in the class trip, and graduation. Dues are paid as follows to the class treasurer (\$80.00 total): Freshmen \$20.00 / Sophomores \$20.00 / Juniors \$20.00 / Seniors \$20.00

SCHOOL COUNCIL

The School Council is a representative, school building-based committee composed of the principal, parents/guardians, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws, Chapter 71, Section 59C. Student representatives are nominated or can nominate themselves to serve on the council. Up to three students may serve on the School Council and student representatives are nominated, or may nominate themselves, to serve on the council.

STUDENT COUNCIL AND CLASS OFFICER ELECTIONS

The Student Council has a highly active and functional role. Its purpose is not to govern the students, but to serve as a liaison between the student body and the administration. Additionally, the Council seeks to foster and strengthen school spirit and pride. The Executive

Board of the Student Council will supervise all elections. Class and Student Council elections are held in the spring prior to the year the officers are to serve. Nomination papers for both elections will be taken out on the Tuesday previous to the week of elections and filed in the office the Friday of the same week. Students who wish to run for any elected office must meet all eligibility requirements before they may take out nomination papers. These nomination papers must contain the signatures of twenty-five students and a signed parental/guardian permission letter. A period is set aside for each class to allow Council candidates to make campaign presentations. Voting for class officers and representatives will take place during all lunches on the day following the campaign speeches.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is an honor and not guaranteed. Sophomores, Juniors, and Seniors meeting the Scholarship qualification with cumulative GPAs of 3.5 out of an unweighted 4.0 are invited to apply. Eligible students are invited to an assembly after Term 2 grades become available and at that time will receive an application with a two-week deadline to complete. However, academic excellence is not the sole criteria for member selection. Candidates must demonstrate Scholarship, Character, Leadership, and Service for admission to the National Honor Society. Only completed applications are eligible for review by the five-member Faculty Council. All faculty and staff are invited to make recommendations on students submitting completed applications. With that input in hand, the NHS Faculty Council reviews completed applications and makes the final selection of new members from eligible candidates. Those selected become official members at the new-member Induction Ceremony, generally held in April to which families and friends are invited. Students who qualify will be notified of their eligibility and selection in writing by the NHS Advisor during the second semester of the year in which they apply. (Please note that the NHS advisor does not participate in the member selection vote of the Faculty Counsel.) Once inducted, students are expected to maintain the standards, as set forth in the Bylaw of the Joseph W. Daily chapter of the National Honor Society at RHS that is governed by the national organization.

Individuals with Disabilities Education Act (IDEA)

A student may be referred for an evaluation by a parent or any person in a caregiving or professional position who suspects that the student has a disability and may require specialized instruction and/or related services to make progress at school. Students over 18 years of age may also refer themselves. Upon consent of the parent/guardian, the school will arrange for the evaluation of the student by a team of specialists in the areas related to the suspected disability. A team meeting is held to determine if the student has a disability and if the disability significantly affects the student's progress. If it is determined that the student has a disability and requires specially designed instruction, an Individualized Education Program (IEP) is developed, and special education services are implemented upon written parent/guardian consent. Any Randolph resident who has not graduated from high school is entitled to this process until their 22nd birthday. Information about a student's rights to receive special education is available at www.doe.mass.edu/specialeducation/families.

Section 504

Section 504 is a section of a federal civil rights law, the Rehabilitation Act of 1973, that prohibits discrimination by federally-funded institutions, such as public schools, against individuals with disabilities. Section 504 ensures that a student with a disability has equal access to education by requiring that schools provide accommodations for the student. Students who qualify for a 504 plan must be given the opportunity to receive any help, benefit, and services and participate in activities that are available for students without disabilities. This includes school-sponsored non-academic and

extracurricular services and activities. If your student has a mental or physical impairment and may require aids, supplemental services or accommodations to access school, please contact your guidance counselor.

CODE OF CONDUCT

GENERAL INFORMATION

Randolph High School exists primarily to provide students with formal classroom training. Each student enrolled must conduct themselves in a way that promotes the achievement of this goal. The Code of Conduct helps guarantee that every student is given an opportunity to learn in a positive and supportive environment and that students and staff are able to work together in harmonious ways. It establishes every individual's responsibility to respect the rights of others. Finally, it identifies the consequences for misconduct, ensuring that students know them in advance of their actions. The Code of Conduct applies to every student enrolled in Randolph High School. It is always in effect when students are in attendance at school and at school sponsored events, whether on or off campus, or on a school bus. In some instances, the Code of Conduct applies to student behavior away from the school and outside of school sponsored events. For example: Offenses covered by Mass General Law Chapter 71, Section 37H 1/2 and the MIAA Chemical Health Rule.

DISCIPLINE RESPONSES & PROCEDURES

Consequences are identified in each section of the Code of Conduct. The following constitute the most common consequences for student violations of the Code of Conduct:

- Teacher-student conference
- Teacher-student-parent conference*
- Teacher assigned detention
- Office detention
- Administrative detention
- In-school suspension*
- Out-of-school suspension of up to ten school days *
- Out-of-school suspension of more than ten school days *
- Expulsion *

* Parent notification

The administrator may make exceptions to these, either in favor of a lesser or a more severe consequence, depending upon the circumstances of a specific incident. A student who repeatedly violates the Code of Student Conduct may lose the privilege of attending after-school activities and special events, such as but not limited to athletic events, dances, and prom. Administration may, after meeting with the student and notification to the parent/guardian, establish a specific set of consequences for the future violations to replace those identified in the Code of Student Conduct. For information and processes related to expulsion, MGL 37H and 37H1/2, suspensions, appeals, and emergency removals, please refer to the RPS Code of Conduct.

[W RPS District Code of Conduct SY 2024-2025-MLM/AS Edit .docx](#)

DRESS CODE

One of the purposes of Randolph High School is to create a safe, supportive learning community. Appropriate dress reflects positively on the school community, and students will be prohibited from wearing any clothing that compromises health, safety, or cleanliness, or that causes a distraction to the educational mission of the school. All students must adhere to the dress code standards outlined in the district's Code of Conduct. The school administration reserves the right to determine whether students' dress is within the standards of acceptability. Students not dressing in accordance with this policy shall be instructed to correct the violation. Clothing not allowed includes:

- Hoods
- Hats with lids - front facing

- Ski masks
- Sunglasses
- Clothing with offensive or explicit content
- Clothing that displays references to any messages about alcohol, drugs, violence, sexual innuendos, racist/sexist/homophobic references, ethnically/religiously offensive material are not permitted.
- Clothing that reveals midriffs

CELL PHONES & ALL OTHER ELECTRONIC DEVICES

Randolph High School is a cell phone free school. Yondr bags have been distributed to all students as of February 24, 2025. Students are to lock their phones, earbuds, and smartwatches upon arrival at school. They are to remain locked until dismissal, or for senior privileges.

RANDOLPH HIGH SCHOOL CODE OF CONDUCT & DISCIPLINARY RESPONSES

RPS District Code of Conduct: [RPS District Code of Conduct SY 2024-2025-MLM/AS Edit .docx](#)

RPS students have the privilege of making decisions. However, all students must understand the rules and possible consequences for violating them. The Behavior Matrix is to serve as a guide for respectful behavior. The following will be considered when determining consequences:

- Age and grade level of the student
- Frequency of misconduct by the student
- Level of seriousness of the particular misconduct
- Attitude evidenced by the student
- Any other relevant factor, including but not limited to, students with disabilities who are educated under a 504 Plan or an IEP.

Any behavior that is outrageous, disrespectful, dangerous, or not specifically stated in the rubric is subject to administrator review, immediate office referral, and/or assignment of consequences. We strive to make discipline a private learning experience and opportunity for reflection and growth. All students are asked in conversation with adults (teachers, administrators, or counseling staff) to reflect, in writing and in conversation, in behaviors that result in consequences. If you have a concern or would like an opportunity to appeal a consequence, please explain your thoughts respectfully. Make arrangements to discuss this with the teacher privately at the appropriate time and place. The final decision will be made by the teacher, administrator, or counseling staff.

The Behavior Matrix is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a consequence that is in keeping with their actions. Even if not specifically cited here, behavior, which is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered deserving of a consequence. These rules apply at school, on school buses, and at school sponsored events, field trips, athletic events or other extra-curricular activities regardless of where the event(s) take(s) place.

Behavior	Possible Consequence
Violation of dress code	Warning Made to change Call/notify home Office detention(s) Parent conference Loss of school privileges
Late to class; out of area	Teacher consequence Call/notify home Classroom detention Office detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges
Refusal to follow school procedures	Teacher consequence

	<ul style="list-style-type: none"> Call/notify home In-class separate seating or removal Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges
Disruptive behavior in the cafeteria, corridor or school grounds	<ul style="list-style-type: none"> Staff consequence Call/notify home Office detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges
Refusal to follow directions regarding technology	<ul style="list-style-type: none"> Teacher consequence Call/notify home Two week computer restriction Computer restriction for up to one term Loss of computer and/or computer restriction for duration of school year Before/after school detention(s) Parent conference Suspension Loss of school privileges
Interfering with student learning (includes: disrupting teacher instruction, group work or student learning)	<ul style="list-style-type: none"> Teacher consequence Call/notify home In-class separate seating or removal Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges
Hands on another student's property or area	<ul style="list-style-type: none"> Teacher consequence Call/notify home Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privileges
Reckless Behavior in school or at least a school event (including: horseplay, running in halls, throwing things, etc)	<ul style="list-style-type: none"> Teacher consequence Call/notify home Office or classroom detention(s) Lunch detention(s) Before/after school detention(s)

	<ul style="list-style-type: none"> Parent conference Suspension Loss of school privilege
Use of nuisance item; cell phone, smartwatch, headphones, electronics (ex: laser pointers, silly string, rubber bands, ball, toys, video games)	<ul style="list-style-type: none"> Item confiscated and returned at end of day Item confiscated and parent notified to pick up item Call/notify home Office or classroom detention(s) Lunch detention(s) Before/after school detention(s) Parent conference Suspension Loss of school privilege
Failure to serve classroom detention	<ul style="list-style-type: none"> Teacher notifies home Make up teacher detention Office detention(s) Saturday school Parent conference Suspension Loss of school privilege
Statements, gestures, actions of disrespect (includes: swearing, rumor-spreading, some name-calling)	<ul style="list-style-type: none"> Apology letter Call/notify home Office consequence Office detentions Saturday school
Plagiarism/Cheating/Forgery/Lying	<ul style="list-style-type: none"> Teacher consequence Teacher/family discussion on topic Made to redo assignment Call/notify home No credit for assignment Saturday school Parent conference Suspension Loss of school privilege
Hands on other students (includes pushing)	<ul style="list-style-type: none"> Teacher consequence Call/notify home Office consequence Parent conference Suspension Loss of school privilege
Hands on teacher's property, space, belongings	<ul style="list-style-type: none"> Teacher consequence Call/notify home Office consequence Office detention(s) Saturday school Parent conference Suspension Possible police notification

Skipping class or leaving school without permission	Lunch detention(s) Office detention(s) Office call/notify home Saturday school Parent conference Suspension(s) Loss of school privilege Notify SRO Court involvement
Violation of Internet Acceptable Use Policy (includes, but not limited to use of computer, phone, electronic device, etc.)	Internet access revoked/limited Office call/notify home Office detention(s) Before/after school detention(s) Parent conference Saturday school Suspension Loss of school privilege
Stealing/Vandalism/Graffiti	Item replaced or damage restitution made Office call/notify home Office consequence Saturday school Parent conference Suspension(s) Loss of school privilege Possible police notification
Threat of violence; Extortion	Office call/notify home Parent Conference Suspension(s) Review by Threat Assessment Team/Behavioral Support Team Police notification Out of school suspension(s)
Verbal abuse or profanity directed at school personnel	Call/notify home Parent conference Suspension(s) Out of school suspension(s) Loss of privileges
Fighting or Instigating a Fight; pushing a student or staff member intentionally	Call/notify home Parent conference Suspension(s) Out of school suspension(s) Loss of privileges Police notification
Causing False Alarms or Emergencies	Suspension(s) Loss of school privileges Exclusion hearing Police notification
Violence or Threat of Violence towards a Staff Member	Suspension(s)

	Loss of school privileges Exclusion hearing Police notification
Bullying and Harassment *Documentation of prior acts required *Guidance referral required	Call/notify home Formal complaint documented Parent conference Suspension(s) Out of school suspension(s) Loss of privileges Police notification Possible court involvement
Racial/Ethnic/Religious/Gender/Homophobic Slur	Call/notify home Restorative practice, educational experience Detention(s) Parent conference Saturday school Suspension(s) Out of school suspension(s) Loss of privileges Police notification Possible court involvement
Possession of drugs, alcohol, cigarettes, e-cigarette or vapes	Suspension(s) Completion of Vaping Diversion Program Parent conference Loss of school privileges Exclusion hearing Police notification
Possession of weapon or item perceived as a weapon/dangerous or illegal device	Suspension(s) Parent conference Loss of school privileges Exclusion hearing Police notification

RANDOLPH HIGH SCHOOL BULLYING STATEMENT

All students have the right to learn in a safe, warm and inviting environment.

Bullying is 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyber-bullying.

Bullying may include (repeated) teasing, 'rash-ing', excluding peers, being mean, making threats, harassing others in school or on-line. **Bullying is strictly forbidden at Randolph High School.** Students engaging in bullying will be subject to direct consequences by school administration.

* Students who fail to respect the school environment or the rights of others may receive consequences including but not limited to: separation from their group, loss of privileges, school detention, conferences with parents and school administration, and in or out-of-school suspension.

The District's Bullying Prevention and Intervention Plan can be found on the [District's website](#) as well as within the school office.



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

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

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

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

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

NONDISCRIMINATION POLICY

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.

5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, , religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

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Anyone having a complaint alleging a violation of any anti-discrimination laws or regulations, including the proscription against sexual harassment, should immediately bring the complaint to the attention of the administration of the Randolph Public School District who will conduct a prompt and thorough investigation into the charges. In the event that the charges are substantiated, the administration will take appropriate disciplinary action. The District Equity and Title IX Coordinator, 40 Highland Avenue Randolph, MA 02368, has been designated as the employee responsible for coordinating the Randolph Public School district's efforts to implement this nondiscriminatory policy. Any inquiries concerning the application of any anti-discrimination laws or regulations by the Randolph Public Schools may be addressed to the Massachusetts Department of Elementary and Secondary Education, 135 Santilli Highway, Everett, MA 02149 (781-388-3300). The full policy can be found in the link below:

[See RPS School Committee Policy-AC on NonDiscrimination](#)

NONDISCRIMINATION ON THE BASIS OF SEX POLICY

The Randolph School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the Randolph Public Schools does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee has designated Alpha Sanford as the District Equity and Title IX Coordinator, at 40 Highland Avenue, Randolph, MA 02368.; telephone (781) 961-6237

Information about the District's Title IX Policy and Procedure is available at the Special Education Office 781-961-1573.

See RPS School Committee on [Policy ACA – Nondiscrimination on the Basis of Sex](#)

ANTI-HAZING POLICY

RHS enforces anti-hazing policies as part of the disciplinary process in compliance with Massachusetts General Laws Chapter 269, Sections 17-19 and 603 CMR 33.00:

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 wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

PROTECTION OF PUPIL RIGHTS AMENDMENT POLICY

Randolph Public Schools will develop policies and procedures, in consultation with parents, regarding students' rights under the Protection with Pupil Rights Amendment (PPRA), as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Randolph Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Randolph Public Schools will notify students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for parents to opt his or her child out of participation of the specific activity or survey, unless otherwise required by law. The specific activities and surveys covered under this policy include but are not limited to the following: 1) collection, disclosure or use of personal information for marketing, sales or other distribution; 2) administration of any protected information survey not funded in whole or part by the United States Department of Education; and 3) any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical examination or screening permitted or required by Massachusetts law.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION POLICY

The purpose of this policy is to set forth the rights of parents and guardians of our students in relation to the curriculum that primarily involves human sexual education on human sexuality issues.

At the beginning of each school year, all parents/guardians of students in Randolph Public Schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. This shall be done through distribution of the Student Handbook for each school, or in a separate written communication. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

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

A parent/guardian who is dissatisfied with the decision of the Principal concerning notice, access to instructional materials, or exception for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or his/her designee will review the issue and give the parent/guardian a timely written decision. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision. If the parent/guardian is dissatisfied with the School Committee decision, the parent/guardian may send a complaint to the Massachusetts Department of Education.

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and eligible students (age 18 years or older or emancipated under Massachusetts law) rights when a school conducts certain activities including the administration of student survey, analysis, or evaluation. These rights include, but are not limited to the following:

- A. Parents/guardians and eligible students have the right to provide consent before students will be given a survey that concerns one or more of the following eight areas ("protected information surveys") if such survey is funded by the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or student's parent;
 - 2. Mental or psychological problems of the student or student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
 - 8. Income, other than as required by law to determine program eligibility.

- B. Parent/guardians and eligible students also have a right to receive notice and an opportunity to opt-out of:
 - 1. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing purposes (“marketing surveys”);
 - 2. Any other protected information survey regardless of funding source;
 - 3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by Randolph Public Schools or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required by Massachusetts law

Randolph High School

Family & Student Agreement

The RHS Family and Student Guide Handbook is posted on the district's website: www.randolph.k12.ma.us. Please complete all information requested. Sign where requested in the shaded areas on both pages. Do not separate them. Please return this agreement to the school as soon as possible. Your signature after each section indicated agreement to the entire section. If you do not agree to a specific part of a section, please cross it out. If you have questions or need help understanding the Agreement, call the principal. If you cannot access the handbook on-line or if you wish to receive a paper copy of the handbook, please call your child's school.

Name of Student (PLEASE PRINT): _____

RPS Student Number (if known): _____

Name of Parent (PLEASE PRINT): _____

School: _____ **Grade:** _____ **Homeroom:** _____

1. We have received a copy of the Randolph High Schools' Family and Student Guide Handbook.
2. We understand that the Guide contains important information on home-school partnership, School Attendance, the Randolph Residency Requirement, Discrimination Laws, Student Records, and other school rules and procedures.
3. We agree to work with school staff to be sure our child attends school every day (except for excused absences) and completes homework.
4. We have read the district's procedures and procedures of this guide, including the separate Code of Conduct document online at www.randolph.k12.ma.us under the Climate and Safety tab with links to the Families, Students, and Family Resource Center tabs. We have discussed the Code of Conduct with our child. We agree to work with school staff to make sure that our child follows the Code of Conduct.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature (age 18 or over): _____ **Date:** _____

The Family Educational Rights and Privacy Act is a federal law that provides two basic rights to parents in regards to student records:

1. The right to inspect and review their child's educational records
2. The right to prevent unauthorized persons from seeing the same records

Massachusetts student record regulations are designed to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. To request records please send a request to guidance office at 781-961-6220 ext

Parent/Guardian Signature: _____ **Date:** _____

Student Signature (age 18 or over): _____ **Date:** _____

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and eligible students (age 18 years or older or emancipated under Massachusetts law) rights when a school conducts certain activities including the administration of student survey, analysis, or evaluation. These rights include, but are not limited to the following:

- A. Parents/guardians and eligible students have the right to provide consent before students will be given a survey that concerns one or more of the following eight areas (“protected information surveys”) if such survey is funded by the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or student’s parent;
 - 2. Mental or psychological problems of the student or student’s family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - 8. Income, other than as required by law to determine program eligibility.
- B. Parent/guardians and eligible students also have a right to receive notice and an opportunity to opt-out of:
 - 1. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing purposes (“marketing surveys”);
 - 2. Any other protected information survey regardless of funding source;
 - 3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the Randolph Public Schools or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required by Massachusetts law.

RandolphPublic Schools will provide parent/guardians and eligible students notice within a reasonable period prior to the administration of these surveys and activities and an opportunity to opt-out, as well as an opportunity to review the protected information surveys.

Please note that parents/guardians are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

Parent/guardians and eligible students who believe that their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Parent/Guardian Signature: _____	Date: _____
Student Signature (age 18 or over): _____	Date: _____

END OF HANDBOOK