



Westborough High School

Home of the Rangers



2014-2015 Student Handbook

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Core Values Statement

The Westborough High School community believes in a rigorous educational experience in a supportive environment that fosters respect and engagement in our diverse and global society.

Effective teaching and learning balances content and skills, encouraging critical and creative thinking. This requires expectations that challenge all community members to work hard to achieve their greatest potential. We need to communicate effectively and encourage the use of appropriate tools and technologies to share ideas and solve problems. By keeping an open mind while engaging and collaborating with our diverse empathy. We strive to be responsible, informed citizens who make ethical decisions and honor our commitments. Every member of this community can achieve the greatest academic, civic and social growth by following these beliefs.

Expectations for Student Learning

Students of Westborough High School are expected to be:

- Effective communicators who:
 - Read, write and speak English clearly
 - Use a variety of media
 - Listen actively and respond to diverse audiences
- Critical thinkers and problem solvers who:
 - Identify and define a problem
 - Draw upon prior knowledge
 - Gather, analyze, evaluate and synthesize information
- Responsible Citizens who:
 - Participate actively in their school and/or wider communities
 - Work cooperatively and independently
 - Respect others
 - Take responsibility for their actions and decisions
 - Produce quality work
- Effective users of technology who:
 - Select appropriate technology
 - Use a variety of technology as learning tools

General Information

Westborough School Committee

Mr. Stephen C. Doret, Chairman
Ms. Ilyse Levine-Kanji, Vice Chair
Ms. Josephine S. Hensley
Ms. Nicole Duca Sullivan
Mr. George Thompson

Parent Groups

Westborough Athletic Boosters Association (WABA)
Westborough Education Foundation
Westborough Fine Arts Education Association, Inc. (WFAEA)
Westborough Guidance Advisory Council
Westborough High School Council

District Administration Telephone

Superintendent	
Ms. Amber Bock	836-7700
Director of Finance & Administration	
Ms. Irene Oliver	836-7702
Assistant Superintendent/Director of Curriculum	
Dr. Daniel Mayer	836-7703
Coordinator of Technology	
Mr. Jon Green	836-7724
Bus Coordinator	
Ms. Cindy Crowley	836-7702

High School Administration

Telephone/ email

Principal

Mr. Brian M. Callaghan

836-7720

callaghanb@westboroughk12.org

Assistant Principals

Dr. Carol A. Cavanaugh

836-7720

cavanaughc@westboroughk12.org

Mr. Matthew T. Lefebvre

836-7720

lefebvrem@westboroughk12.org

Athletic Director

Ms. Johanna DiCarlo

836-7714

dicarloj@westboroughk12.org

Fine Arts Director

Mr. Christopher Martin

836-7716

martinc@westboroughk12.org

School Liaison Officer

Mr. Charles Dapolite

366-3060

cdapolite@westboroughpolice.com

Faculty By Department

English

Mr. Brown

Mr. Huse

Ms. Matson

Ms. Mullen-Richards

Mr. Myers

Dr. Noonan

Ms. Pelletier

Ms. Perryman

Mr. Perryman

Ms. Roney
Ms. Smith
Ms. Stoker
Ms. Tucker (Chair)

English Language Learners (ELL)

Ms. Coelho (Chair)
Mr. Teevens
Mr. Shapira

Fine Arts

Ms. Chartier
Mr. Doyle
Ms. Greer-Espinosa
Ms. Grocki
Mr. Martin (Chair)
Ms. Rourke-Dupuis
Ms. Slotnick

School Counselors

Ms. Caira
Ms. Goodliffe
Ms. Jango-Cohen
Ms. Vavruska
Mr. Wolfson (Chair)

Engineering/Family & Consumer Science

Mr. Duval
Mr. Hall
Ms. Leuci
Mr. Parsons (Chair)
Ms. Plant

Informational Science/Business

Ms. Apuzzo-Langton
Ms. Potosnak (Chair)
Ms. Rodriguez
Mr. Soutter

Mathematics

Mr. Collins
Ms. Costa
Ms. DeBoer

Mr. Desjardins
Ms. Freedman
Mr. Kittredge
Mr. McCoskery
Ms. Mignini (Chair)
Ms. Ragounath
Mr. Richards
Ms. Titus
Ms. L. Power

Physical Education/Health

Mr. Anderson (Chair)
Ms. L. Brown
Ms. Callender
Ms. Carver (Athletic Trainer)
Ms. Debish
Mr. Ellis
Mr. Reed
Mr. Rota

Science

Dr. Deshpande
Ms. D'Onofrio
Mr. Fontaine (Chair)
Ms. Hilfinger
Ms. Hoey
Mr. Holmes
Dr. McNemar
Ms. Purdy
Dr. Ryan
Dr. Varco-Shea
Ms. Wallace

Social Studies

Mr. Belbin (Chair)
Mr. Chapman
Mr. Cullen
Mr. DeBoer
Ms. Gormley
Mr. McIntyre
Ms. N. Miller
Mr. O'Brien
Ms. Papetti

Ms. N. Power
Mr. Teevens

Special Education

Mr. Becker
Ms. Breeze
Ms. Corazzini (STRIDE)
Ms. Lonergan
Ms. C. Miller (Team Chair)
Mr. Nofsinger

World Languages

Ms. Achenbach
Ms. DuBois
Ms. E. Brown
Ms. Flanagan
Ms. MacAlpine
Ms. Moreno
Ms. Palladino
Ms. Piscia
Ms. Snider
Mr. Trotin (Chair)
Ms. Xie

Other Professional Staff

Adjustment Counselor

Ms. Parteleno

Library/Media Specialist

Ms. Cellucci

Nurse

Ms. Kelland
Ms. Connors

Psychologist

Ms. McCarthy
Ms. Surman

Paraprofessional Staff

Ms. Ellis (Fine Arts)
Ms. Gavin-Considine (SPED)

Ms. Hebert (Technology)
Ms. Jeurgens (STARS)
Ms. Morganelli (Library)
Ms. Murphy (SPED)
Ms. Nahid (SPED)
Ms. Stark (SPED)
Ms. Van Ess (SPED)

Secretarial Staff

Ms. Benoit (Main Office)
Ms. Kenefick (School Counseling)
Ms. Morse (School Counseling)
Ms. Orlando (Main Office)
Ms. Raad (District Billing Coordinator)
Ms. Valletta (Principal's Office)

Technology (District)

Mr. Julian
Mr. Lang
Ms. Leach
Mr. Masciarelli
Mr. O'Neil
Mr. Rearden

School Hours

Our school day begins at 7:30 am and ends at 1:57 pm. Extra help and support, in addition to detention, occur from 2:05 pm until 2:45 pm.

Registration Information

New Students, accompanied by a parent or guardian, may register in the Central Office located at the Forbes Building, 45 West Main Street. Please visit the Westborough Public Schools District home page for registration information prior to visiting.

Registration requires proof of residency, a transfer card, health, and discipline records. In addition, official transcripts must be sent from the previous school directly to the high school School Counseling office. Our Principal also requires a written record of any incidents involving suspension, expulsion or legal action.

Educational Reform Act of 1993

Section 37:37L of Chapter 71:

“A student transferring into a local system must provide the new school with complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspensions or violation of criminal acts or any incident reports in which such student was charged with any suspended act.”

English Language Learner Student/Parent Assistance

English:

Students or families who need translation assistance or orientation in a language other than English may contact the WHS ESL Teacher, Ms. Coelho, based at the Westborough High School at (508) 836-7720.

Spanish:

Los estudiantes o las familias que necesitan ayuda en la traducción o la orientación pueden comunicarse con el profesora ESL, la Sra. Coelho, con sede en la Escuela Secundaria Westborough al (508) 836-7720.

Portuguese:

Os alunos ou famílias que precisam de tradução pode contactar o Professora, a Sra. Coelho, baseado na Escola Westborough em (508) 836-7720.

School Cancellation

When school is canceled because of weather conditions, notification will be given via Connect5, and/or the school website, and the following radio and television stations:

Radio: WTAG, WSRS, WXLO, WSRO, WBZ

Television: CHANNELS 4, 5, 7 AND CABLE 12

Please listen to the radio or TV for information regarding school closings and do not call the School Department, the Police, or Fire Departments. These telephone lines need to remain open during storm days to coordinate operations for emergencies.

One or Two Hour Delay in Starting Time

On a day when weather forces a delay in opening school, there will be an announcement via Connect5 indicating whether it will be a one or two hour delayed start. Please use the media listed above for this information.

- **A one-hour** delay of school will begin at 8:30 am
- **A two-hour** delay of school will begin at 9:30 am

When there is a one or two-hour delay in our start time, school buses will correspondingly pick up our students one hour or two hours later than the regularly scheduled time. Special Education transportation will also be delayed, unless the student is notified otherwise. Daily dismissal times will always remain as normal (1:57 pm).

Early Dismissal of School

Early dismissal due to weather conditions demands critical cooperation between parents and our school. Notification will be given via Connect 5 and announced over the radio and television stations listed above. We urge parents to take the following precautions:

- Listen to the radio stations for notification of a cancellation.
- If parents are not at home during the day, arrange for the children to have a key to the house or stay at a neighbor's home.

Bus Information

Students who live more than two miles from our high school are eligible for busing to and from school. The conduct of students while riding buses must be mature and responsible. Violations may result in the suspension or elimination of riding privileges. Students may only ride the bus that he/she is assigned. We provide a late bus Tuesday through Thursday at 3:15 pm for students who remain after school.

Care of School Property

Students must respect school property and maintain it with pride. Marking or defacing school furniture, walls, ceilings, floors or video and monitoring equipment in any way will result in disciplinary action and full reimbursement for damages. Tampering with the fire alarms, fire extinguishers or any electrical system represents a security violation that carries strong consequences. Anyone who willfully destroys school property through vandalism, arson, or larceny, or creates a hazard to the safety of our students will be subject to legal action and full restitution.

Fire Drills/Evacuations

During a fire drill, students are to follow instructions from our teachers. Everyone must leave the building quickly and quietly according to the instructions posted near the doorway of each classroom. Students should report to their assigned locations and check in with the appropriate teacher.

Lockers

Students should use assigned lockers for storing books, school supplies and clothing. Valuable items and money should never be left in lockers. Please do not share your locker combination with anyone. Lockers are considered school property. Students should realize that lockers may be searched by school authorities when there is a reasonable suspicion of unsafe or illicit materials being kept within.

Physical Education Lockers

Every student has an assigned locker and lock in the locker rooms to secure clothing and books. Students should not keep valuable in their physical education locker. Like their school lockers, PE lockers are subject to search by school authorities.

Protocol for Addressing a Question, Concern or Complaint

There may be a time when a student or parent feels that he/she has been treated unfairly or disrespectfully. Whenever you need to address a concern, please communicate it immediately to the person involved.

If the concern is about anything to do with a particular class, please contact the teacher directly, leaving a message in their voice mail. ***You can expect a timely return phone call from the individual involved.***

- If for any reason you are dissatisfied with the outcome, then contact the appropriate Department Chair.
- If the matter remains unresolved, the next step would be to call your Assistant Principal.
- If there is still no resolution of the problem, then direct the matter to our Principal.
- When there is a concern about athletics, a conversation with the coach is the first step, the athletic director is the second, and when necessary, an Assistant Principal and our Principal.

Voter Registration

Registration forms are available at the Town Hall or in the high school front office.

Selective Service Registration

Registration for Selective Service is available in our Assistant Principal's Office.

Work Permits

Work permits are issued after a student has been offered a position of employment. The applications and forms are available in the High School Office. If the student is under the age of 16 he/she will need to have the application filled out by their employer and physician for approval of their physical fitness to work at a specific job after school. Students must bring a copy of their

birth certificate or passport only, along with the completed application, in order to receive the permit. The student must be present to sign the permit in front of a school representative.

CORI Checks

M.G.L. c. 71, 38R requires all schools in Massachusetts to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students who may have direct and unmonitored

contact with children. The CORI law requires a school or district to notify all persons for whom a CORI is requested that such information is being or may be obtained. Prospective employees and volunteers are required to complete and sign a CORI Request Form which is available through the school secretary at each of the schools, as well as the central administration office at the Forbes building. The Request Form is used to document that we have provided you with notice that a CORI is being conducted and to verify your identity through a government issued form of photographic identification (usually a driver's license).

School Council Policy

Chapter 71 of the Acts of 1993, Section 53 requires the establishment of school councils in all public schools in the Commonwealth of Massachusetts. The school council is comprised of school administrators, teachers, parents and community representatives. In fulfilling their statutory responsibility, the school council assists in adopting a leadership role in creating a climate in the schools in which faculty, parents, administrators, students (where appropriate) and other community participants, working together, share responsibility for school improvement, better student performance and commitment to and involvement with parents and the broader community. The purposes of the school council are to:

- Assist the principal in adopting educational goals for the schools
- Assist the principal in identification of the educational needs of the students
- Assist the principal in the review of the annual school budget
- Assist the principal in the formation of a school improvement plan

Student Records: Non-Custodial Parent

Under federal and state law, a divorced or separated parent has full access to his/her child's student records unless there is a court order, state statute or legally binding document relating to matters such as divorce, separation or custody that specifically revokes this right. The Massachusetts legislature recently passed a statute (Mass. Gen. L. ch71,38 H) that is designed to standardize the process by which public schools provide copies of student records to parents who do not have physical custody of their children (non-custodial parents). Non-custodial parents who want copies of their child's student records must submit a written request to the school principal. More specific information regarding access procedures for non-custodial parents as required by M.G.L. c. 71, 34H can be obtained by contacting the building principal and or his/her designee.

Special Note on Mailings

Our school periodically mails home important correspondence. Newsletters are only available on our website. Parents are responsible for the security of U.S. mail at home. All address changes are processed at the district office by Donna LaTraverse.

Field Trips

Students participating in a school-sponsored field trip must turn in parent permission forms to the teacher. We expect the behavior of students on a field trip to be exemplary. Students are responsible for completing all of the work missed as a result of the trip. Students may be prohibited from attending field trips when there are outstanding school discipline issues that would affect participation on the field trip. Students who are tardy to school on the day of the field trip may be prohibited from attending.

Media/Technology Center

Hours: 7:15 am to 3:30 pm (Monday through Thursday) 7:15 am to 2:50 pm (Friday)

The Library Media Center (LMC) is open daily before school, after school, during break and lunch. All students are required to sign in upon arrival to the LMC or Computer Lab during class times. Permission to use the media center for extended periods of time should be arranged between the student, a teacher, and a media center staff member.

Students must respect all materials and conform to the rules set up by our Media Center specialist and technology coordinator. Students must have signed Acceptable Use Policy forms in order to use the Media Computer Lab.

It is expected that an atmosphere will be maintained in the LMC that makes it possible for all students and staff to be productive. You should come to the LMC with a purpose in mind. You are asked to keep talking at a minimum voice level so that you do not disturb others. If participating in group work, please remember to respect others who may be in the LMC. No card playing, food, drinking or chewing gum is permitted in the Media Center or any computer lab.

Students are encouraged to use the automated card catalog and networked computers to locate materials for research projects, to answer questions and to obtain reading material for pleasure. Students are encouraged to learn skills to promote life-long learning. Books and other materials are checked out for two weeks and may be renewed. Students pay for lost books by a check to Westborough Public Schools.

Students may check out as many items as they would like to be responsible for. Students should be up to date with fines and material returns. Students may be asked to limit checkouts due to class research projects or if their obligations have not been taken care of. Interlibrary Loan Service is available. In most cases, we can locate what you need and place the request. Contact an LMC staff member for assistance with this or place a request through the LMC website.

Student Insurance

Each year the high school offers an inexpensive student insurance policy only available during the first few days of school. Insurance forms are available in the office. Even if you have other insurance, this plan covers unpaid balances, fills in deductibles and generally pays those expenses not covered by other plans.

Student accident insurance is available in different plans or combinations: 24-hour coverage, school time, dental and life.

Accidents or Illness in School

If an accident occurs during school hours without a teacher in direct supervision, (example - falling between classes); please report the incident to our nurse. The nurse provides a written report on all accidents that occur in school to our Principal and Superintendent.

Students who become ill after arriving at school, following consultation with the school nurse, may be dismissed. If for any reason the nurse is not available, the student should report to the main office. Students are not to dismiss themselves if they are ill or have an injury. Before dismissing any student, we must notify a parent or guardian. This practice is followed even if the student is 18 years of age. Any student who leaves the building without proper dismissal will be subject to the consequences for being AWOL and leaving the building without permission.

Elevator

Students with permission to use the elevator must check into the nurse's office to obtain a pass from our nurses. Students with medical restrictions are required to check into the nurse's office to obtain an elevator pass.

Retention and Destruction of Records

Our school retains a transcript of student records for sixty years. Graduating seniors leave with all other records.

Student Parking/Parking Lot

Parking on school grounds is a privilege that comes with responsibilities. These include, but are not limited to, avoiding excessive speed or any reckless behavior while operating a vehicle.

Students may park only in the designated student sections. All cars must display a parking sticker on the rear view mirror. Stickers are available in the main office for free. Registration forms must be filled out each year and filed with the office.

Parking violations will be issued for those cars:

- Parking in the wrong area
- Parking improperly
- Parking in fire lanes or no parking zones
- Blocking access to dumpsters or other areas surrounding building
- Parking in a handicapped space

Violations are subject to warnings, detention, towing at the owners expense and possible loss of parking privileges. If a car simultaneously violates more than one of the above listed violations, it is subject to immediate towing.

As parking on campus is voluntary, vehicles that school authorities suspect may contain illegal substances or materials may be searched. Such a search will be conducted, when possible, in the presence of the vehicle's operator. Any illegal materials will be turned over to Westborough Police.

Any student whose car is found to contain alcohol, illegal drugs or weapons will immediately have their parking privileges revoked. Additionally, any students driving recklessly or with excessive speed on campus may have their car banned from campus or may be barred from driving on campus.

Academic Information

Our academic program at Westborough High School provides students with a strong core curriculum and a rich variety of elective offerings. Each Spring, the *Program of Studies* is available to our students. It describes the nature and expectations for each course and levels of study for the selection of courses to be taken the subsequent year.

Graduation Requirements

Each student must pass a total of 24 credits which includes successful completions in:

- 4 years of English (Grade 9, 10, 11, 12)
- 3 years Mathematics
- 3 years of Science (2 laboratory courses)
- 3 years of Social Studies (including 2 years of United States History and United States History II)
- 4 semesters of Physical Education
- 1 semester of Health/Wellness
- 8.5 credits of electives

Massachusetts Comprehensive Assessment System

High School Graduation Requirements, Scholarships and Academic Support Opportunities. Please refer to the following link for updated information:

<http://www.doe.mass.edu/lawsregs/603cmr30.html?section=03>

The Massachusetts Education Reform Law of 1993, state law, G.L. c. 69, section 1D, requires that all students who are seeking to earn a high school diploma, including students educated at public expense in educational collaboratives and approved and unapproved private special education schools within and outside the state, must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements.

Each student is also required to pass the Massachusetts Comprehensive Assessment System (MCAS) exams in Language Arts, Mathematics and Science. Tenth graders take MCAS tests in the spring of each year. Students who fail either one of these two tests will receive extra support and repeat individual tests in grades 11 and 12 until they receive a passing grade.

Course/Level Change Policy

With the support of teachers, counselors and parents, students should make thoughtful course selections for the following year. Course change requests that come after classes have started in the fall are difficult or impossible to honor. Once classes begin in the fall, a student may be eligible to request a course/level change. If the student is having documented academic issues (low quiz and test grades that are below a 70) then a student will have the opportunity to pursue a course/level change. After consulting with their teacher, students should consult their School Counselor to start this process.

Schedule Change Procedure

Students can request a change in a scheduled class according to the following timeline and guidelines:

- ★ Student can email their respective Administrator from the time schedules are released in the summer until the Friday before school starts
- ★ From the first day of school until the Friday after Labor Day students can request a schedule change by using the proper form located in Guidance; Administrators will handle these changes
- ★ Students who wish to change a course after the last school day of September must acquire and complete the Course Change form (2-sided document) from their School Counselor; **the change(s) will affect the student's transcript**

A student who withdraws from a **VHS** class after two weeks from the start of the course will receive a **WP** or **WF** on his/her transcript to reflect the course dropped.

Repeating a Course Previously Passed

A repeated course which has previously been passed does not factor in GPA. A repeated course does not receive graduation credit and cannot be used in fulfilling athletic eligibility requirements for participation.

Transfer Students

Students who take courses at a high school other than Westborough High School or an approved summer school program will receive transfer credits on their transcripts.

Students who are transferring into Westborough High School will receive credit from those courses taken at their previous schools. However, these courses and grades will not appear on WHS transcript and will not be calculated in the WHS grade point average.

For students to be considered in the class histogram requires three consecutive semesters of enrollment at WHS.

For any students entering WHS after the beginning of the school year, administration will make all final decisions on credits awarded.

Quest

The number of seniors considering a Quest internship during the last six weeks of their high school career has been increasing every year. The value and significance of quality internships both locally and nationally has increased leading to the possibility of more students wishing to participate. Students and parents should review the Quest requirements when considering a Quest internship. This information can be obtained from Ms. Debish.

Grading for Quest Students

Full Year Course:

First Semester = $.40(Q1) + .40(Q2) + .20$ Midyear Exam = S1 Average

Second Semester = $.40(Q3) + .40(Q4^*) + .20$ Final Exam = S2 Average

(*Quarter 4 grade is the same as Quarter 3)

Final Average = $.75$ (S1 Avg.) + $.25$ (S2 Avg.)

If exempt from the final exam: S2 Avg. + Q3 Grade

Marking System

Academic achievement is formally reported four times each year in every course. Students also receive mid quarter progress reports four times each year. A letter grade indicates the level of achievement, and there are specific comments accompanying. Credits are awarded upon successful completion of each course. Successful completion requires a minimum grade of D- (60). Refer to the Program of Studies for more specific information.

Homework Guidelines

Homework represents independent preparation that takes place outside of classes. The ability to work independently is critical for intellectual development and personal confidence.

Reflection, practice and synthesis of classroom material are essential for achievement. Students must fully understand each teacher's expectations for completing homework.

iStudent, iParent and Rankbook

The staff at WHS uses Rankbook as a grading tool to record individual student grades/assignments. A WHS committee established an Acceptable Use Policy for iStudent and iParent, and created expectations and guidelines for teachers, students and parents as we move forward with the expanded use of Rankbook capabilities. This tool will be the mechanism to communicate ACADEMIC PROGRESS REPORTS AND GRADES.

Transcripts

Students requesting an official transcript to be sent as part of a scholarship application must request the transcript as least 2 school days in advance.

Incomplete Grades

During the first, second and third quarter, students who have been ill for an extended amount of time will receive an incomplete (I) for that quarter grade. Students must make up all incomplete work within two (2) weeks after the quarter ends. Work that is not made up will receive a zero. Exceptions to this policy will be requested through individual teachers and a student's school counselor. During the fourth quarter, incomplete grades may be given to students for extenuating circumstances. Teachers will notify the student's counselor in writing of all fourth quarter incomplete grades.

Midyear and Final Assessment Activities

Midyear and final assessment activities are scheduled at the conclusion of each semester in all subjects. There is a two hour time block in which a student will have 90 minutes to complete each exam and they are valued at 20% of each semester's grade. At the discretion of the teacher, students that have achieved an A- (90 or better) may be exempt from final assessments for those subjects. Exemptions do not apply for Midyear assessments for full year classes. Two exams are given on exam days - 7:30 am to 9:30 am and 10:00 am to 12:00 pm. Students are released from school at noon during midyear and final exam days. Students who will be absent during their exam for any reason, such as family vacation, must receive teacher and administration approval in order to reschedule.

Make-up Work

All class work and assignments that are incomplete because of short term absence from classes must be made up within **five days** of returning to school. The only exception will be in extreme cases of prolonged absence. **A day's absence does not excuse a student from a previously scheduled test or presentation.** Grades are incomplete until all make-up work is completed. A grade recorded as incomplete will become a failing grade if the matter is not reconciled within 2 weeks after the quarter ends. Students must secure all make-up work from teachers immediately upon return to school. If a student will be out of school for an

extended period (3 days or more), a parent should contact the Main Office to request homework assignments. If a student will be out of school because of illness for **more than 10 school days**, parents should notify our school nurse and the appropriate school counselor to arrange for home tutoring. Medical documentation is needed for extended absences.

After School Make-up/Extra Help

Our teachers are available each afternoon to provide extra support for students. Students and parents may request a conference with an individual teacher at a mutually agreed upon time. Our teachers will insist that a student stay after school if it is apparent that he/she is not achieving. A late bus is available Tuesday through Thursday to accommodate students remaining after school.

Students on suspension will be afforded the opportunity for make up, including tests, quizzes and homework.

Tutorial Services

The National Honor Society provides tutoring for students after school hours. The form to request tutoring is available from teachers and school counselors.

Summer School Policy

Eligibility: To be eligible for summer school a student must have received a minimum average of 50% in the failed course. Courses taken during summer school are not factored into GPA.

Credits: To receive credit for a failed course, the student must earn a minimum grade of 70% in an approved summer school. This grade will be recorded in the student's transcript but does not count in GPA.

Non-Credit: A course taken during the summer to improve a passing grade for enrichment will not receive credit, but will be recorded on the student's transcript. This grade **will not** count in GPA.

Repeating a Course: Students who fail a course that is not made up during summer school can repeat the class during the next school year for credit.

Prerequisite Grades

The purpose of a prerequisite system is to provide guidelines to a student prior to attempting certain academic programs. A student is level 2 or level 3 only who desires to continue a subject sequence (Foreign Language or Mathematics) though the prerequisite grade which has not been achieved may attend summer school or be tutored.

Summer School: students who attend summer school to meet departmental course prerequisites (see program of studies) **must attain the departmental prerequisite grade in the summer school course, and must successfully complete a departmental exam.**

Tutoring: students who are tutored to meet the departmental course prerequisites (see program of studies) **must take and achieve the prerequisite grade on the DEPARTMENTAL EXAM in their present course.** A book and a course syllabus may be obtained from the high school. Only students taking honors level courses in Math and Foreign Language are eligible for summer tutoring.

Grading System

A+ = 97 - 100 (Excellent)	C+ = 77 - 79
A = 93 - 96	C = 73 - 76 (Average)
A- = 90 - 92	C- = 70 - 72
B+ = 87 - 89	D+ = 67 - 69
B = 83 - 86 (Good)	D = 63 - 66 (Poor)
B- = 80-82	D- = 60 - 62
ME = Medical Excuse	F = 59 or less (Failing)
WM = Withdrew Medical	P = Passing
WP = Withdrew Passing	I = Incomplete
WF = Withdrew Failing	Q = Quest
	EX = Exempt

Honor Roll

Unlike GPA, all subjects are included in determining honor roll for each of the four quarters. A grade of B- or incomplete will eliminate a student from our honor roll.

- High Honors - All A's (no grade lower than A-)
- Honors - All A's and/or B's (no grade lower than B-)

Graduation Honors

- High Honors - A cumulative unweighted GPA of 3.66 or above
- Honors - A cumulative unweighted GPA between 3.00 and 3.65

Promotion Policy

In order to continue with his/her class, a student must be able to accumulate sufficient credits to meet graduation requirements by graduation day of senior year. Every student is scheduled for 7 credits each year. To move into the next grade, a student must have the following number of credits:

Grade 9	4 Credits
Grade 10	10 Credits
Grade 11	17 Credits

Unweighted Grade Point Average (GPA)

Individual student unweighted GPA is computed annually based on course credits and final grades and is not weighted by course level. All Westborough High School courses in English, Mathematics, World Language, Science, Information Science, Social Studies and Health are included in computing the unweighted GPA. Business Education, Fine Arts, Family & Consumer Science and Industrial Technology courses are only included at Level 3 or 4. Summer school grades and enrichment course grades are not included in determining GPA, but are recorded on the student's transcript.

Unweighted GPA Equivalents

A+	4.33	C	2.00
A	4.00	C-	1.66
A-	3.66	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.66
B-	2.66	F	0.00
C+	2.33		

Computing an Unweighted GPA

1. Convert each letter grade to its unweighted GPA equivalent (see chart above)
2. Multiply each unweighted GPA equivalent by the credit assigned to that course.
3. Add the results of step two
4. Divide the result of step three by the total number of credits attempted.

Weighted Grade Point Average (GPA)

Individual student weighted GPA is computed annually based on course credits and final grades and is weighted by course level. *Calculations for senior class rankings are computed after 7 semesters of study.* All Westborough High School courses in English, Mathematics, World Language, Science, Computer Science, Social Studies and Health **count** in the school's GPA. **Only level 3 and level 4 courses in Business Education, Fine Arts, Family and Consumer Science and Industrial Technology count in the school's GPA.** Summer

school grades and enrichment course grades are not included in determining GPA, but are recorded on the student's transcript.

Grade	Adv. Place/ Acceler	Level IV	Level III	Level II
A+	6.33	5.33	4.33	3.33
A	6.00	5.00	4.00	3.00
A-	5.66	4.66	3.66	2.66
B+	5.33	4.33	3.33	2.33
B	5.00	4.00	3.00	2.00
B-	4.66	3.66	2.66	1.66
C+	4.33	3.33	2.33	1.33
C	4.00	3.00	2.00	1.00
C-	3.66	2.66	1.66	0.66
D+	3.33	2.33	1.33	.33
D-	2.66	1.66	.66	.08
F	0.00	0.00	0.00	0.00

TO CALCULATE A WEIGHTED GPA:

1. List each course, final grade and level that count in the school's GPA.
2. List the quality points and the credit assigned to each course.
3. Multiply the credits x quality points for each course.
4. Add the quality points in the last columns.
5. Add the credits in the credit column.
6. Divide the quality point total by the credit total to determine weighted GPA.
Quality Point / Credit Total = Weighted GPA.

National Honor Society

The National Honor Society recognizes students who have demonstrated **outstanding** standards in the areas of *scholarship, character, leadership and service*. Our Honor Society Faculty Council makes all decisions regarding membership. According to the national charter, only those students who have been in the school for the equivalent of one semester are eligible for membership. Eligible students include sophomores, juniors and seniors.

Documentation of a previous induction for students transferring to Westborough High School will allow for their membership to continue here.

Student Attendance Policies and Procedures

All students are expected to attend school on a regular basis. Under the laws of the Commonwealth of Massachusetts: "Every child between the ages of 7 and 16 is compelled to attend school." At Westborough High School pupils 16 years of age or over are also expected to conform to the same rules of attendance.

The Westborough School District adheres to, and is in full compliance with, Chapter 76 of the laws of the Commonwealth of Massachusetts which defines attendance regulations. Except in cases of illness or other extenuating circumstances, students are expected to be present when school is in session.

Class Attendance

Students are expected to be present for every class session for each course in which they are enrolled.

Upon a student's 19th unexcused absence from a year long course (1 credit) and 10th absence from a semester course (0.5 credit) they will lose credit for that course.

Notifications

Utilizing the Connect5 technology, WHS will notify parents/guardians of students who are recorded as absent from school. This notification will be in the form of a phone message and email.

Loss of Credit warning letters will be sent out on a quarterly basis. When a student fails to receive credit for a course due to unexcused absence, the final course grade is recorded on the student's report card. If the course is required for graduation (e.g., American History) and he/she earns a passing grade, this graduation requirement is considered fulfilled. Please note that this may not fulfill admission requirements for college. Students in this situation should check with the prospective college immediately. However, all students must earn the minimum of twenty-four (24) credits required for a Westborough High School diploma.

Attendance history is recorded on students' quarterly Report Cards, while a student's credit totals are recorded on their final Report Card.

Excusable Absences Requiring Formal Documentation

- Death in the family (parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin.)
- Health Professional appointment (Doctor, dentist)
- School sponsored/sanctioned activities: field trips, class meetings, up to 3 college visits (juniors and seniors only) with a parent note and documentation from the college.

- Religious Holiday
- Legal/Court appointments

These absences will be considered “excused” and will not count toward the limit of 18 or 9 for semester course provided that upon the student’s return to school the proper documentation has been forwarded to the main office.

Family vacations and or family trips which are scheduled when school is in session are not considered excused absences.

If students see their teachers in advance, teachers will allow them to make up missed assignments, tests and quizzes; they are not required to prepare work in advance for a vacation related absence. In addition, teachers are not required to re-teach or tutor students when they return from vacation. Furthermore, *the classroom teacher will establish the appropriate timeframe for making up the work.* It is the student’s responsibility to determine the work which needs to be done when he or she returns to school.

Participation in Co-Curricular & Extra-Curricular Activities

Any student who is absent from school on a particular day will not be allowed to participate in any school activities or dances on that day. (The only exception would be if the absence from school has been authorized by the principal or his/her designee, in advance.) This rule applies to games, practices, club meetings, rehearsals, dances and any inter school competitions. Other special requests for excused absences or the changing of final exams must be cleared in advance by the principal prior to approval. Additionally, to participate in athletic or other school sponsored activities students must report to school by 10:30 am and may not be dismissed prior to 10:30 am. In rare cases the principal may consider these tardies and dismissals “excused”, e.g. doctor’s appointment, court appearance etc. A student must be present in school on Friday meeting attendance requirements (before 10:30 am) in order to be eligible to participate in a weekend event.

Tardies and Dismissals

Formal documentation, see above, will also be required to “excuse” absences when a student reports late to school or is dismissed from school. If the student misses more than half of a class that class shall be considered an absence. For students who are habitually tardy to school, administration will notify parents with a Connect5 message. Classes missed by students who have been sent home by our school nurse due to illness will be considered “excused.” Prior parent notification, note or phone call, is required for a student to be dismissed. **There is no dismissal on days of Junior Prom, Senior Ball and Holiday Ball - except for verifiable medical, dental or court appointments.**

Suspensions

Classes missed due to disciplinary action are considered unexcused absences.

Tardiness to School

All tardy students are required to report to the main office for a pass to class.

All students who are tardy unexcused must see their Assistant Principal during break.

Students who do not see the Assistant principal may be assigned an office detention for 'failure to report', or may face loss of school privileges, even if their tardy is excused.

The consequences for being tardy are listed below.

- Signing in after 7:45 - Students may be assigned an office detention or be required to stay after school for extra help that day
- Third and subsequent tardies, regardless of arrival time in any quarter - office detention
- Students with significant and prolonged attendance issue may face loss of participation in school events, and/or suspension (this behavior will be considered a violation of the Good Citizenship Rule)

Students who are frequently tardy will be referred to the appropriate Assistant Principal for a meeting. Students who miss over half of a class will be recorded as absent for that class.

As previously mentioned in this handbook, students may not attend field trips if they are tardy to school.

Tardiness to Class

A student who reports late to class without a written excuse is recorded as an unexcused tardy. Teachers will keep students after school and when necessary refer ongoing tardiness to one of our Assistant Principals.

Truancy

Students who are truant from school or classes (AWOL) will receive three detentions for each missed class (eighteen for one complete day) and can be suspended pending a parent conference.

Credit Reinstatement Contracts

Students who have lost credit in courses due to excessive absences may request a Credit Reinstatement Contract with an assistant principal. Such contracts are created on a case-by-case basis. General expectations for a contract include: no further unexcused absences, no further violations of school discipline code and maintaining a solid academic record.

School Counseling Department

The mission of the *School Counseling Department* at Westborough High School is to support and advocate for the person, social, intellectual, academic and career development of *all* students.

In an effort to promote student success, we strive to collaborate with all members of the community including students, parents, faculty and administration.

As counselors, we are committed to helping students become *21st Century Learners*, while fostering their independence and success as engaged members of society.

School Counseling Services

Our high school has five school counselors who serve students in a variety of ways. This includes assistance with educational and career planning, interpretation of test scores, course selection, help with home, school and social concerns; or any other questions a student may feel that he/she would like to discuss with our counselors. Students may only schedule school counseling appointments prior to school, during break, during the student's assigned lunch or after school. Students may not leave class to schedule a school counseling appointment.

School Adjustment Counselor

We offer the services of a school adjustment counselor who provides additional support to students who are experiencing emotional or social difficulties.

School Nurse/Health Information

If a student becomes ill in school, he/she should report to the nurse. Students may not leave the building because of illness without authorization. If the nurse is not available, please report to the main office.

The high school nurse screens 9th graders for scoliosis and 10th graders for vision, hearing, height and weight. Parents may choose to have their child opt out of the height and weight program (body mass index/BMI). Please notify the school nurse in writing within the first 2 weeks of school if you wish for your child not to participate in this screening.

Comprehensive physical exams are required for all new students and students in grade 11. Students participating in interscholastic sports must have a physical on file dated no more than 13 months prior to the start of each sport season.

Our school nurse is unable to provide transportation home for students who are injured or become ill. If it is the professional opinion of the nurse that the student should be sent home,

either she, or a secretary will call and ask a parent to arrange transportation. In the case of serious accident or illness, the nurse will contact the parents and call for an ambulance.

Guideline to Head Injury Protocol & Timelines

The purpose of the “Head Injury Protocol” according to the MGL 105.201.000 Head Injuries and Concussions in Extracurricular Athletic Activities Section 200.01 is:

“To provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their health and safety.”

The goal of this timeline is to ensure student safety within the school environment, effective management of concussion symptoms in addition to the establishment of an academic plan to aid student success. Please refer to the following link for the detailed protocol: [HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES](#)

Medication Policy

The Westborough Public Schools Medication Policy follows medication administration parameters set by the Massachusetts Department of Public Health, in conjunction with the Massachusetts Board of Registration of Nursing. In addition, we collaborate with our school physician. The complete District policy is available in each nurse’s office and on the District web site at the following link: [Westborough Public School Medication Policy 2012-2014](#), section J-LCD-R.

If this policy is not followed, the nurse will be unable to administer the medicine and the parent will have the option to personally administer the medicine.

Student Activities

Our goal is to foster and support the participation of all students in a wide variety of student activities such as clubs, organizations, athletics, music, theatre etc. In an attempt to prevent the elimination of some of these activities the School Committee seeks financial support through an Activity Fee Schedule.

Participation in school athletics/activities is voluntary. The Activity Fee is non-refundable, unless the following occurs:

- Student is cut from the athletic team prior to the first event.
- Student does not participate for more than two weeks in an activity.

The Westborough Public Schools Activity Fee Policy is available at the following link: <http://whs.westboroughk12.org/cms/One.aspx?portalId=1860205>

Invoices will be emailed after try-outs, and payment is due upon receipt. If payment is not received, your student will be ineligible to participate in future athletics/activities. Unpaid balances will be handled as follows:

- Seniors - cap and gown will be held
- Will be a violation of the Good Citizenship Policy

Class Officers

The class officers of Westborough High School provide a variety of activities that relate to the social and financial well-being of their class and of the school in general. They work closely with their class advisors throughout the year and with other members of the school community as special needs arise. To be eligible to become a class officer, a student must be a member of the class, have a completed nomination paper, a speech before the class, be elected and fulfill complete responsibilities.

All class officers are required to be present at ALL regularly scheduled meetings either with the class advisor or with the administration. Failure to be present at two meetings will result in written warning of impending removal from office following a third unexcused absence. When a student has a third absence, the officer will be notified in writing regarding his/her removal from office. Serious infractions of school rules may also result in removal from the position of class/club officer.

After School and Evening Activities

Our school social activities and events are solely for Westborough High School students. The rules regarding conduct (including the drug and alcohol policy) stated in the handbook also apply to all after-school, school sponsored and evening activities.

Once a student enters the building for an evening social activity, he/she cannot leave and then return to the activity. No one may enter the social activity more than one hour after it has begun. Students should keep their ID's with them at all times.

Special activities at the school usually end no later than 10:30 pm. Tickets are sold in advance. Students are permitted to invite guests to attend school events, but only with prior approval of an administrator.

Dance Information and Procedure

Dance Hours: 7:00 pm to 10:00 pm Fridays. (Proms will extend to 10:30 pm)

- Upon issue of Student ID cards, students must present their ID to a chaperone prior to entering the dance.
- No one is admitted after the first hour of a dance without special permission of the Assistant Principal (who will attend).
- All tickets to dances will be pre-sold.
- Students who are on campus after school hours without an organized activity will be asked to leave school property.

- Students who remain after school from 2:00 pm to 10:00 pm must be part of an organized activity supervised by a staff member.

Student Guests

Westborough High School students are permitted to bring a guest (of high-school age or under 21 years old) from outside our high school with prior permission from an assistant principal or principal. Students should complete a Student Guest Form and submit it prior to purchasing the tickets to any school dance. Students should be reminded that they are responsible for their guest's behavior, and may receive school consequences for their guest's violation of school rules or policies.

Academic Requirements for Extra-Curricular Eligibility

The eligibility requirements for participation in extra-curricular activities including non-athletic events and or performances will be the same as required for participation in athletics.

Chemical Health Policy

Westborough School Committee Policy **JICH-R**

[Westborough Public School Chemical Health Policy](#)

The Please search "Section J: Students" after clicking on the above link.

Athletics

Our athletic program represents an important extension of school and all students are encouraged to participate as players and as spectators. Our expectations for spectators are every bit as high as they are for athletes.

We have great pride in the quality of our play and the caliber of our sportsmanship. We strive to always be gracious in victory and maintain dignity in defeat. While winning is a proper goal, it can never come at the expense of healthy values.

Fall Sports: Football, cross country, boys golf, field hockey, soccer, volleyball and cheerleading

Winter Sports: Alpine skiing, basketball, hockey, gymnastics, swimming, indoor track and cheerleading

Spring Sports: Softball, baseball, girls golf, lacrosse, tennis and track

Academic Eligibility for Athletics

A student must secure during the marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of six subjects. To be eligible in the fall, students are required to have passed for

the previous academic year, six major courses or the equivalent of six credits. The academic eligibility of all students is official on the date when the report cards for that marking period are distributed to all students.

Incomplete grades are included in determining eligibility. Summer school courses taken and passed to make up a failed course (or loss of credit) are included in determining fail eligibility.

Athletic Rules and Regulations

The Principal and Athletic Director of Westborough High School have authority and responsibility for the entire athletic program, athletes, events and spectators. The Principal has the final word on team eligibility and individual participation.

Participation in Activities

Students are not permitted to participate in athletic or other school sponsored activities on any day that they do not arrive to school by 10:30 am or if they are dismissed before 10:30 am.

Student Codes of Conduct

Members of our school community have a responsibility to conduct themselves in a manner that demonstrates respect for the rights and property of others. This includes all curricular, co-curricular and special events, both on and off campus, to and from school.

Westborough High School values a respectful and safe school community. To assist in the maintenance of an orderly educational system, disciplinary regulations have been established and apply to all students. Teachers, support staff, students and parents are expected to bring violations to the attention of our administrators. Our assistant principals and principal will interpret the rules and policies and apply them in a manner consistent with their intent. Every effort will be made to balance consistency with fairness and reason in the use of our regulations.

Teacher and administrative detention, along with parent conferences, represent the preferred consequences with student accountability. However, behavior that threatens others, violates the law or disrupts the environment for learning represent legitimate cause for short-term suspension from school, long-term suspension or expulsion. The consequence in each instance will be defined by the seriousness of the infraction, and an individual's overall record of citizenship.

Good Citizenship

Students at Westborough High School are members of a community who work together toward a greater good. To that end, respectful behavior and upstanding character are ongoing expectations. In order to participate in all WHS offerings, including athletics and extra-curricular activities, students must meet the written and implied expectations of our

school community and culture. Additional privileges to be earned through good citizenship in the high school community include, but are not limited to:

- access to school facilities before and after school
- morning break
- assemblies
- field trips
- lunch in the common area
- parking on campus
- hallway passes
- recognitions and awards

Students who cannot abide by these expectations or who disrupt academic and social processes may lose any or all of the above privileges.

Detentions

Students who fail to attend a teacher detention will receive two office detentions. Failure to serve an office detention receive AP (Assistant Principal) detentions. A student who skips an AP detention is subject to suspension for three (3) days.

- Students are expected to serve their office detentions on the days assigned by an assistant principal. If a student needs to stay after school for extra help, they must follow the same procedure for working off a detention. Staying after school for extra help does not count as a detention unless approved by an assistant principal.
- Detention slips issued are for informational purposes only, listing the days students are expected to attend detention. Any problems should be resolved with an assistant principal.
- Students may work off detentions with a teacher by doing work for a teacher (such as collating, organizing books, cleaning etc.). The student **must** report to office at 2:45 pm with a note from the teacher including the date and time stating that they worked off their detention. Work detentions must be a minimum of 30 minutes to reduce one detention; 40 minutes of work will reduce two detentions.
- Students do not need to bring detention sheets to detention.
- Teachers may designate “NO WORK” detentions.

When a teacher takes a student from the detention hall for academic help, the assistant principal will determine if credit for reduction of detentions is to be given. Students may not leave detention with a teacher without prior approval of the principal or assistant principal. Daily detentions are from 2:05 to 2:45 pm in a designated location which will change on a quarterly basis.

Students who have received an AP detention may be suspended for three (3) days for any violation of school rules. Example: excessive tardiness, AWOL from class etc.

Grounds for Short Term External Suspension

Students are subject to short-term suspension (one to ten consecutive school days):

- theft or destruction of property (restitution may also be imposed)
- fighting, roughhousing, negligent behavior
- throwing food or objects of any form
- disrespect, verbal abuse, harassment, taunting or threats of any form
- slanderous, defaming statements or libelous written attacks on the character of anyone
- disruption of the educational process
- bullying
- use of obscene or abusive language or gestures including racial, religious, ethnic, sexual or homophobic remarks
- smoking including electronic/vapor pens or cigarettes (anywhere on campus at any time)
- skipping an AP detention
- endangering the safety of themselves or others
- leaving school grounds, or being in restricted areas without permission
- failing to identify themselves when asked by a faculty or staff member
- repeated acts of defiance or insubordination
- truancy and cutting classes
- A Student found in violation of the Medication Policy will be suspended from school.

Prior to the suspension being imposed, students will have the opportunity to present their side of the situation to the assistant principal.

Students on suspension will be afforded the opportunity for makeup, including tests, quizzes and homework. An unexcused absence will be recorded in each subject for each day of suspension.

Suspension from school may negatively impact a student's consideration for National Honor Society.

Students may have to address suspensions on the common application during the college application process Senior year.

The principal or assistant principal will make every effort to notify parents by telephone of a student's suspension. All suspensions are confirmed by letter as soon as possible after the penalty is imposed. Because all members of our school community are subject to both the laws of the Commonwealth and Town Ordinances, our school will report acts, which may violate the law to the police as appropriate and to the State Department of Education.

Grounds for Long-Term Suspension

Students are subject to long-term suspension (greater than ten consecutive days) or expulsion for the following acts:

- Detonation of fireworks in the school building or on school grounds
- Possession and/or use of alcoholic beverages, regardless of quantity
- Physical assault on any member of our school community
- Sexual harassment (see below)
- Threats of violence against anyone
- Hazing (see below)
- Theft and receiving stolen property
- Extortion
- Forgery of doctor's notes, court appearances, parent notes, etc.
- Possession, use, sale or distribution of illegal drugs, alcohol, weapons or drug paraphernalia.
- Acts of arson or pulling a fire alarm
- Bomb threats
- Tampering with safety equipment or emergency exits
- Compromising the security of the building

Any student who is charged with any of the above acts shall be notified and provided an opportunity for a hearing at which they will be allowed to present their side of the situation.

Suspended students will be excluded from participating and attending extracurricular and athletic activities.

Any student considered by school authorities to be a danger to themselves or others will be externally suspended pending an evaluation to determine reentry.

Student Appeals

Students have the right to appeal imposed consequences to the next higher level of administration. He/she may appeal the decision of the assistant principal to the principal. If the matter is still not resolved, he/she may appeal to the office of the Superintendent of Schools.

Expulsion Policy

(MGL Chap. 71, sec. 37H & 37H1/2)

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from our school or school district by the principal.

Any student who assaults a principal, assistant principal, teacher, teacher's aid or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of either of these paragraphs shall be notified in writing of an opportunity for a hearing; provided however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph; provided, however, that any principal who decides that said student should be suspended shall state in writing his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in her/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to the factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the student's expulsion.

Bullying/Cyberbullying

[Westborough Public School's Anti-Bullying Policy](#)

Westborough Public Schools does not tolerate any form of bullying or cyberbullying. For definitions and the complete district policy, please search Section J-ICFB after clicking on the above link.

Use of Cafeteria and Lunch

Please take your place in line for the purchase of food and beverages and do not cut into lines. Students will be required to use a key pad entering their student identification number when purchasing items in the cafeteria. For information regarding setting up lunch accounts

and other information, please contact Claudette Barrett, the school district lunch coordinator at (508) 836-7720 x5155.

All food must be eaten at the tables. Good manners should be used at all times. The picnic tables outside the cafeteria may be used when weather permits. Students are permitted to go outside, but they are not permitted beyond the front of the cafeteria.

Students are expected to take trays, dishes, bottles and papers to the disposal and recycling bins, and to push chairs into the tables before leaving.

Students are to remain in the cafeteria or designated outside areas until the bell rings. Students are not permitted in the lobby or on the second or third floors. Violations will result in detention or suspension.

Behavior in Class

Students are expected to be present, prompt, prepared and participate as directed in the activities of each lesson.

Students sent out of class by their teacher for disrespectful or disruptive behavior must report directly to the main office. First offenses result in a minimum of 3 AP detentions, a second offence, 3 AP detentions and parent contact; a third offense, 3 days of suspension.

Behavior in Corridors, Stairwells and Balconies

Passing between periods is to be orderly, direct and responsible. Generally, everyone must keep to the right and there may be no loitering.

During break, students should keep clear of hallway intersections. Students should remain to the sides of the corridor to allow others to pass. Any student sitting on the floor should not block the paths of others. There is no sitting allowed on any stairways.

Building Use After Hours

After school hours students should leave the building or proceed to appointments with teachers, activities or sports.

Bus Conduct

The bus driver is in complete charge of the bus at all times. Students will remain seated while the bus is in motion, or if authorized to stand, will have a secure grip on a handhold while the bus is in motion; be courteous to others on the bus; listen carefully obey instructions from the driver; and behave responsibly.

Students will not eat food or have beverages on the school bus, smoke on the bus, extend arms or any part of the body outside the window of the bus, put books, lunch boxes or any

other articles in the aisles. Students will not vandalize or destroy the bus or its equipment. Changing seats while the bus is in motion; shouting or making excessive noise that might distract the driver is not allowed. Throwing anything out of a bus window or door, teasing, fighting, pushing, or verbally abusing others on the bus will result in the elimination of bus privileges.

Violations will be reported to the assistant principal who will administer discipline that may include a parent conference. In severe cases of misconduct, the principal may suspend a student out of school, assign him/her a permanent seat on the bus, or suspend bus-riding privileges.

Displaying Affection

Public displays of affection represent inappropriate behaviors that have no place in our school. Violators will be reminded once and then face consequences for insubordinate behavior. While we will do everything possible to avoid embarrassment, this issue must be addressed.

Dress Code

[Westborough Public School's Dress Code](#)

Please search Section J-ICA after clicking on the above link.

Westborough High School's expectations regarding proper standards for student dress were reviewed by a representative group of faculty, students and administration. The initiative was taken to more clearly define what is and is not appropriate dress.

We believe that WHS students should take pride in their personal appearance. With this in mind, appropriate dress should be worn for both the school day and all events that are sponsored by the school:

- Students dress should not create a disruption that could directly interfere with the educational process.
- Students should refrain from wearing shirts or tops that expose, or do not sufficiently cover the front, back and midriff (including, but not limited to, halter tops, muscle shirts). All tops should be long enough that none of the midriff is exposed. All tops will have straps on both shoulders.
- All undergarments should be covered by outer clothing (i.e. straps under outer clothing should be at least one inch in width to ensure coverage. Pants should be worn high enough on the waist so that undergarments are not visible.
- No clothing that advertises or displays illegal substances, alcohol, weapons or tobacco products or that is imprinted with designs that are vulgar, profane or express ethnic slurs may be worn.

- In an effort to create a safe environment, the wearing of hats, bandanas, hoods, sunglasses or other material that covers the face and/or interferes with the identification of a student is prohibited.

Exceptions for religious or medical circumstance must be approved by an administrator.

Violators of the school dress code will be required to change into acceptable clothing. If there is none available, parents will be required to bring clothes to school.

Alcohol Testing

Recognizing that alcohol consumption has no place in school or at school events, and the severe safety risks associated with alcohol consumption, the Westborough School Committee has authorized the use of breath test devices for students. If a student appears to be under the influence of alcohol, an electronic breath tester will be used to help assure that students are safe.

If the student of the test indicates that alcohol has been consumed, the student will be released to parent's custody, and a meeting scheduled to discuss the matter. If the test is negative, the parent will still be called and informed of the test. If a student refuses to take the test, and after being provided an opportunity to give their side of the situation, they may be subject to school consequences based on an administrator's determination that the student is under the influence of alcohol and the parents being contacted.

Drug Searches Utilizing Police Dogs

Our legal and moral obligation is to provide a drug-free environment. The Westborough Police Department and police dogs will, at our request, conduct random searches in the school building and school grounds. While we will ensure the rights of students, our intent is to take a strong position regarding possession, being under the influence or distributing illegal drugs or alcohol.

Searches utilizing police dogs may only be conducted when specifically requested by the principal or his/her designee. The principal or his/her designee will accompany the police on the search. Searches will only be done after school or during classes when students are not in the halls. The dog and the dog officer will only search lockers from the outside. If a police dog identifies a locker as a possible place for concealing drugs or weapons, the locker number will be given to the principal. The principal or his/her designee will then conduct a search of the locker with the student present (if possible) according to existing school procedures. Police will not be the sole party searching the inside of lockers. In the event that drugs or a weapon are found, all decisions concerning school discipline and police referral will be made by the principal using existing school procedures. Parents are notified immediately in the event drugs or a weapon is found. The Westborough School Committee approved random searches throughout the school year in 1995.

An Act Prohibiting the Practice of Hazing

[An Act Prohibiting the Practice of Hazing](#)

Please refer to Section J-ICFA-E to review the above policy by clicking on the above link.

Code of Conduct: Students with Special Needs

Students with special needs as defined by Mass. General Law, Chapter 71B, and Federal Legislation, IDEA-Public Law 105-17, and currently under an individual Education Plan (IEP) shall be subject to all provisions of the STUDENT HANDBOOK. At the time of the team meeting, all members of the TEAM will determine whether that particular student's special needs require modification of the rules and regulations outlined in the STUDENT HANDBOOK. Any such modifications shall be described in the student's IEP.

Suspension of Students with Disabilities

Procedures for Suspension(s) not exceeding 10 days:

- Any student with a disability may be suspended for up to ten (10) days during the school year. Disciplinary decisions are the same for students without disabilities.
- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school sponsored event; carries a weapon to school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

Procedure for suspension of students with a disability when suspension exceeds 10 days:

- If your child is suspended for more than 10 school days in a school year, this removal is considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law (and Section 504).
- Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "manifestation determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP (or Section 504 Plan), teacher observations and evaluation reports.
- At a manifestation determination meeting, the Team will consider:
 - did the student's disability *cause* or have a *direct and substantial relationship* to the conduct in question?
 - was the conduct a *direct result* of the district's failure to implement the IEP?

- If the manifestation determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP (or Section 504 Plan) and any behavioral intervention plans.
- If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. During the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. (For students with Section 504 plans, there is no automatic right to receive educational services beyond the 10th school day of suspension.)

School personnel will provide Notice of Procedural Safeguards for students with disabilities prior to any suspension exceeding 10 school days in one school year.

Leaving School Grounds

Any student leaving school grounds without permission from the office will receive 5 detentions and will be assigned three detentions for each subsequent class missed, and receive a "0" for all work missed. A second or more offenses may result in a short term, external suspension.

Phones, Electronic Devices

Students are allowed to properly use phones, iPods, and other electronic devices ONLY during the following times: 1. prior to 7:30am (or before start of school), 2. during A.M. Break, and 3.) Lunches. Taking photos, or exchanging any inappropriate information, data, or texts are prohibited. Students are not to use any electronic devices including personal music players and cellular telephones on school grounds during any other portion of the school day. In addition, electronic devices and cellular telephones are not to be used in the locker room areas at any time. Students who are caught using any electronic device in the locker room area will have the device immediately confiscated and a parent will have to pick up the device. Westborough High School reserves the right to search the cell phone and personal information contained therein of students who bring or use their cell phones in school or use the cell phones in violation of school rules. Any student who violated this policy will face disciplinary consequences.

Posters and Banners

A school administrator must approve all posters and banners for display purposes. Banners in the foyer are not to be taped; a cord must be used and banners may not extend below the surface of the concrete. Banners and posters will be removed if permission has not been given or if they are hung improperly. All posters should be affixed to bulletin boards.

Probation and Loss of Privileges

Our principal may place a student on social probation and/or revoke privileges entirely, for conduct judged to be seriously detrimental to the best interest and good order of the student.

Loss of privileges may take the form of restriction from attendance at school sponsored events held after school, such as tournaments, plays, dances, concerts, etc., or exclusion from participation in extra-curricular school activities such as athletics, plays, dances wherever held, or a combination thereof.

Our principal shall make the loss of privileges or probation specific as to length of time and to the nature of the restriction or exclusion.

Cheating/Plagiarism

Plagiarism represents a serious form of dishonesty. Our teachers feel that it is important for you to know what plagiarism is so that you will be able to avoid it in your schoolwork. Plagiarism is the copying and/or using of the ideas, the opinions, the information and the words of another person without acknowledging that the material is not your own. Plagiarism is deception because it leads others to believe that what you have written is your own. It is also stealing because it is using the product of someone else's work without giving the writer credit for the work.

Penalty for Cheating/Plagiarism

Cheating/Plagiarism in any form is not acceptable and will not be tolerated. Any student who cheats or commits plagiarism shall be subject to disciplinary action including, but not limited to, receiving a zero grade on the assignment, permanent removal from class and/or suspension or expulsion from school. Teachers shall notify administration of any suspected incidents of cheating/plagiarism, and the student's school counselor and parents will be notified. In addition to imposing disciplinary sanctions, incidents of cheating/plagiarism will be documented into the administrative disciplinary database. Students who have been found guilty of some form of cheating may potentially forfeit entry into or be removed from the National Honor Society. Colleges or universities may be appraised of any student who has engaged in cheating/plagiarism.

Reference Guide for Research Writing

The guide is to aid you in incorporating research into your writing. For the complete manual, you can go to <http://www.westboroughk12.org/cms/One.aspx?portalId=35937&pageId=814716>. For more information that is detailed and advice about ways to avoid plagiarism, please refer to the article in the style manual for research writing available in the high school media center.

Restricted Areas

Both parking lots and the areas beyond the lots are off limits during school hours. Students are not permitted in the halls, auditorium, stairwells, locker rooms and balcony areas during classes without a pass. If a student is reported to the office as being “out of area”, detentions will be assigned. During lunch periods, students who are at lunch are restricted to the cafeteria and outside picnic area.

School “Skip” Days

Please be aware that there is no provision for “skip days”. Days out of school without consent are unexcused absences and will result in detentions and/or suspension.

Skate Boarders and Roller Blades

Skateboards and roller blades are not permitted on school grounds or in the building. Detentions will be assigned for violations.

Snowballs

Throwing snowballs in any form is forbidden with a consequence for violation of 5 detentions. If there is injury or destruction that results, the consequences will include suspension.

Smoking/Tobacco Use

It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds at any time. Any student found using or in possession of any tobacco product on school grounds, on school buses or at school events will receive a three-day suspension from school and is subject to the consequences described in the Chemical Health Policy.

School Property

Each student is provided with textbooks, workbooks and other materials, as appropriate. No charge is made, but these materials are on loan and must be returned. So that other students may be afforded the same opportunities, each student is encouraged to give proper care to the loaned materials. Where severe damage does occur or an article is lost, the student is required to pay for it. Failure to pay can mean the loss of privileges, including the non-issuance of report cards.

Search and Seizure

In regard to the questions of search and seizures, the Supreme Court of the United States of America has ruled:

1. A warrant is not required before a teacher or school administrator conducts a search of a student suspected of violating a school rule or criminal statute.
2. Probable cause is not required before a student may be searched; rather before conducting a search, the teacher must have “reasonable grounds for suspecting that

the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.”

3. The search must be reasonable in its scope as well as its inception.

Members of the administrative team will be responsible for conducting any such search and seizure.

Regarding lockers:

1. Master keys and copies of combinations for lockers are retained by the school administration.
2. The school administration retains the right to periodically conduct locker searches, when warranted, in compliance with these rules.
3. All students should be aware that the school administration will permit specially trained “search dogs” to patrol the hallways upon occasion, under the supervision of law enforcement officials and completely at the discretion of the administration, and that the enforcement officials relative to the results of any searches that may be performed during such dog patrols including, without limitation, delivering any contraband discovered to said officials.

All students should also be aware that school lockers assigned to individual students by the school’s teachers or administration remain the property of the school and that the administration reserves the right to open and inspect any locker or desk and its contents at any time. In the event that any illegal substances, weapons, tobacco products, or other contraband are found in the locker or desk assigned to a student, that student shall be presumed to possess that contraband and shall be subject to immediate and appropriate discipline. Students have no right to privacy in the lockers assigned to them nor in the belongings students store in those lockers. *Therefore, it is important that students not give out their locker combinations, or tamper with the locking mechanism.*

Senior Violations

A senior who in the final days of school commits a serious act against the school, the faculty or a fellow student, may be suspended from senior events including prom, senior banquet, senior luncheon, senior trip, awards assembly, baccalaureate and graduation exercises.

Weapons on School Grounds

Chapter 150 of the Acts of 1987 added the following paragraph to GL c71, s.10. Whoever is not a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine or not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Threats of Violence

Westborough Public Schools has developed an anonymous tip line for parents and students to report any issues of potential violence or drug related concerns. Please see the district website and click on the anonymous link. Ensuring student safety is the highest priority of all administrators, teachers and parents. We will assess school safety annually and include measures to address security as part of the School Improvement Plan.

Parents have the right to be informed in matters of safety that affects their children. Using his/her discretion, the principal will make the decision concerning parent notification based on his/her assessment of factors including, but not limited to, the scope of threat or violence, the immediacy of the threat, the identity of the (alleged) perpetrator, and the form of the threat. In general, decisions regarding parental notification of such issues will be made in the following manner:

Priority Notification:

- Their child is specifically threatened as an individual or as a group such as one class
- Explosives or weapons are found at school
- A verbal or written threat is very detailed and demonstrates realistic elements of planning
- A well-defined threat is related to a significant incident at an area school

Non-Priority Notification:

When in our principal's judgement the threat does not pose a genuine concern, the matter will be handled seriously, but parents will not be notified.

- Copycat messages
- Wall graffiti
- Notes on scrap paper or book covers
- Pranks

Methods of Communication to Parents:

When the principal chooses to communicate with parents concerning threats to safety, there will be a uniform message using Connect 5, channel 12, a letter, call-in line at school, or other expedient and effective means. Our principal will periodically update parents through either Connect 5, a newsletter or memorandum. Parents can direct questions regarding school security to the principal.

Discrimination and Sexual Harassment

[Westborough Public School's Discrimination and Sexual Harassment Policy](#)

Please refer to Section A after clicking on the above link.

Section A includes for following Policies:

Nondiscrimination Section A-C
Nondiscrimination on the Basis of Sex Section A-CA
Sexual Harassment Section A-CAB
Nondiscrimination on the Basis of Handicap Section A-CE

Pregnant Students MGL 71:84

Pregnant students will be permitted to attend school. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.

Sex Education Policy

MGL ch 71, section 32A (Added by Chapter 291 of the Acts of 1996)

Every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized because of such exemption.

The department of education shall promulgate regulations for adjudicator's proceedings to resolve all disputes arising under this section.

Right to Know Law

The Right to Know law regulates the rights of employees and community residents to learn about the nature and effects of hazardous material to which they are exposed. It does not ban the use of toxic substances. Rather it mandates the education of people exposed to these substances. Employers are required to conduct annual training programs and to supply information on each toxic or hazardous substance used, handled or stored in the workplace.

Westborough Public Schools Student Internet Acceptable Use Policy (AUP)

The Westborough Public School (WPS) District offers Internet access for student use. Access to the school network and the internet system is a privilege not a right.

Please refer to the following link for the AUP: [Student Internet Acceptable Use Policy](#)

