



Westborough High School

Home of the Rangers



2017-2018
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

High School Administration

Telephone/ email

Principal

Mr. Brian M. Callaghan

836-7720

callaghanb@westboroughk12.org

Assistant Principals

Mrs. Jessica Barrett

836-7720

barrettj@westboroughk12.org

Mr. Matthew T. Lefebvre

836-7720

lefebvrem@westboroughk12.org

Athletic Director

Ms. Johanna DiCarlo

836-7714 dicarloj@westboroughk12.org

Ms. Sarah Carver, Athletic Trainer

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

Ms. Celli (LTS)

Ms. Corsa

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

Ms. Santandrea

Fine Arts

Ms. Ballachino

Ms. Chartier

Mr. Doyle

Mr. Glenn
Ms. Greer
Mr. Martin (Chair)
Ms. McGrath
Ms. Slotnick

School Counselors

Ms. Caira
Ms. Goodliffe
Ms. Kapusniak
Ms. Vavruska
Mr. Wolfson (Chair)

Engineering/Family & Consumer Science

Mr. Daly
Mr. Hall
Ms. Leuci
Mr. Parsons (Chair)

Informational Science/Business

Ms. Apuzzo-Langton
Ms. Potosnak (Chair)
Ms. Quillen
Ms. Rodriguez

Mathematics

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

Physical Education/Health

Mr. Anderson (Chair)
Ms. L. Brown
Ms. Caruso
Ms. Chandley
Ms. Gavin
Mr. Gill
Mr. Rota
Mr. Wilson

Science

Ms. Bakale
Dr. Deshpande
Ms. D'Onofrio
Mr. Daudelin
Mr. Fontaine (Chair)
Ms. Hilfinger
Ms. Hoey
Ms. Pishock (LTS Q1)
Ms. Purdy
Dr. Ryan
Ms. Wallace
Ms. Waterman

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. Carbonneau (OT)
Ms. Corazzini (STRIDE)
Mr. Donovan (STRIDE)
Ms. Leach
Ms. Lonergan
Ms. McManus (18-22)
Ms. C. Miller (Team Chair)
Mr. Nofsinger
Ms. Stark (18-22)

World Languages

Ms. Achenbach
Ms. Brown
Ms. Flanagan
Ms. MacAlpine
Ms. Palladino
Ms. Rosati
Ms. Snider
Mr. Sullivan (Chair)
Ms. Xie

Other Professional Staff

Adjustment Counselor

Ms. Parteleno

Library/Media Specialist

Ms. Cellucci

Nurse

Ms. Kelland

Ms. Connors

Psychologist

Ms. Weikert

Ms. Surman

Social Worker

Ms. Balacco (Chair)

Ms. Glenn

Mr. King

Paraprofessional Staff

Ms. Costin-Lamb (Fine Arts)

Ms. Dolson (18-22)

Ms. Gavin-Considine (SPED)

Ms. Jeurgens (STARS)

Ms. Mayone (Technology)

Mr. McCarthy (18-22)

Ms. Morganelli (Library)

Ms. Murphy (SPED)

Ms. Nahid (SPED)

Ms. Owens (SPED)

Ms. Potosnak (SPED)

Ms. Rajotte (SPED)

Ms. Shifman (STRIDE)

Ms. Uhlman (SPED)

Secretarial Staff

Ms. Benoit (Main Office)

Ms. Forbes (Principal's Office)

Ms. Kenefick (School Counseling)

Ms. Morse (School Counseling)

Ms. Orlando (Main Office)

Technology (District)

Mr. Lang

Ms. Leach

Mr. Masciarelli

Mr. Rearden

Mr. Smreczak

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.

M.G.L. c.71, §37L

“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 and students should not have an

expectation of privacy in the contents of school lockers. 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 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 via email or leaving a message in their voice mail. ***You can expect a timely response 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 an original 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. Massachusetts law, M.G.L. c.71, §34H, requires the implementation of a standardized process by which public schools provide access to student records to parents who do not have physical custody of their children (non-custodial parents). Non-custodial parents who seek to access student record information pertaining to their child must annually 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 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.

Student Records

I. Inspection of Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls..

III. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the building Principal. The building principal will render a written decision on such a request within one week.

IV. Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed. Our school retains a transcript of student records for sixty years.

The above is only a summary of some of the more significant provisions of federal (the Family Educational Rights and Privacy Act) and state regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be obtained from the principal's office or the Department of Elementary and Secondary Education. These are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Westborough Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Westborough Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Westborough Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone numbers – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Westborough Public Schools to disclose directory information from your child's education records without your prior written consent, please notify the Principal in writing. Please specify the agencies, purposes and/or information you do not want released. Westborough Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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. The 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.

Idling of Motor Vehicles

For the safety and welfare of students and staff, we would remind you that Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c.90, §16B and 504 CMR 27.00 prohibits operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school grounds.

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

CPR/AED Training

As part of our ongoing commitment to our students and the community at large, all ninth grade students will be trained in Cardio Pulmonary Resuscitation (CPR) including the instruction in the psychomotor skills necessary to perform CPR and the use of Automated External Defibrillators (AED's). As this is a yearly expectation, by the end of the 2019 school year and beyond, all Westborough High School Students will be trained.

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 Tuesday until the Friday after Labor Day students can request a schedule change by using the proper form located in School Counseling; Administrators will handle these changes. (No schedule change requests will take place during the first three days of school.)
- 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.

Independent Study courses are at the sole discretion of the sponsoring teacher and Administration.

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 the sending school at WHS' discretion. 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.

Students who transfer into WHS will not be eligible for valedictorian or salutatorian.

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

All students transferring into Westborough High School must provide a complete copy of their previous school district student record at the time of their enrollment. Students who do not have a copy of their student records must provide the Westborough Public Schools with written authorization to obtain the student's record from the previous school district. M.G.L. c.71, §37L.

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 the Quest Coordinator.

Grading for Quest Students

Full Year Course:

Final Average = $.20(Q1) + .20(Q2) + .10(MYE) + .20(Q3)$ = Final Average; the divisor is 70%.

Second Semester Elective:

Q3 = Final Average

(There will be no Senior Final Exams or Quest Exams starting in 2017-2018.)

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

The WHS faculty is committed to assigning out-of-school learning activities that are:

- Meaningful
- Fair
- Relevant
- Considerate of time

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.

Parent/Guardian Guidelines for Viewing Grades Online

As a district, we are committed to student learning and believe that effective communication is an essential part of the process. We believe that this system involves three invested parties--teacher, student, and parent/guardian--with the student at the center. Therefore we have adopted an online gradebook with a desire to share details of academic progress and increase student responsibility. We hope access to information helps both students and parents/guardians track and understand student progress in individual classes.

At WHS we also recognize that grades are but one of several tools that can be used to monitor student achievement. Our high school believes that although reporting grades is necessary, it is more important to emphasize the learning, growth, and development of all students.

When viewing your student's academic progress online, please be mindful of the following:

- Use the online grade information as a means for a productive and positive conversation about the learning process with your student. For example, you can discuss the experience of completing the work and what was learned.
- Encourage your student to monitor his/her own progress online. High school students should take ownership of, and have responsibility for, the grades they have earned. Students should address questions or concerns about their progress directly with the teacher.
- Talk to your student. Often, students have additional information about assignments, class work, and grades. Bear in mind, ongoing assessments may raise or lower a grade prior to the conclusion of the marking period.
- Different courses and instructors have varying systems for evaluating work, calculating and reporting grades. This information will be communicated to students by their teachers.
- Online updates will vary from class to class. However, all online grades will be up to date at mid-quarter and at the end of each marking period. Please refer to the following dates:
 - range: mid- quarter date plus 7 days; end of quarter reporting date is approx. 1 week after end of quarter

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 makeup, 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. Students who are confined to their home or to a hospital setting for medical reasons in excess of 14 days in a school year are eligible to request tutorial services. Please contact the Principal's office for additional information regarding home/hospital tutorial services.

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.

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

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 (cumulative)
Grade 11	17 Credits (cumulative)

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.

The following grading system will take effect with the Class of 2018.

Grade	Adv. Placement/ Accelerated	Honors	College Prep	College Prep II
A+	5.3	4.8	4.3	3.8
A	5.0	4.5	4.0	3.5
A-	4.7	4.2	3.7	3.2
B+	4.3	3.8	3.3	2.8
B	4.0	3.5	3.0	2.5
B-	3.7	3.2	2.7	2.2
C+	3.3	2.8	2.3	1.8
C	3.0	2.5	2.0	1.5
C-	2.7	2.2	1.7	1.2
D+	2.3	1.8	1.3	0.8
D	2.0	1.5	1.0	0.5
D-	1.7	1.2	0.7	0.2
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. Under all circumstances, parents will be contacted within 3 school days following a student's absence if the school has not received notification as to the reason for the absence from a parent.

Upon reaching five (5) days of unexcused absences in the school year, a student's parent or guardian will be contacted and a meeting will be conducted for the purpose of developing action steps to address the student's attendance

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 Vacation Policy

As you plan family vacations we urge you to schedule those trips during times when school is not in session. Extended absences from school are discouraged because they are disruptive to your child’s education. According to school policy, we do not provide homework in advance for students who miss school due to family trips or vacations. As you plan future family vacations please keep in mind that all family vacations and family trips that occur when school is in session will be recorded in your child’s attendance record as an “unexcused absence.” If an extended time away from school is unavoidable, please send a note to the teachers and the building principal. If your child exceeds the number of unexcused absences – 18 in a full school year course, and 9 in a semester long course – then the student will not receive course credit for taking that course. Please contact your school if you have any questions concerning family vacations.

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. **Dismissals are not allowed on days of Junior Prom, Senior Ball and Holiday Ball - except for documented medical, dental or court appointments.**

Suspensions

Classes missed due to disciplinary action are considered unexcused absences. Students shall, however, have the opportunity to make academic progress while suspended from school.

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.

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. If a student misses 2 or more classes due to tardiness on five (5) school days during the school year, the parent or guardian will be contacted and a meeting will be conducted to develop an action plan to address the student's attendance.

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 may be subject to suspension.

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 personal, 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 Program

The School Counseling Department delivers a comprehensive program to support and advocate for all students in a variety of ways to meet their individual needs. A common objective throughout the program is to empower students to thrive as individuals throughout and beyond high school. This is done by reinforcing the concepts of ownership, organizations, self-advocacy and inquiry as necessary components to students' personal empowerment.

The WHS School Counseling Program is based on national and state school counseling standards and is organized into three domains: Academic Development, Personal/Social Development and Career/College Planning. It is delivered both formally and informally, through classroom lessons, small group discussions and individual meetings. With collaboration and reinforcement from other faculty and departments in the school, objectives for these domains are woven throughout the students' careers and WHS.

Individual Meetings with School Counselors

Students may schedule individual meetings with their counselor through email or by visiting the School Counseling Office and seeing one of the Counseling Department secretaries. Students schedule individual appointments for a variety of reasons, including but not limited to: academic support; assistance with college and career planning; interpretation of test scores; course selection; help with home, school or social concerns; or any other questions a student may feel that he/she would like to discuss with their counselor.

School Adjustment Counselor

We also offer the services of a school adjustment counselor who provides additional therapeutic 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 substance use prevention. SBIRT (Screening, Brief Intervention, Referral to Treatment) is a substance use prevention program to educate students and identify those at risk for harmful behaviors. 10th Graders are screened for vision, hearing, height and weight. Parents may choose to have their child opt out of these screenings by notifying the school nurse in writing within the first 2 weeks of school.

Comprehensive physical exams are required for all new students and students in grade 11. Students participating in interscholastic sports must have a current physical on file. Physicals for sports are valid for 13 months from the date of the physical. Physicals dated past 13 months are considered expired.

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](#)

MDPH Information on Substance Abuse Disorder

On March 14, 2016 Governor Charlie Baker signed landmark legislation into law to address the deadly opiod epidemic plaguing the Commonwealth. The bill is titled *An Act relative to substance use, treatment, education and prevention*. The new law includes multiple provisions including a 7-day limit on every opiate prescription for minors (with certain exceptions), a mandate for a verbal screen for substance use disorders in students and a requirement that information on opiate-use and misuse be disseminated to all students participating in an extracurricular athletic activity prior to their athletic season. This information can be found at the sports concussion website www.mass.gov/sportsconcussion.

The following is a link for information on substance use and misuse, where to get help for your child, resources and a link to the Department of Public Health Bureau of Substance Abuse Services: <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/substance-use-disorder.html>

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 and a privilege. 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: <https://www.familyid.com/westborough-high-school-athletics>

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. Guest Verification forms are located in the office or on the website.

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 Guest Verification 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.

Digital Citizenship

WHS grants students the privilege of access to computers, and/or a local area network, the Internet, and other technology tools, all of which are owned, maintained, and controlled by Westborough Public Schools. We expect that students will use these technology resources only in accordance with the WHS' values and mission and only for academic purposes. The use of

the school's technology resources is a privilege and may be revoked for repeated violations of policy or a single substantial infraction. Students should not expect any privacy in their use of the school's technology resources. All data created, stored, received, sent, and viewed on or through such resources are subject to monitoring and access by the school at any time.

Consequences for students who violate this citizenship expectation may include the revocation of student access to all technology resources, loss of any other privileges at WHS, detention, suspension, or expulsion.

Procedures for Addressing Issues/Conflict

- Parents should encourage students to address issues with their teacher directly.
- If the student is not satisfied, the student should seek out the respective department head
- If further clarification is needed, a parent/guardian should contact the teacher
- If the parent is still not satisfied with the outcome, the parent should contact the appropriate Assistant Principal/Principal.

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 up to 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.

All students shall be provided with due process prior to the imposition of a suspension from school.

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.

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 / discriminatory 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.
- Possession of weapons
- Acts of arson or pulling a fire alarm
- Bomb threats
- Tampering with safety equipment or emergency exits
- Compromising the security of the building

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 may be subject to immediate suspension.

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.

Disciplinary Procedures

Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-term Suspension: means the removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Due Process

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which

the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearing

Short-Term Suspension: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension: At a hearing to consider a student's suspension in excess of ten (10) consecutive days for violations of a school rule not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be afforded the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request.

At a hearing to consider a student's suspension in excess of ten (10) consecutive days or expulsion for violations involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be afforded the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense, and the opportunity to present evidence and witnesses at said hearing before the principal.

Principal's Decision

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Appeals

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress

Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

Bullying/Cyberbullying

A. Statement of Purpose

The Westborough Public School System is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying. Harassment, intimidation and bullying within the Westborough Public School community will not be tolerated and all complaints will be taken seriously and promptly investigated. The purpose of this policy is to prevent harassment, intimidation, and bullying between or among any members of the school community and to offer persons who believe they have been subject to it an efficient and effective means by which to end it.

While any student could be subject to bullying, the District recognizes that certain students, may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status,

gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The Westborough Public Schools has taken specific steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to avoid and respond to bullying.

Nothing in this policy shall prevent the Westborough Public Schools from responding to discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law. The Westborough Public Schools has established separate discrimination and harassment policies that provide protection to specific categories and groups of students and staff.

B. Scope

This policy applies to all members of the Westborough public school community; staff, students, and parents/guardians, while attending school and all extra-curricular and school sponsored activities and events, both on school property and at off-site locations, and during normal school hours as well as during non-school hours

C. Definitions

Bullying may take a variety of forms and is unacceptable in a school or work environment. As a result, no student shall be subjected to harassment, intimidation, bullying, or cyber-bullying in Westborough Public Schools:

1. "Bullying" means the repeated use by one or more students or by a member of 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 an unwelcome 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 the target's property; student or employee, (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. For the purposes of this section, bullying shall include cyber-bullying.
2. "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 communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 persons.

- a. Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
 - b. As used in this Section, “electronic communication” also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.
3. “Aggressor” is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.
4. “Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.
5. “Retaliation” means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying.

D. Prohibition Against Bullying, Cyberbullying and Retaliation

Bullying and retaliation are strictly prohibited:

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

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

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

As stated in M.G.L. c. 71, § 37O, this Policy and the district’s Bullying Prevention and Intervention Plan shall not be construed as requiring the district or district schools to staff any non-school related activities, functions, or programs.

II. VIOLATIONS OF THE POLICY

Any person who violates this policy will be subject to appropriate disciplinary action, including but not limited to warnings, reprimands, /restrictions, discharge, suspension or expulsion. Any disciplinary action against employees of the school system will be taken in accordance with

applicable collective bargaining agreements, state, and federal law. Harassment, intimidation, and bullying need not be intentional to violate this policy.

III. Reporting and Investigations of Bullying

The following procedures are based on the requirements of M.G.L. c. 71, § 370. In addition to the requirements of M.G.L. c. 71, § 370, where the alleged conduct is on the basis of race, color, national origin, age, gender, gender identity or expression, sexual orientation, disability or religion, the district should also consider whether the conduct constitutes a hostile environment based on those protected classes, consistent with its Discrimination and Harassment Policy.

A. Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member will be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

(i) Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

(ii) Reporting by Students, Parents or Guardians, and Others

The Westborough Public Schools expect students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

B. Responding to a report of bullying or retaliation.

(i) Safety

Before fully investigating the allegations of bullying or retaliation, the principal or

designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

In determining the steps necessary to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents, the principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation

(ii) Obligations to Notify Others

(a) Preliminary Notice to Parents or Guardians. There may be circumstances in which the principal or designee contacts parents or guardians prior to investigation or an investigative determination. Any such Notice will be consistent with state regulations at 603 CMR 49.00.

(b) Notice to another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

(c) Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the Westborough Police Department. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student who is no longer enrolled in school, the principal or designee shall contact the Westborough Police Department if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

C. Investigation.

Upon receipt of a report or complaint that would, if true, constitute bullying, cyber bullying, or retaliation, the principal or principal's designee will promptly commence an investigation. In investigating any such complaint, the principal or designee will interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the principal's obligation to act promptly and to thoroughly investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the principal will inform the target, aggressor, and all witnesses that retaliatory treatment of any individual for reporting or lack of cooperation with an investigation of bullying will result in disciplinary action may include suspension or expulsion from school.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for bullying investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

At any point after receipt of a report of bullying or retaliation, including after an investigation, the principal shall notify the Westborough Police Department and School Resource Officer if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice shall be consistent with the requirements of 603 CMR 49.00 and established agreements with the local law enforcement agency. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

D. Determinations.

Within fourteen (14) school days of the principal's receipt of the complaint of bullying, cyber bullying, or retaliation, the principal will make a determination based upon all the facts and circumstances. If, after the investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

E. Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

IV. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying, cyber-bullying, or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Westborough Public Schools administrators and staff may consider the following skill-building approaches:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;

- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- including offerings, supports and, where appropriate, individual behavior plans addressing the recognition that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Possible consequences to serious incidents of bullying include suspension and expulsion from school.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well both while the investigation is pending, if necessary, and subsequent to a determination that bullying has occurred. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. He/she may also implement a safety plan. In developing a safety plan, the principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these

characteristics.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

V. ANTI-RETALIATION PROVISION

Behavior that is interpreted as retaliatory in response to a bullying complaint being filed, or cooperation with the investigation thereof, is in violation of this policy and is subject to the same reporting and investigative procedures as the initial complaint. Filing of false reports is also in violation of this policy. Persons found to be engaging in retaliation or filing false reports of bullying or harassment will be subject to disciplinary action.

VI. COMMUNITY COMMITMENT / CODE OF CONDUCT

In an effort to promote an atmosphere of mutual respect among all members of the Westborough educational community, the following Code of Conduct has been established, which provides guidelines for responsibilities and expectations for all involved parties.

Parent/Guardian

As a parent/guardian, I will:

- Show courtesy, respect, and support for my child, the staff, and the school
- Support the school's discipline policy
- Maintain open lines of communication between myself, my child, and the Westborough school community
- Instill in my son or daughter:
- Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment
- Respect for the rights of fellow students and staff
- Respect for property and resources
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein

As a parent/guardian, I have the right to expect that:

- I will be treated with courtesy and respect by students and staff members
- My child will be treated with courtesy, consistency, and fairness by all members of the Westborough educational community
- My questions and concerns regarding my child's education will be responded to in a timely and professional manner

- My child will be able to work in a school climate that is safe, pleasant, orderly, respectful, and conducive to learning

Student

As a student, I will:

- Be kind and helpful to my classmates
- Show respect for staff members, parents, other students, the school, and myself
- Obey classroom, school, and bus rules
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way.
- Show respect for property by not stealing or vandalizing
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein
- As a student, I have the right to expect that:
- I will be treated with courtesy, consistency, and fairness by all members of the Westborough educational community
- I will be able to work in a school climate, which is safe, pleasant, orderly, respectful, and conducive to learning

Staff Member

As a staff member, I will:

- Show respect for each child and for his or her family
- Provide a safe and comfortable environment that is pleasant, orderly, respectful, and conducive to learning
- Communicate and enforce school and classroom rules fairly and consistently
- Provide an environment that will promote self-esteem
- Treat students fairly and consistently
- Respect the rights of all individuals
- Maintain open communication within the entire school community
- Strive to make myself accessible to parents/guardians to resolve questions and concerns in a timely manner
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein
- As a staff member, I have the right to expect:
- I will be treated with courtesy and respect by all parents/guardians, students, and members of the Westborough educational community
- Students' behavior will promote a positive learning environment
- School administrators will provide leadership and support

- I will have the support and cooperation of students, parents/guardians and colleagues in the performance of my duties

VII. Relationship to other Laws

Consistent with state and federal laws, and the policies of the Westborough Public Schools, no person shall be discriminated against in admission to a public school in Westborough or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, age, gender identity, disability, or sexual orientation. Nothing in the plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies including its Discrimination and Harassment Grievance Procedures. In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H, 37H½, 37H¾, or other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

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 x3155.

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, up to 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. All school rules are in effect at school bus stops and on the school bus.

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. 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.

School Discipline and 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 dangerous weapon to school or a school-sponsored event or causes substantial bodily injury to another at school or at a school sponsored event.. Under these circumstances, the school district may exercise its authority to place the student in an interim alternate educational setting (IAES) for up to 45 school days. Thereafter, the student 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 a student with a disability is subject to a pattern of disciplinary removal exceeding 10 school days or excluded for more than 10 consecutive school days, the, this removal will constitute a “disciplinary 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, a team of building administrators and relevant members of a student’s IEP/504 Team must meet to determine whether or not the behavior that forms the basis of the disciplinary action is related to the student’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 (or Section 504 Plan)?
- If the manifestation determination decision is that the disciplinary action was related to the disability, the student 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 no behavioral intervention plan has previously been developed, a functional behavior assessment will be conducted.
- 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.

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://westboroughwhs.ss6.sharpschool.com/library_media/. 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 Boards 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, including vaporizers and other nicotine delivery devices 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, school loaned devices 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

A student's person, personal possessions, student locker, and motor vehicle may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

In regard to school administrator's authority to conduct such searches, 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. Students should not have an expectation of privacy in the contents of their school lockers..
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. Student's found in possession of a weapon on school grounds or at school-sponsored events are subject to expulsion. M.G.L. c.71, §37H.

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 judgment 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.

Notice of Non-discrimination

The Westborough Public Schools (District) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, disability, veteran status, genetic information, religion, or age, and any other class protected by law, in admission to access to, employment in, or treatment in programs and activities.

The following individuals have been designated to handle inquiries regarding the District's non-discrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Act.

Should you wish to file a complaint alleging discrimination of a student you may contact:

Sherrie Stevens
Civil Rights Coordinator for Students
Director of Pupil Personnel Services
45 West Main Street
Westborough, Massachusetts 01581-6152
(508) 836-7703

Should you wish to file a complaint alleging discrimination of an employee based on disability, age, gender, race, color, national origin, religion, sexual orientation, or gender identity you may contact:

Dr. Daniel Mayer
Assistant Superintendent
Civil Rights Coordinator for Employees
45 West Main Street
Westborough, Massachusetts 01581-6152
(508) 836-7701

Discrimination and Sexual Harassment

The Westborough Public Schools are committed to maintaining a school environment for students free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, gender identity, age, ancestry, disability, gender identity, veteran status, homelessness, genetic information, and any other class protected by law. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Westborough Public Schools requires all students and staff to conduct themselves in an appropriate manner with respect to their fellow students, staff, and all members of the school community.

It shall be a violation of this policy to harass, discriminate, bully, intimidate, threaten, insult, retaliate or otherwise engage in any conduct, whether verbal or physical, against any student based upon their race, color, religious creed, national origin, sex, sexual orientation, gender

identity, age, ancestry, disability, gender identity, veteran status, homelessness, genetic information and any other class protected by law. M.G.L. c.76, §5.

The Westborough Public Schools takes allegations of discrimination, harassment, and sexual harassment seriously, and will respond promptly to any complaints of potential violations of this policy. Further, any retaliation against an individual who has complained of, or has cooperated in an investigation of a complaint, about discrimination, harassment or sexual harassment shall not be tolerated. If the Westborough Public Schools finds that an individual has violated this policy, we will act promptly to eliminate the conduct, impose corrective action as necessary, including disciplinary action where appropriate. Nothing in this policy shall limit our authority to discipline or take remedial action for conduct that is deemed to be a violation of this policy.

Additional information regarding the Westborough Public Schools' non-discrimination Policy and procedures may be accessed at the link provided above or in principal's office.

Pregnant Students M.G.L. c.76, §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 c. 71, §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 Technology Responsible Use Policy

By using the Westborough Public School district technology resources students are agreeing to abide by the terms and conditions of this policy.

The Westborough Public Schools (WPS) provides employees and students with access to the district-wide school network, which also serves as our gateway to the Internet, and school

issued technology. The network has been developed for educational purposes. It is intended to assist in preparing students for success in life in the 21st century by providing access to a wide range of information resources and the ability to communicate with people throughout the world.

The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy, including circumventing firewalls, filters, or access controls and/or accessing forbidden or inappropriate material.

The WPS utilizes and maintains a CIPA compliant content filter to reduce the risk of inadvertent exposure while recognizing that it will never provide assurance of complete filtering.

To protect student privacy and ensure safety, the following guidelines are to be followed:

Responsible Use:

- I will use the Internet, network, and school devices for educationally relevant purposes.
- I will only use websites that are appropriate for student at my age level.
- I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet or make unauthorized copies of digital media.
- I will not use communication tools (e.g., e-mail, chat rooms, instant messaging, Facetime, Skype, Snapchat, etc) without teacher and parent consent.
- I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.

Privileges:

- Using computers and the Internet at school and home is a privilege, and my teacher and the principal make the decision whether and when I may use it or not. If my behavior online is inappropriate, I may lose this privilege.

Manners and Respect:

- I will coordinate with teachers and/or librarians any large scale downloading and printing to prevent network slowdown and conserve resources.
- I will respect all school hardware and never load software or do anything to damage any equipment.
- I will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers. This includes personal social media accessed on school issued devices.

- I will not share my personal account information with anyone, use an account assigned to another user or leave the account open or unattended. I will not trespass, delete or tamper with anyone else's files, folders, applications, or work.
- I will promptly inform a teacher if any messages I receive are inappropriate.
- I will only use e-mail for school-related communication.
- I will not send or read e-mails, access personal accounts or games at inappropriate times, such as during class instruction.
- I will not promote cheating in any way.

Roles and Responsibility:

- I will bring my device to school every day.
- I will be responsible for having my device's battery charged and working.
- I understand that there will be consequences administered by the teacher and/or principal if I do not bring my charged device to class or if I violate any of the Responsible Use Policy rules.

Uses for Student E-mail:

E-mail can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their Gmail at least once per day.
- Teachers may send e-mail to their students to communicate reminders, course content, and pose questions related to class work.
- Students may send e-mail to their teachers with questions or comments regarding class.
- Students may send e-mail to other students to collaborate on group projects and assist with school classes.

Monitoring Use and Expectation of Privacy

At any time and without prior notice, WPS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage.

The district reserves the right to temporarily block any device suspected of interfering with the proper operation of the network, school, or district or of posing an immediate risk to people or property until it can be demonstrated that the issue has been resolved.

Students using district devices can expect the same level of privacy as from their lockers and students using personal devices can expect the same level of privacy as from their phones.

Parent/Guardian Responsibility:

Monitor student internet and social media use at home. Contact a teacher if any questions arise. Parents/Guardians are encouraged to monitor their children's computer usage at home. When school issued devices are used at home it is recommended that they are used in a central location where supervision can be maintained.

The student/family is responsible for the safety and condition of any district devices designated for their use.

Violation of this policy could result in the revocation of all network access, detention or suspension from school, legal action by the authorities and/or other consequences as deemed necessary by the administration.

Liability

Liability The Westborough Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Westborough Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks. The Westborough Public Schools shall not be liable for any damage to or loss of personally owned equipment or data.

Appendix A

Massachusetts Statutes Pertaining to Student Conduct

MGL Ch. 71 Sec. 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, associate principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- (f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- (g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

MGL Ch. 71 Sec. 37H ½

- (a) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension, provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

- (b) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to

its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4.

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a

parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

- (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

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

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the

department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

M.G.L. c.76, §5

No person shall be excluded from or discriminated against in admission to a public school, or in obtaining the advantages, privileges and courses of study of such school on account of race, color, sex, religion, national origin, sexual orientation or gender identity.

M.G.L. c.269

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership.

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

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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