

**NORTH ATTLEBOROUGH
HIGH SCHOOL
1 Wilson W. Whitty Way
North Attleborough, MA 02760**

PRINCIPAL
Mr. Peter Haviland

ASSISTANT PRINCIPAL
Mrs. Sonja Metcalf

ASSISTANT PRINCIPAL
Mr. Russell Booth

**STUDENT HANDBOOK
2018-2019**

SCHOOL TELEPHONE NUMBERS

MAIN OFFICE	508-643-2115
MAIN OFFICE FAX	508-643-2173
GUIDANCE	508-643-2120
GUIDANCE FAX	508-643-2122
SPECIAL EDUCATION	508-643-2150
NURSE	508-643-2116
NURSE'S OFFICE FAX	508-643-2164
ATHLETIC DIRECTOR	508-643-2129
MEDIA CENTER	508-643-2127
WEBSITE	www.naschools.net
MOST TEACHERS' E-MAIL:	1 st Initial, Last Name@naschools.net

CEEB CODE - 221625

The North Attleboro School District guarantees all students regardless of race, gender, gender-identity, sexual orientation, color, religion, national origin or disability equal and unbiased treatment and access to all aspects of a public school education. This policy of nondiscrimination extends to and includes admission to programs and activities in accordance with Title IX of the Educational Amendments of 1972 and Sections 504. Any equity questions relating to students and programs should be directed to Principal Haviland.

Respect • Collaboration • Hard Work • Accountability • Independence

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, llame a la oficina principal de la escuela si usted quisiera este documento traducido en un idioma que no sea inglés

يرجى الاتصال المكتب الرئيسي في المدرسة إذا كنت ترغب هذه الوثيقة المترجمة إلى لغة أخرى غير الإنجليزية

請致電主辦公室在學校，如果你想這份文件翻譯成英語以外的語言。

Non-Discrimination Policy: *The North Attleboro Public School System does not discriminate on the basis of race, color, religion or religious creed, ancestry, national or ethnic origin, age, gender, gender-identity, sexual orientation, military or veteran status, disability, genetic information, or any other characteristic protected under applicable federal, state or local law in admission to, access to, employment in, or treatment in its programs and activities.*

TABLE OF CONTENTS

Major Topics	Page Number
PRINCIPAL'S WELCOME, MISSION STATEMENT/EXPECTATIONS	3
Student Records	4
Transportation and Vehicle Information	5
Attendance Information	6
Bell Schedule	9
Academic Information	10
Common Area Protocols	12
Student Support & Student Services	13
Health Services Information	14
Civil Rights, Discrimination, Harassment and Bullying	16
NAHS Code of Discipline, Discipline Policies, Procedures, & Regulations	22
NAHS Code of Conduct & Discipline Information	23
General Information	31
Activities & Clubs	32
Athletics	33
Safety, Security, & Communication	37

PRINCIPAL'S WELCOME

Welcome to the 2018-2019 school year at NAHS. We ask that you and your parent(s) or guardian(s) take the time to carefully read the *Student Handbook* and familiarize yourself with the expectations the school has for each of its learners. As a NAHS student, you are expected to make the most of each opportunity and to maintain a high level of excellence in all of your endeavors. We are a community of learners striving to excel in the areas of scholarship, citizenship and character development. NAHS standards are set high, but I believe that together as a community, we will help you reach them as you develop emotionally, intellectually and socially.

The Faculty, Staff and Administration will continue to provide the best possible learning environment. In return, your responsibility will be to come to NAHS prepared to learn and grow while making the most of each opportunity to which you are exposed. As a member of the learning community at NAHS, you are expected to abide by all of the rules set forth in this *Handbook*. A Parental/Guardian Consent form will be distributed to all students at the start of the school year.. All students are required to obtain a signature from their parent/guardian on this form indicating that both students and their parent/guardian have read the handbook. Please have your parent(s) or guardian(s) sign the form and return it to their homeroom teacher. Your cooperation and partnership in making our school safe will allow each of us to achieve unprecedented levels of success and achievement. We are looking forward to an enjoyable and productive school year for each of you!

Mr. Peter Haviland, Principal

MISSION STATEMENT/CORE VALUES/BELIEFS

The mission of North Attleboro High School is to work collaboratively with our students, their families, and the community to provide an exceptional educational experience that prepares students to be contributing members of the global community. In preparing these students for participation in the 21st century, we commit to the following set of core values and beliefs about learning:

Our **core values** are what drive us to develop in all students the qualities they need to achieve excellence, emphasizing:

- Building community
- Demonstrating accountability
- Fostering respect
- Pursuing excellence

NAHS prides itself on the following **beliefs**:

- fostering a safe learning environment
- providing a differentiated educational experience
- ensuring that all students learn 21st Century skills

21st CENTURY LEARNING EXPECTATIONS

Academic

It is important for students to:

- communicate effectively using writing.
- communicate effectively using speech.
- read effectively.
- use and apply analytical and creative skills to solve problems.
- use technology to support their learning.

Social

It is important for students to:

- develop life and career skills.
- be respectful, responsible, knowledgeable, and ethical/moral members of the school and community.

Civic

It is important for students to:

- demonstrate good citizenship within the school and in our 21st century world.

Calendar – For information regarding the 2018-2019 NAHS calendar please refer to the district website.

www.naschools.net

Student Records

SELECTIVE SERVICE and VOTER REGISTRATION - The Military Selective Service Act requires that all males who are 18 years of age register with the selective service within 30 days before or after their 18th birthday. Forms to register for the Selective Service are made available when a student signs up for 18-year-old rights in the Main Office. Voter registration information is available in the Main Office.

STUDENT RECORDS - Under both state and federal laws, parents/guardians and students have rights related to student records maintained by the North Attleboro Public Schools. These rights include the ability to request access to all student records, and the opportunity to challenge the content of the student record. Student record laws and regulations, noted below, regulate third party access to student records and define how long records must be maintained. Detailed regulations are found at 603 CMR 23.00 and are available at <http://www.doe.mass.edu/lawsregs/603cmr23.html> .

State regulations provide that a non-custodial parent is “eligible to obtain access to the student record unless: (i) the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or (ii) the parent has been denied visitation, or (iii) the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.” The non-custodial parent must request access in writing, and notice to the custodial parent of the request is provided.

STUDENT RECORDS FORWARDED WITHOUT CONSENT

The student record may be forwarded to a school to which the student is transferring without the student or parent's/guardian's consent. When records are requested and transferred, parents/guardians will be notified. Regulations provide that the parent/guardian may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the principal.

Discrimination: No student shall be excluded from or discriminated against in admission to the North Attleboro Public Schools or to access to the programs, privileges and benefits offered by the North Attleboro on account of race, color, sex, gender identity, religion, national origin or sexual orientation as provided by Title VI of the Civil Rights Act of 1964, 34 C.F.R Part 100; Title IX of the Education Amendments of 1972, 29 U.S.C s. 794, 34 C.F.R. Part 106; and Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. Part 104 and their implementing regulations and M.G.L. Chapter 76, s. 5. The North Attleboro Schools has no tolerance for harassment or discrimination based upon race, color, sex, gender identity, religion, national origin or sexual orientation. Students and personnel of the North Attleboro Public Schools are prohibited from engaging in discriminatory or harassing conduct in all activities offered by or sponsored by the North Attleboro Public Schools.

DIRECTORY INFORMATION NOTICE - The North Attleboro High School has designated certain information contained in the educational records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Students Record Regulations at CMR 23.00 et seq. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student. Directory information may be disclosed for any purpose at the discretion of the school, without the consent of a parent/guardian or an eligible student. Parents/guardians and eligible students have the right to refuse to permit designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of the parent(s)/guardian(s) or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq, any parent(s)/guardian(s) of a student refusing to have any or all of the designated directory information disclosed must file a written notification with the assistant principal on or before October 1st. In the event that a refusal is not filed, it is assumed that neither the parent(s)/guardian(s) nor eligible student objects to the release of the directory information designated.

Transportation and Vehicle Information

BUS TRANSPORTATION AND REGULATIONS – As per North Attleboro Public Schools Bus Transportation Policy and Procedures, bus transportation is a privilege provided to eligible students. Students may not ride a different bus than their assigned bus. All students must have a North Attleboro Schools issued bus pass to ride the bus. A student's privilege to ride the bus can be withdrawn with or without parent/guardian notice if a student's behavior warrants it. A Bus Misconduct Report will be sent home to notify the parent(s)/guardian(s) of the behavior. Please see the district policy for more information.

DRIVING REGULATIONS AND STUDENT PARKING – Student parking at NAHS is reserved for juniors and seniors only. Sophomores may park at NAHS only after the NAHS graduation. Students must register for parking privileges at the Main Office. The student-parking pass must be hung from the rear view mirror and be visible at all times. Students must not park in the parking area in front of door #1. Parking in the Gym Lot is restricted to staff and senior students on a ‘first-come, first-serve’ basis. The one-way arrows must be followed to ensure driver and pedestrian safety. Juniors will park in the rear of the NAMS parking lot. Failure to register and display a student-parking pass, or park in the designated parking lot will be considered insubordination resulting in disciplinary action as detailed in the *Code of Conduct*. Additional disciplinary action may result in revocation of parking privileges and towing of the car from school grounds. Chronic tardiness may result in the loss of parking privileges. All student drivers must comply with the following: 1) observe all traffic regulations, 2) do not block any school driveways, 3) do not drive recklessly, burn rubber, gun engines or stop with squealing brakes, 4) lock the car at all times as the school assumes no responsibility for the car or its contents, 5) do not loiter around cars before, during or after school. Student cars are subject to searches with reasonable suspicion, including at off-campus school events. A lost student-parking pass must be replaced for a small processing fee. Juniors parking in the NAMS lot must comply with the following: 1) park in the designated area, 2) do not enter the NAMS at any time and 3) allow ample time to walk safely to advisory. Students must use the sidewalk on Whitty Way when snow/ice covers the stairway leading to the faculty lot.

Attendance Information

Classroom instruction is the most effective learning environment. Parents/guardians and students should realize that any circumstances that takes a child out of the classroom has an adverse effect upon their educational process.

NAHS adheres to all Massachusetts Laws concerning attendance. **THE MASSACHUSETTS GENERAL LAWS (CHAPTER 76, SECTION 1) REQUIRES COMPULSORY ATTENDANCE FOR STUDENTS UNDER THE AGE OF SIXTEEN.**

Students at North Attleboro High School are required to be in attendance a minimum of 164 days. Any student whose attendance is less than 164 days may be denied promotion or academic credit.

A student must be present for five full periods in order to be recorded as present for the school day. Any exceptions due to extenuating circumstances will be determined by an administrator.

ABSENCES, TARDIES, DISMISSALS

When a student is absent, a parent/guardian must call the High School Main Office (508-643-2115) before 9:15AM to explain the reason for the absence. This phone call verifies the absence but does not excuse it. Parents/Guardians who do not call the High School Main Office to verify an absence will be called during the day. If school personnel cannot reach a parent/guardian, a note stating the reason for the absence will be required upon the student’s return.

An **excused absence/tardy/dismissal** includes the following:

1. Illness, hospitalization, or medical appointment- Verified by a note from a doctor/health care professional
2. Court appearances – Documentation required
3. Religious holiday
4. Bereavement/Family funeral
5. Approved school activity
6. Pre-approved college visitation: seniors & juniors, max (3) days out of school
7. Suspensions

Appropriate documentation for these absences must be turned into the main office upon the child's return to school.

An **unexcused absence/tardy/dismissal** is any absence that is not covered by the aforementioned definition of excused absence. Examples of an unexcused absence may include, but are not limited to:

1. Missing the bus, car trouble
2. Sleeping in
3. Family trip
4. Working at an outside job during the school day
5. Class Cuts (See *Code of Conduct*)
6. Leaving school w/o permission
7. Non-school related activities

CREDIT LOSS

Loss of credit will be deducted from the overall credits accumulated per semester. Credits lost due to attendance will be reflected on the report card.

Credit loss is calculated as follows:

On the fourth (4th) unexcused absence per quarter a student will lose 1.25 Credits

Note: Every three (3) unexcused tardy will equal one absence.

During the course of the year attendance will be monitored. Notification will be sent home after three (3) unexcused absences per quarter indicating that a student may be in danger of loss of credit. A notice will be sent to parent(s)/guardian(s) issuing credit loss. Students may receive a waiver from their assistant principal to restore credit loss when proper documentation is provided to account for the absences. Any student that is found to be habitually late or absent could possibly face having a court petition filed against them or the parent(s)/guardian(s) may be charged as negligent under Massachusetts Law Ch.119, § 51A.

DAILY ATTENDANCE- It is the responsibility of every student and parent/guardian to arrive at school on time. Daily attendance is taken in Advisory/HR at 7:15 AM. A student who fails to report to Advisory/HR on time is marked absent. A student who is late to school is required to report to the office for a tardy slip.

ACTIVITY ELIGIBILITY - Students who are absent from school will not participate in a performance, meeting, practice session or game on the day of the absence. Any exceptions due to extenuating circumstances will be determined by an administrator.

DISMISSALS FROM SCHOOL - Students are not permitted to leave school grounds at any time during the school day without a note or phone call from a parent/guardian and acknowledgement from the Main Office. Any dismissal due to illness must be authorized by the school nurse and recorded on the dismissal sheet in the Main Office. All dismissal notes must be turned in to the Main Office before school begins and must include a telephone number where a parent/guardian can be reached during the day. If a contact number has been omitted and the parent/guardian cannot be reached, the student may not leave school. All students who are dismissed early must report to the Main Office and sign out before leaving the building. Failure to follow any aspect of the dismissal procedure will result in a consequence detailed in the *Code of Conduct*.

EXTENDED ABSENCE – Parents/guardians must contact the appropriate assistant principal to discuss any plans for extended absences. The assistant principal will confirm the request with the parent/guardian to determine if it is an excused or unexcused absence. A student returning from an extended absence must be actively involved in completing work missed. The time frame for completion of such work will be the length of the absence plus one day.

If a student is absent from school more than 3 days, they should contact the guidance counselor for assignments in order to minimize the impact of the absence. If the absence is due to illness, the student must provide a written doctor's note to the Main Office upon their return. The nurse should also be notified of prolonged medical absences so health monitoring can be done once the student returns.

ABSENCE DUE TO FIELD TRIPS - Any assignment due the day of a field trip must be submitted prior to leaving on the field trip. Any assignment to be made up as a result of the field trip will be due the next day including tests and quizzes, or at the discretion of the teacher. All students who participate in a school-sponsored field trip **MUST** turn in a signed official permission slip prior to departure on the trip.

ABSENCE FROM CLASS - Any unauthorized or deliberate absence from class will be considered a cut class and is a violation of the *Code of Conduct*. Students will not be allowed to make up any missed class work, tests or quizzes for a cut class.

TARDINESS TO CLASS - Students tardy to class will be accepted into the room and a teacher detention may be assigned. If tardiness to class becomes a chronic issue, the appropriate assistant principal will become involved via a teacher referral.

FIELD TRIPS - To qualify for a field trip, students must secure a passing grade in at least 20 credits during the previous marking period. Teachers running the field trip may exclude a student from the trip. If the field trip is required for a course grade, a non-qualified student will be able to attend.

BELL SCHEDULES

Monday-Thursday

Warning Bell	7:10
Advisory	7:15-7:18
Period 1	7:22-8:10
Period 2	8:14-9:02
Break	9:02-9:10
Period 3	9:10-9:58
Period 4	10:02-10:50
Period 5	10:54-12:05
Lunch A	10:50-11:13
Class	11:17-12:05
Lunch B	11:13-11:36
Class	10:54-11:13
Class	11:36-12:05
Lunch C	11:42-12:05
Class	10:54-11:42
Period 6	12:09-12:57
Period 7	1:01-1:49

Friday

Warning Bell	7:10
Advisory	7:15-7:25
Period 1	7:29-8:16
Period 2	8:20-9:07
Break	9:07-9:14
Period 3	9:14-10:01
Period 4	10:05-10:52
Period 5	10:56-12:07
Lunch A	10:52-11:15
Class	11:19-12:07
Lunch B	11:15-11:38
Class	10:56-11:15
Class	11:38-12:07
Lunch C	11:44-12:07
Class	12:11-12:58
Period 6	12:11-12:58
Period 7	1:02-1:49

Academic Info

ADVANCED PLACEMENT (AP) COURSES - Students electing an AP course may sign an *AP Course Contract* that details academic, attendance, achievement and course change expectations. Students enrolled in AP classes are required to take the AP exam at their expense. Financial aid is available. Additional student costs may be involved. For course offerings, please refer to the Program of Studies.

CHEATING/PLAGIARIZING - When it has been determined that a student has cheated on or plagiarized homework, class work or any type of examination/assessment, the student will receive a zero for the work and the teacher will notify the student and then the parent(s)/guardian(s) immediately by telephone. The appropriate assistant principal will be notified via an Incident Report. The assistant principal will administer the consequences as detailed in the *Code of Conduct*.

COURSE CHANGE PROCEDURE - Students may choose a new course if: (1) class size allows, (2) the student has met all prerequisites for the course and (3) the new course is in keeping with an existing educational program or specific need. The deadline for any course changes will be the end of the second full school week of each semester. The principal must approve any exception to these dates after consultation with the guidance counselor and/or department chair. If all agree that the change is beneficial, the request will be submitted to the principal for approval and teachers will be notified. Students should understand that any grade earned in the dropped course will carry over to the added course. Any course dropped after a progress report has been issued will show as a “W” on the transcript. The withdrawal will be reflected in the following marking term. Counselors will advise students of this regulation at the time of the student request for a course change.

COURSE SELECTION AND PREREQUISITES - It is the prerogative of the parent(s)/guardian(s) to request a course placement other than that recommended by school personnel. Testing, assessment of work and consultation among staff, parents/guardians and the students should be involved in determining the level of study. Prerequisites for all sequential courses should be addressed.

FINAL AND MID-YEAR EXAMS – All semester courses will have final exams, while all year courses will have mid-year and final exams. These exams will be scheduled so that no more than two exams will be given on any day. The principal will develop and post the exam schedule well in advance. The value of the final exam in a semester course is 20%. The value of each exam in a year course is 10% so that the total value of exams in a year course is 20%. Only seniors who have attained a grade average over 90% in a specific course in the spring semester may have the teacher’s permission to be exempt from the exam. Seniors are not exempt from taking mid-year exams. Students owing obligations may take their exams, but will not receive a grade until the obligations have been met. A PARENT/GUARDIAN MUST PHONE IN AN ABSENCE BY 9:15AM IF THE STUDENT IS TO BE ELIGIBLE FOR A MAKE-UP EXAM.

GRADUATION REQUIREMENTS - All students must pass the following courses and attain a minimum of 110 credits in order to graduate:

- English – Four Years
- Mathematics – Three Years (Class of 2016- 4 years to gain entrance into a 4-year college)
- Science – Three Years
- History – Four Years – One semester of American Government is required in the senior year unless enrolled in AP U.S. History
- Physical Education - One semester (3 classes per week) for 9th/10th graders and one semester (2 classes per week) for 11th/12th graders.
- Wellness – Two semesters (Wellness I = Grade 9, Wellness II = Grade 10)
- Personal Finance – One semester (Grade 11 or 12)
- Fine Arts or Practical Arts – One semester each or one year long course
- Computer Science – One semester or successful completion of a proficiency test

Note - A minimum of five credits in English must be earned each year. Only students in the 11th and 12th grades are allowed to take Independent Studies. Seniors must be enrolled in 29 credits and must earn a minimum of 20 credits during the year in order to participate in Commencement Exercises. Group Guidance is required for one class period per week for one quarter in each grade level. Per Department of Education policy, students must pass required portions of the MCAS in order to receive a diploma.

GRADE STANDING AND PROMOTION - Freshmen must earn 20 credits to be a sophomore. Sophomores must earn 50 credits to be a junior. Juniors must earn 80 credits to be a senior. The minimum numerical passing grade is 60. At the end of the first semester, if a student fails to pass a required course the Guidance Office will notify the student's parent(s)/guardian(s) explaining the deficiency and arrange a conference with the appropriate school personnel.

HONOR ROLL - Students are notified of Honor Roll status at the end of every grading term. The following Honors are available to NAHS students: *Highest Honors* – all grades 90 or above, *High Honors* – all grades 90 or above with one grade in the 80's, *Honors* – all grades 80 or above, *Principal's Award* – to every senior who has made Honors in every term from grade nine through grade twelve. The following restrictions for the Honor Roll exist: (1) students who carry fewer than five major courses per semester, (2) students who have incomplete grades on their report cards and (3) students who have dropped courses from their schedules (unless the Administration specifically sanctions a replacement course or notifies the Guidance Department of Honor Roll eligibility).

MAKE-UP WORK - It is the responsibility of the student to make up any work associated with an excused absence. The time allowed for makeup work is equal to the length of the absence plus one day. Students must initiate contact with their teachers in order to get all make-up work. The administration may extend the length of the make-up period due to extenuating circumstances. Schoolwork missed due to a school-sponsored field trip will be due the next day following the field trip unless the trip is an overnight trip. Suspended students have make-up privileges. Any incomplete work must be completed by the end of the next marking period.

PROGRESS REPORTS - QUARTERLY - The purpose of Progress Reports is to inform parents/guardians and students of academic progress. Progress Reports are available in the Parent Portal at or near the midpoint of each marking term (see ‘Dates to Remember’). Other notices of academic progress may be issued when the teacher feels it is necessary. Copies of all Progress Reports are available in the Guidance Office.

PROGRESS REPORT - WEEKLY - Weekly Progress Report Forms are available in the Guidance Office upon request. It is the responsibility of the student to pick up the forms and to present the Weekly Progress Report Form to the teacher for the required information.

REPORT CARDS - Report cards are issued electronically in the Parent Portal after the end of the marking quarter (see ‘Dates to Remember’). Numerical grades are used to designate students’ performance and progress for the given grading term. There will be one scheduled Parent/Guardian-Teacher conference during the school year. Parents/Guardians are urged to contact the student’s teachers at any time during the school year by calling the Main Office, Guidance Office or e-mailing the teacher directly.

SUMMER SCHOOL - Summer school provides students with additional opportunities to make up work in failed required subjects. The minimum numerical grade required to be eligible for summer school is 50. The principal must approve exceptions to this requirement. The Guidance Office will assist parents/guardians and students in exploring local summer school options.

Common Area Protocols

MEDIA CENTER - The first goal of the NAHS Media Center is to teach students and help staff to access, evaluate and use information effectively, efficiently, and ethically. The second goal is to encourage reading for enjoyment of all types of literature—new and classic—in all genres. The NAHS Media Center is a quiet area to be used for research, personal and collaborative study, and reading. It is usually open Monday-Friday from 7:00am–2:50pm except when posted differently. Desktop and laptops computers are available to all students who have completed the appropriate form to use in the library or classroom. For helpful information and library procedures please see the library staff or the library website.

CAFETERIA REGULATIONS - The cafeteria is a vital part of the daily operation of the school. The following regulations govern student behavior in the cafeteria:

- Food may be taken from the cafeteria to a classroom only with teacher permission.
- All paper and trash must be deposited in the proper receptacles.
- Students must stay in the cafeteria until the lunch period is over.
- Students must be seated during the entire lunch period. Seniors may utilize the outdoor area with permission.
- Students must sign in and out of the cafeteria to use the lavatories or the school store.
- Students are expected to leave their area clean.

CORRIDOR BEHAVIOR – Students are expected to pass to and from class in an orderly and responsible fashion within the allotted time.

LOCKERS - Every student is assigned a locker which must be kept neat, orderly and locked at all times using the school assigned lock. All personal items and books are to be kept in the locker. Students may not tamper with another student's locker. Sharing lockers is prohibited. Lockers are the property of the school and are subject to periodic checks to ensure cleanliness and proper use. Lockers are subject to administrative search with reasonable cause. The school department assumes no liability for theft or damage to items left in book or gym lockers. Students should never leave valuable items in a locker.

LOST AND FOUND - All books, school supplies and/or personal items that are found by any student or faculty should immediately be turned in to the Main Office. Any student who has lost an item should report to the Main Office to see if it has been recovered.

Student Support and Student Services

SPECIAL EDUCATION – Students or parents/guardians may request an evaluation or review for special education service. When a request is made, an explanation of rights under special education regulations will be made available. If a student has an IEP or a 504 Plan they may be eligible for accommodations for the College Board's SAT. The school's Team Chair should be contacted by the student's parent(s)/guardian(s) at least 3 months in advance should a student wish to file for SAT accommodations. Please contact the Special Education Department for more information.

GUIDANCE AND COUNSELING SERVICES INFORMATION

The primary functions of the Guidance Department are to assist students with educational development and goals, college and career planning, and personal concerns. With teacher recommendations, the counselor helps students select appropriate courses of study. The students' assigned counselor schedules small group and individual conferences with them each year. Students may make an appointment with their counselor to address any specific question or issue. These appointments may be made through the Guidance Office secretary or directly with the counselor. The Guidance program seeks to assist all students to: (1) mature in self-understanding, (2) develop self-responsibility, (3) enhance decision-making abilities, (4) develop value systems regarding personal and educational endeavors, (5) develop attitudes and skills necessary for productive participation in society, (6) accrue information relative to educational and career pursuits, (7) make wise educational and vocational choices and (8) formulate plans and study habits that will increase learning opportunities.

COUNSELOR ASSIGNMENTS – Students, regardless of grade, are assigned to guidance counselors alphabetically. A current list of assignments can be found on the NAHS website or by contacting the Guidance Office at 508-643-2120.

SCHOOL PSYCHOLOGIST - There are two school psychologists working in the Guidance Office. School psychologists have specific responsibilities relating to Special Education and ADA/504 programs. The school psychologists assist the Guidance Department with crisis intervention and conduct small groups dealing with issues relating to school success.

MEDIATION - Mediation provides students an opportunity to reach an agreement in order to help resolve a dispute, settle an argument, or end a conflict. Through the mediation process, students can reach a mutually agreeable decision. A member of the counseling staff will conduct mediations. An assistant principal may refer students for mediation.

STUDENT HEALTH SERVICES INFORMATION

NURSES' OFFICE – The Nurses' Office is located across from the Main Office. The school nurses are present during school hours to address emergent health issues that occur during the school day. Students must present a pass signed by their teacher in order to enter the Nurses' Office, except in the case of an emergency. Students who remain in the Nurses' Office will be excused from missed classes due to illness. After one period, if the student can not go back to class, a parent/guardian will be called for dismissal. Students who are suffering from illness or injury must report to the Nurses' Office and may only be dismissed after being evaluated by a school nurse. Parents/guardians must speak to a school nurse before dismissing their child due to illness or injury.

Students with existing health care needs that require specific treatment should provide medical documentation to a nurse. The health care provider should give written instructions for any restrictions, such as exclusion from physical education or the need for special health accommodations. When the restrictions are lifted, documentation is also required from the health care provider to return to physical education activities. All medical information should be submitted to a school nurse.

The state's Body Mass Index (BMI) screening mandate requires all schools to collect height and weight measurements of students in grades 1, 4, 7 and 10. These measurements will be used to calculate BMI and the results will be reported to students' parent(s)/guardian(s) and to the Massachusetts Department of Public Health. BMI is a "weight for height for age" index that can be a useful tool in early identification of possible health risk factors among our youth. The results of the BMI screening will be kept confidential in each student's school health record and will be mailed or directly communicated to the parent(s)/guardian(s). Please contact the school nurses if you have any questions about this screening program.

MEDICATION – If any medication (prescription or over-the-counter) is needed during school hours, the physician authorization form and a parental/guardian permission form must be filled out and returned to a nurse. Medication must be packaged in a pharmacy or manufacturer's labeled container and delivered immediately to the Nurses' Office. Medications that only require a parental/guardian authorization (located on the back of the emergency card) are limited to Acetaminophen, Ibuprofen, and cough drops. Parental/guardian permission also may be given for the nurses to administer Diphenhydramine (Benadryl) for emergent allergic reactions only. Whenever possible, medication should be scheduled during hours when students are not in school.

SCHOOL HEALTH RECORDS – State Law requires that students provide the school nurse with proof of specific immunizations. Students are also required to return documentation that they received a physical examination during their sophomore year.

Students receive periodic hearing, vision and postural screenings. A school nurse notifies parents/guardians if students fail health screenings, or when immunization and physical examination requirements are not in compliance with state law.

Completion of school health records also requires that students bring one emergency card home for the parent(s)/guardian(s) to fill out and sign. Prompt return of the emergency card is essential.

Parents/guardians need to report changes in emergency contacts to a school nurse.

School health records are securely stored in the Nurses' Office. Senior students will be given their school health records prior to graduation.

SMOKING and VAPING POLICY – The term “smoking” refers to all tobacco products including chewing tobacco, electronic cigarettes, and smokeless tobacco products. Smoking and vaping (in any form) is prohibited anywhere on school property and at any school sponsored event. It is also prohibited from the time a student arrives at a bus stop in the morning until the student is dropped off at the bus stop later in the day. A student in possession of a cigarette(s), lit or unlit, as well as other tobacco or vaping related paraphernalia, is in violation of the smoking and vaping policy. When smoke or vapor is observed coming from a closed lavatory stall, all persons in the stall at that time are considered to be smoking or vaping. Any student in possession of any tobacco or vaping products on school grounds or school-sponsored activities is subject to the smoking and vaping policy discipline code.

DRUG/ALCOHOL POLICY — Use, possession, distribution, purchase or being under the influence of alcohol or a controlled substance at school, on school grounds or at a school sponsored event is strictly prohibited. The District is committed to having drug free schools. Recognizing that this goal can only be achieved if the administration has the authority it needs to carry out the Drug/Alcohol Policy, the administration follows the principle of “reasonable suspicion” not “probable cause.” Therefore, students smelling of alcohol or marijuana, or behaving in a manner that would indicate possession or ingestion of drugs or alcohol, on North Attleboro school property or at school events are subject to this policy, and could be asked to submit to a field sobriety test, a search, and/or a breathalyzer test by the North Attleboro Police. Students who are suspected of being under the influence of drugs or alcohol will be referred to the school principal or assistant principal immediately, the principal or assistant principal shall determine if the demonstrates any symptoms or behavior which indicate that the student is affected by a substance and will consult with the school nurse accordingly. Parents of student who violate this policy will be contacted immediately and advised to seek a medical evaluation of the student. If a parent is not available, the school reserves the right to transport the student to a local hospital for evaluation. A student who refuses medical evaluation will receive that same consequences associated with a student deemed under the influence of alcohol or drugs. In addition to the imposition of discipline under the Code of Conduct, the student may be required to present evidence of efforts to address the conduct which violated the policy, including but not limited to a physician's certificate or drug screenings. If it is determined there is reasonable evidence that the individual has been using or has ingested drugs or alcohol and that they are unfit to continue studies, the principal shall release the child to the custody of the parent(s)/guardian(s) and may recommend the suspension of that student, subject to appropriate statutes, until there is evidence that the student is fit to return. A statement from a physician regarding such fitness may be required. If, in the judgment of the principal or assistant principal circumstances warrant, the police department will be contacted. Readmitting a student to the school setting following a period of suspension shall be based on a review of; (a) What steps have been taken to seek solutions to the problem which was the basis for suspension and (b) all relevant records available from treatment and rehabilitation agencies. A student found in possession or in the presence of a controlled substance, or a substance purported to be a controlled substance, including but not limited to marijuana, cocaine and heroin, while on school property or while attending a school function shall be subject to discipline under the Code of Conduct and MGL c. 71 s. 37H as set forth in this handbook. The school may refer the student for substance abuse counseling or treatment. VIOLATIONS OF THE ALCOHOL OR DRUG POLICIES ARE CONSIDERED CUMULATIVE.

TELEPHONE HOTLINES

Alcohol and Drug Abuse Hotline - 1-800-327-5050
Alcoholics Anonymous – 617-426-9444
The Samaritans (suicide prevention)-1-800-252-8336
The Samaritans of Cape Cod (suicide prevention)-1-800-784-2433
Bridge Over Troubled Waters (homeless & runaways)-617-423-9575
Attleboro Area Council of Churches – 508-222-2933
Domestic Violence/Rape Crisis (New Hope)-1-800-323-4673
Child at Risk (DSS)- 508-431-9500
Runaway Hotline- 1-800-786-2929
Taunton-Attleboro Emergency Mental Health-1-800-660-4300
AIDS and STDs Hotline (Center for Disease Control) - 1-800-232-4636
Narcotics Anonymous – 1-866-624-3578
Planned Parenthood-1-800-230-7526

LOCAL TELEPHONE NUMBERS

Police Department – 508-695-1212 (non-emergency)
Fire Department – 508-699-0140 (non-emergency)
Department of Public Works – 508-695-9621
Health Department – 508-699-0103
Park and Recreation Department – 508-699-0145
Town Library – 508-699-0122
Hockomock YMCA (NA branch) – 508-695-7001
YMCA Teen Center (NA) – 508-643-9898

CIVIL RIGHTS, DISCRIMINATION, HARASSMENT AND BULLYING GRIEVANCE AND INVESTIGATION PROCEDURE

Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter “membership in a protected class”) will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. These provisions apply to conduct by or directed toward persons associated with the educational community by all other persons including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors. The North Attleboro Public Schools’ Bullying and Harassment Intervention protocols may also be utilized in investigation of allegations of discrimination or harassment by students based upon membership in a protected class.

All persons associated with the North Attleboro Public Schools are expected to conduct themselves properly, reflecting the core values of the North Attleboro School District at all times, so as to provide an atmosphere free from discrimination, sexual harassment, bullying, hazing and intimidation. For purposes of administering the investigation and grievance procedure, these terms are collectively referenced as “harassment/discrimination”. Any person who engages in harassment/discrimination while acting as a member of the school community will be in violation of this policy. It shall be a violation of this policy for any employee or any student of the North Attleboro School Department to engage in or condone harassment/discrimination in school or to fail to report or otherwise take reasonable corrective measures

when they become aware of an incident of harassment/discrimination. Specific federal and state laws prohibit the type of behavior which is covered by these procedures.

These rules of conduct are in effect during the normal school day as well as at all school sponsored activities and while riding on North Attleboro school buses. Any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating in an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The school is not limited in its authority to discipline or take remedial action for workplace or school conduct which is unacceptable, regardless of whether that conduct satisfies the formal definition of harassment, bullying, discrimination or hazing. This policy also does not limit the school's authority to take disciplinary action or take remedial action when such harassment/discrimination occurs out of school but has a connection to school, or is disruptive to or materially and substantially interferes with an employee's work, personal life, a student's school work, or participation in school related opportunities or activities.

Prohibited Conduct Defined:

Discrimination

Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their race, ethnicity, religion, national origin, gender, gender identity, or sexual orientation ("membership in a protected class").

Sexual Harassment

Unwelcome sexual advances; requests for sexual favors; or other verbal, written, electronically transmitted, or physical conduct of a sexual nature may constitute harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, instruction or participation in school activities or program.
2. Submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, attendance at school or participation in academic or curricular activities, or
4. Such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment through severe or pervasive behavior which substantially and materially interferes with work or school opportunities.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

1. Unwelcome sexual advances — whether they involve physical touching or not.
2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
3. Displaying sexually suggestive objects, pictures, cartoons;
4. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
5. Inquiries into one's sexual experiences; and,
6. Discussion of one's sexual activities.

Bullying

"Bullying" means repeated written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; student or employee, (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

The behavior must interfere with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges or with an employee's ability to perform their duties:

1. That are being offered through the school district; or
2. During any education program or activity; or
3. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events.
- 4.

"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.

1. 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.
2. 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.

"Hostile environment" means, a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Hazing

Hazing means any conduct or method of initiation, even if consented to, 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.

1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

Guidelines for Investigating Discrimination/Harassment/Bullying Claims

1. An individual who believes that a student, employee, parent or others with rights to admission or access to school programs, activities or premises has been subjected to harassment/discrimination should immediately report the incident to any teacher, counselor, or school district administrator as soon as possible.
2. The teacher, counselor, or administrator will report the complaint in writing to the principal, building administrator, or other administrator with authority to address the complaint, who will initiate the following steps to investigate the complaint in an expeditious manner. The district will make reasonable efforts to complete the investigation within thirty days of receipt of the complaint, unless the complexity of the issues, or availability of witnesses and/or documentary or other evidence requires additional time to complete the investigation. Parties will be kept informed in a reasonable matter of the progress of the investigation, within the limits of confidentiality.
3. The following process provides an outline of steps to be taken but does not necessarily indicate the order in which actions will be taken. As appropriate, the principal or school district administrator may employ informal efforts to resolve the complaint, but in all events, written record of any complaint shall be maintained.
4. The principal or school district administrator will confer with the complainant and obtain that individual's statement of facts of the complaint. After meeting with the complainant, the complainant shall put the complaint of harassment in writing or the principal or school administrator will prepare a written complaint based upon the statements of the complainant.
 - a. If the complainant is a student, and their parent(s)/guardian(s) are not aware of the complaint, the parent(s)/guardian(s) of the students alleging discrimination must be immediately contacted. Once the parent(s)/guardian(s) have been contacted (utilizing home, work, or emergency telephone numbers, as needed), they are to be fully informed of the allegations and of any actions taken to that point. They should be invited to come to school

and should be further assured that a full investigation will be conducted. Questioning of the students involved should be postponed if parents/guardians request to be present while their children are questioned.

- b. If the allegations have been made against another student, the parent(s)/guardian(s) of the student accused of discrimination will also be immediately contacted. The parent(s)/guardian(s) of the accused student will be asked to come to school to participate in an investigatory meeting. Questioning of the students accused may be postponed, for a period of time if the parents/guardians request to be present while their children are questioned. If the parents/guardians fail or refuse to attend, the investigation will proceed. The principal or school district administrator will then meet with the accused student(s) in order to obtain their response to the complaint.
 - c. If the allegations are filed by or against an adult member of the school community: an employee, volunteer, or independent contractor, the investigation will be conducted so as to afford the complainant and accused any applicable contractual rights. Procedures will provide notice of any charges and an opportunity for the accused to provide a response.
 - d. The principal or school district administrator may hold as many meetings with the parties as is necessary to gather facts. The principal or school district administrator will interview other individuals who may have pertinent information. The principal or school district administrator will gather and review any relevant documents needed to complete the investigation.
5. If the accused is a student, the principal or school district administrator shall immediately report the incident in writing to the parent(s)/guardian(s). The principal or building administrator may first contact the assistant superintendent who also serves as the harassment compliance officer by telephone for technical assistance in investigating the allegation.
 6. If the accused is a staff member, a volunteer, or an independent contractor, the principal or school district administrator shall immediately report the incident in writing to assistant superintendent. The assistant superintendent is the harassment compliance officer for these complaints and they will conduct, coordinate, or provide technical assistance for investigating the allegation, as necessary.
 7. Upon completion of the investigation, the principal or school district administrator shall prepare a confidential report outlining the findings. The complainant will be notified, in writing, whether the charges were supported or not supported. The complainant is not entitled to any information regarding any disciplinary action taken, except as required to implement the discipline or other remedies.
 8. In the event that the accused is a student and if discrimination is found to have occurred, a disciplinary hearing will be held and appropriate action will be taken against the student according to the guidelines contained in the appropriate disciplinary manual or handbook.
 9. In the event that the accused is an employee, volunteer, or independent contractor, the principal or building administrator shall immediately report the incident in writing to the assistant superintendent, and appropriate action will be taken as required by law, applicable collective bargaining agreement or contract.
 10. Where required, a 51A will be filed with the Department of Children and Families. Law enforcement agencies will be notified as necessary of incidents arising under this procedure.
 11. If dissatisfied with the result of the investigation, either the complainant or the accused may appeal the initial decision to the superintendent. The superintendent will review the investigatory record

and findings, and gather any further evidence as they deem necessary. A decision on appeal will be provided to the parties in the same manner as specified in paragraph 5, above.

12. Notwithstanding the provisions of this grievance procedure, at any time a complainant may file a complaint with the United States Department of Education, Office of Civil Rights at the following address:

<p>Office of Civil Rights of the Department of Education</p> <p>5 Post Office Square Boston, MA 02110-1491 Phone (617) 289-0111 Fax (617) 289-0150</p>	<p>Massachusetts Commission Against Discrimination</p> <p>One Ashburton Place Sixth Floor, Room 601 Boston, MA 02108 Phone: 617-994-6000 TTY: 617-994-6196</p>	<p>Equal Employment Opportunity Commission</p> <p>John F. Kennedy Federal Building 475 Government Center Boston, MA 02203 1-800-669-4000 617-565-3196 1-800-669-6820</p>
--	--	--

13. Retaliation in any form against any person who has made or filed a complaint relating to harassment/discrimination or any person who has participated or cooperated in an investigation are forbidden. False accusations of harassment/discrimination are grounds for discipline of school personnel or students making such false accusations. A referral to law enforcement may be made.
14. Reports and investigations of harassment/discrimination will be kept confidential, consistent with necessary investigation procedures and legal constraints on the dissemination of student record or personnel information about students. Provided however, that a complainant may be notified whether the complaint has been substantiated, and any remedial or protective action necessary to prevent further incidents.

For further information about these guidelines or help with discrimination, sexual harassment, bullying, or hazing problems, or any other form of harassment, consult the Harassment/Discrimination Coordinators: **Harassment/Discrimination Coordinators/Grievance Officers**: The assistant superintendent is the sexual harassment grievance officers and is vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedures set out above.

YOUTH DATING VIOLENCE STATEMENT - North Attleboro Public Schools will not tolerate any displays of youth dating violence during the school day or at school related functions. Any acts of violence will be dealt with swiftly and consequences will be based on the nature and history of the act. If an incident of youth dating violence takes place, intervention will include disciplinary actions and the recommendation for counseling services.

NAHS Code of Discipline, Discipline Policies, Procedures, Regulations

The NAHS Code of Discipline is guided by our Core Values and prioritizes direct instruction while empowering students to make informed and safe decisions. To that end, and where appropriate and possible, NAHS seeks to avoid removing a student from school if alternative forms of discipline are available. Alternative forms of disciplinary consequences can include detention, mediation, or supplemental educational programs, but these experiences are only available to students as an option if they are deemed appropriate and if the resources exist to provide those experiences. However, as outlined below, students may be removed from school for a period of time for serious infractions.

In determining the consequences for a particular misconduct, administrators consider all relevant circumstances, including the nature of the offense and its potential impact on our NAHS mission to provide a safe and appropriate educational environment for all students, as well as factors relating to the individual student. Such factors may include but are not limited to the student's past conduct (ie. Under concepts of progressive discipline repeated violations may result in more significant discipline), the student's willingness to take responsibility for the conduct and to avoid recurrence, as well as the presence of mitigating factors.

The NAHS discipline code is in effect both at school and at school-sponsored events, whether or not such events take place on school property (including but not limited to, any and all athletic or extracurricular contests or activities.) Even misconduct that does not take place in school or a school sponsored event can result in discipline if it is of a serious nature and has a direct relationship to the school or causes substantial disruption to the school environment.

The procedures outlined in this section provide an explanation of our disciplinary process. In addition, this section provides examples of conduct that is prohibited. However, not every type of conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school sponsored event could lead to discipline, including suspension or expulsion.

In the event that an incident or student behavior prompts the school to resort to disciplinary measures, North Attleborough High School conducts all disciplinary according to the requirements of Massachusetts General Law, including MGL Chapter 71 Section 37H, Chapter 71 Section 37 H ½, and Chapter 71 Section 37 H ¾. In all cases, North Attleborough High School will look to minimize or avoid using disciplinary responses that exclude students from school via external suspension. However, should a disciplinary infraction occur and alternative disciplinary measures are not appropriate, upon the completion of due process afforded to all students and families by right, NAHS may exclude a student(s) from school according the provisions set forth in the relevant section of MGL Chapter 71.

NAHS Code of Conduct

STUDENT EXPECTATIONS - It is expected that every student at NAHS read and understand the *Code of Conduct*. It is a primary objective of our school that students learn to respect the rights of others. Through the educational process, students, faculty and the community will develop values that encourage a sense of respect for the rights of others, respect for property and respect for diverse points of view. Students must understand that for every right they have, there is a corresponding responsibility. The Student Responsibilities and Student Rights detailed below in no way diminish the legal authority that school officials may invoke to deal with students who cause significant disruption to the educational process. The *Code of Conduct* at NAHS strives to assist students in becoming self-disciplined by identifying behaviors that inhibit a positive learning environment. It is the responsibility of the faculty and administration to assure that a proper educational environment exists at all times and that the educational environment is maintained without threats or coercion.

STUDENT RESPONSIBILITIES - Every NAHS student is responsible for the following:

1. To attend school daily, be on time to all classes and complete all the work associated with those classes
2. To be aware of all school procedures and regulations detailed in the *Student Handbook*-replacement handbooks must be purchased for \$5 in the Main Office
3. To assist in maintaining a clean building and grounds
4. To volunteer information that ensures the smooth running of the school or deals with safety issues in the school
5. To serve those segments of the student body the individual represents
6. To actively keep up with missed work while absent or suspended
7. To meet financial obligations for lost books and other school materials

STUDENT RIGHTS - Every NAHS student has the right to:

1. A safe learning environment
2. A school that is free from any expression of hatred or discriminatory behavior
3. Be part of the cooperative venture with all school personnel in maintaining a positive learning environment, or participate in any school activity while in good standing.
4. Exercise constitutionally protected rights of free speech, petitions and assembly without disrupting the educational process in the school.
5. Use school facilities for approved extra-curricular activities with proper faculty supervision.

Rules of Student Conduct:

Violations include but are not limited to:

1. Physical aggression Accessory to or Inciting Conflict (willingly aggravates conflict or impedes staff intervention in a physical conflict)
2. Insubordination
3. Disrespectful or insolent address
4. Gambling
5. Truancy, cutting class (multiple offenses)
6. Leaving school grounds
7. Verbal or physical harassment of a peer
8. Frequent non-compliance with school policy
9. Obscene or profane language
10. Threatening Language/Action (verbal/written/body language with implied or explicit threat)
11. Dishonesty (lying, cheating, forgery, false dismissal/absence call, etc.)
12. Deliberate/Careless misuse of school property (supplies, materials, equipment, computers, facilities, property of others)
13. Unauthorized recording with an electronic device (video, pictures, audio)
14. Violation of the Smoking/Vaping or Drug and Alcohol
15. Granting unauthorized access to building
16. Obscenity/profanity directed at staff.
17. Gross Insubordination or disrespect toward staff.
18. Gross misconduct.
19. Gross plagiarism/cheating.
20. Vandalism.
21. Smoking/vaping – See Smoking Policy
22. Use, transfer, or possession of alcohol at school or at a school function.
23. Habitual offender of school policy.
24. Theft of personal or school property.
25. Threatening another student or engaging fear.
26. The use of over the counter products that alter one's state of mind
27. Fighting or physical aggression towards another.
28. Assault (physical and verbal)
29. Drug/Alcohol Violation (including tobacco) – See Drug/Alcohol Policy
30. Discrimination, Harassment/Hazing/Bullying
31. 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.

32. b) Any student who assaults a principal, assistant 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.
33. 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.
34. 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 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

As it is impossible to list any and all violations, NAHS Administration reserves the right to assign consequences for violations not specifically listed in this handbook.

DUE PROCESS

Basic due process includes advising a student of the infraction or charges against them and giving the student an opportunity to be heard before consequences are determined. For minor offenses, due process may be quite informal. More serious charges or potential penalties require more formal processes. The procedures for discipline and due process are described in this section.

CONSEQUENCES

Student discipline at NAHS considers the specific circumstances and the effect of the disruptive event on students, the learning environment, and school culture. ***The specific rules set forth in this handbook in no way diminish the legal authority of school officials to deal with disruptive students/events.*** The NAHS Student Handbook is the primary resource for administrative decisions regarding conduct. ***It is important to note that all infractions are thoroughly investigated, including witness interviews and the finding of appropriate evidence. Massachusetts law provides for right to appeal the more severe consequences such as suspensions and recommendations for expulsion.***

Teacher Detention

All teachers assign their own detentions for incidents occurring within their jurisdiction. Classroom teacher detention may be given because of a class disruption, for missing multiple homework assignments, for inadequate class preparation, etc. While teacher detention does not become part of a student's disciplinary record, it takes precedence over all school activities and is served after school for a period not to exceed forty-five minutes. ***Students are responsible to notify parents when they are assigned a teacher detention.*** If a student fails to appear for teacher detention, they will be referred to the Assistant Principal who will then assign an office detention. A teacher detention will be necessary the following day as well. Failure to comply shall result in an Extended Day detention.

Office Detention

When teachers exhaust the procedures of classroom discipline, a student is sent/referred to the administration. A rude, unsafe, or defiant student is removed from the classroom immediately. Office detentions will be assigned for misconduct of a more serious nature and for repeated misconduct of a lesser nature. A referral is submitted when a student is sent to the office for discipline. ***Students will be informed and related information will be entered into the portal for family viewing in Aspen. Students are responsible to notify parents/guardians when they are assigned office detention.*** Students serve office detention on the next scheduled session following the infraction. Office detention is held from 2:00 to 2:45 p.m. on Tuesdays and Thursdays. Students report to the detention room immediately after the last school bell. During office detentions, students will not be allowed to converse, put their heads down on desks, or eat. **Students who have preset appointments after school must have administrative approval to have the detention postponed prior to the scheduled detention.** Office detention students complete office or teacher-assigned work. Students who fail to report to detention or who cause disruption during detention earn an Extended Day Detention.

Extended Day Detention

Extended Day Detention is scheduled on Tuesdays and Thursdays, from 2:00-5:00 p.m. Students report to Extended Day with homework and needed supplies. ***Parents/guardians will be notified of their child's assignment to Extended Day.*** Because of the 5:00 pm dismissal, it is the responsibility of the student/parent/guardian to arrange for transportation home. During Extended Day, students will not be allowed to converse, put their heads down on desks, or eat. School work will be completed during the three-hour period. Students who do not attend Extended Day Detention on the assigned date may be suspended.

Students who have preset appointments after school must have administrative approval to have the extended detention postponed prior to the scheduled detention.

A student who is serving an Extended Detention is ineligible to participate in any athletic activity on that day.

REMOVING STUDENTS FROM SCHOOL FOR DISCIPLINARY REASONS

The following procedures govern the imposition of disciplinary consequences that may remove the student from their regular school program for some period of time, in accordance with M.G.L. c. 71, ss. 37H, 37H $\frac{1}{2}$ and 37H $\frac{3}{4}$ and 603 CMR 53.00. The goal of the following procedures is to limit the role of long term suspension as a disciplinary consequence and to encourage student and parent/guardian participation in maintaining appropriate school behavior.

Section 37.H1/2: In-School-Suspension/ Out-of-School Suspension

A determination of whether an incident will likely result in In-School or Out-of-Suspension will be made by NAHS Administration based on the facts of each incident, such as the severity of incident, repeated offense, etc.

A. **In School Suspension:** A principal/designee may determine that a student's alleged misconduct should result in an in-school suspension, rather than a short term out of school suspension. In such a case, the principal/designee shall inform the student of the nature of the offense and give the student an opportunity to explain or dispute the charge. If the principal/designee decides that the student did violate school rules or policies, the student will be told of the length of the in-school suspension. On that same day, the principal/designee shall make reasonable efforts to notify the parent(s)/guardian(s) orally of the offense, the reason for the decision to suspend in-school and the length of the suspension. As soon as possible, the parent(s)/guardian(s) will be invited to a meeting to discuss the student's academic performance and ways to address the problem behavior. The parent(s)/guardian(s) and student will also be provided with written notice of the suspension, the rationale for the suspension and its duration on the day of the suspension. In-school suspensions of ten days or more, consecutively or cumulatively for the school year will be considered long term suspensions, subject to the provisions for long term suspensions set out below.

B. Suspensions/Expulsions for Possession of Drugs, Weapons or Assault on Staff or Pendency/Adjudication of Felony Charges.

Under M.G.L. C. 71, s. 37H a school district may expel a student for listed offenses. Students charged with violations under this statutes will be provided with written notice of a hearing before the principal/designee which shall include notice of the right to representation and the right to present evidence. The hearing will be audio recorded. A written decision will be issued by the principal/designee and shall include notice of the student's right to educational services and to appeal an adverse decision to the superintendent.

M. G. L. c. 71, s. 37H ½ allows a principal/designee to suspend or expel a student who has been charged with or adjudicated responsible for a felony charge. The principal/designee will provide written notice of a hearing to determine whether the student's continued presence in school would have a substantial detrimental effect on the school community. The hearing will be audio recorded. The student will have the right to representation and to present evidence on their behalf.

A suspended or expelled student is entitled to educational services as provided by the district's educational services plan.

C. **Short Term or Long Term Suspensions** for other reasons. M.G.L. C. 71, s. 37 H ¾ provides additional procedures for students who may be subject to short term (less than 10 days) or long term (more than ten days) of suspension out of school for conduct not covered by s 37 H or s. 37 H ½.

1. Prior to suspension, the student and parent(s)/guardian(s) must be provided with oral and written notice including the nature of the disciplinary offense, the basis for the charge, the potential consequences, the opportunity for a hearing to dispute the charges and present evidence, the time date and location of the hearing and the right to an interpreter, if necessary
2. If the student may be suspended long term, the hearing will be audio recorded. The hearing notice shall include the right to examine the student's record before the hearing, the right to be represented, the right to cross-examine witnesses and the right to a recording of the hearing and to have an interpreter present, as necessary.
3. At hearing, the principal/designee shall discuss the incident, the basis for the charge that school rules or policies were violated and other pertinent information. Both the student, and the parent(s)/guardian(s), if present, may present information, including mitigating facts that should be considered by the principal/designee in making the determination regarding the student's responsibility and consequences.
4. The principal/designee shall notify the student and parent(s)/guardian(s) in writing of the decision and the reasons for it. If the student is to be suspended, the notice shall include the type and duration of the suspension and advise the student and parent(s)/guardian(s) of the student's opportunity to make up school work or receive educational services offered in the district's plan during the suspension.
 - a. If the penalty is a short term suspension, the decision will be provided as an addendum to the original notice of hearing. There is no appeal to the superintendent.
 - b. If the penalty is a long term suspension, the written decision will include the information regarding the incident, list the participants at the hearing, set out the principal/designee's key findings and conclusions, and advise the student and parent(s)/guardian(s) of the opportunity to receive educational services during the suspension and of the right to an appeal to the superintendent.

D. Appeal to the Superintendent. An appeal from a long term suspension must be filed within 5 days of the principal/designee's decision. If an appeal is not filed within the 5 day limit, the superintendent may deny the appeal, or grant a hearing at his discretion. The superintendent will hold the appeal hearing within three days of the request for appeal, but may grant an extension of up to seven additional days, upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent(s)/guardian(s) upon request. The superintendent will make a good faith effort to include the parent(s)/guardian(s) in the hearing and send written notice of the date, time and place of the appeal hearing. The superintendent will determine whether the student committed the offence and what, if any the consequence shall be. The superintendent's hearing shall be recorded. The student will have the same rights accorded at the long term suspension hearing before the principal/designee including the right to representation, to present evidence and to cross examine witnesses. A written decision shall be provided within 5 days of the superintendent's appeal hearing in the form required for the principal's decision. There is no appeal from the superintendent's decision.

- E. **Emergency Removal.** If the principal/designee determines that the continued presence in school of a student poses a danger to persons or property or materially and substantially disrupts the order of the school, and there is no alternative available to alleviate the danger or disruption, the principal/designee may remove the student from school prior to a hearing for a period not to exceed two school days in accordance with the following procedure:
- a. the principal/designee will notify the superintendent of the removal and the reasons for it, and will make immediate and reasonable efforts to notify the parent(s)/guardian(s) of the emergency removal orally to be followed by written notice which shall contain and provide information regarding the incident, the student's rights to due process and the date, time and place where a disciplinary hearing will be held;
 - b. the hearing shall be held before the expiration of the two school days of emergency removal unless an extension of time is agreed to by the student, parent(s)/guardian(s) and the principal/designee; and
 - c. the principal/designee shall take adequate measures to provide for the safety and transportation of a student removed on an emergency basis.
- F. **Re-Entry Meeting.** At the end of a suspension or exclusion from school the student and their parent(s)/guardian(s) will meet with the principal or designee to discuss the student's reentry to school, including behavioral expectations and any appropriate conditions for participation in school programs and activities. Students will not be readmitted without this meeting.

G. **Educational Service Plan:**

A suspended or expelled student is entitled to educational services as provided by the district's Educational Service Plan. All suspended students, internally or externally, will be allowed to continue making educational progress. In the event of a long-term suspension, (10 or more school days), North Attleboro High School is obligated to provide at least two (2) educational service plan options for the student to make academic progress while serving the terms of the suspension. Educational Service Plan options at NAHS include:

1. Home or Outside of School Tutoring
2. Online Learning
3. NAHS Evening School (based upon the student's eligibility for the program).

Upon the assignment of a long-term suspension, the principal will select at least two of the Educational Service Plan options listed above and the student and family will select which of the available options they choose to support the student in making academic progress.

SPECIAL EDUCATION DISCIPLINE GUIDELINES

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. All students are entitled to the due process procedures outline above to determine whether a provision of the Code of Conduct was violated. In addition, the provisions are outlined below apply to students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan.

A. Students with Individual Education Plans:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special education student and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will convene to determine whether the student's conduct is a manifestation of their disability. A student's conduct is a manifestation of their disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.
4. If the Team determines that the student's misconduct IS a manifestation of their disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to their current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).
5. If the Team determines that the student's misconduct is NOT a manifestation of their disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. North Attleboro Public Schools will provide written notice to the parent/guardian of all rights to appeal and to an expedited hearing. If the parent/guardian chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent/guardian and district agree otherwise.

B. Students with 504 Plans

1. Students with disabilities who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, are entitled to a manifestation determination using the same criteria as applied to special education students if a 504 student is suspended out-of-school for more than ten days. If the conduct is a manifestation of the student's disability, the student may not be suspended. If the conduct is not a manifestation of the student's disability, he or she may be suspended in the same manner as a general education student.

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

1. If, prior to the disciplinary action, the school had knowledge that the student may be a student with a disability, the school will provide the student with all protections available under the laws pertaining to student with disabilities until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent(s)/guardian(s) had expressed concern in writing; or
 - b. The parent(s)/guardian(s) had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
2. The school will not be considered to have had prior knowledge if the parent(s)/guardian(s) have not consented to evaluation of the student or have refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
3. If the school had no reason to consider the student disabled, and the parent(s)/guardian(s) request an evaluation subsequent to the disciplinary action, the school will proceed consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
4. If the student is found eligible, then they will receive all procedural protections subsequent to the finding of eligibility.

General Information

ELECTRONIC DEVICES - No student shall use cell phones, laser pointers, portable media players, or other audio broadcasting or reception equipment during class unless special permission is granted by the classroom teacher. Students may use electronic devices during passing time, including the “break” and during their lunchtime in the cafeteria. The use of a cell phone as a calculator is NOT allowed. The inappropriate use of a video or picture cell phone is prohibited at all times. Any violation may also be subject to the Sexual Harassment Policy.

ANNOUNCEMENTS AND BULLETINS - The daily bulletin will be read over the PA system each morning. Bulletin notices should be submitted to the principal’s administrative assistant in clear and concise writing on the day prior to the desired day of announcement. All bulletins must have the appropriate faculty or administrative approval. Results of after-school competitions may be submitted the following morning for announcement that day.

CLASS DUES – Class dues are collected annually by the class treasurer and deposited in the class account. Funds from this account are used to support class activities. Dues are collected accordingly:

(1) Freshmen and Sophomores = \$10 annually and (2) Juniors and Seniors = \$15 annually. Failure to pay dues may preclude participation in class activities. All dues must be paid in full prior to graduation.

EIGHTEEN-YEAR-OLD RIGHTS AND RESPONSIBILITIES - Once a student has attained eighteen years of age, they may assume the rights of an adult in the school. To be afforded adult status, the student must submit a signed copy of the 18 Year Old Rights Form, located in the main office. This form grants the student the ability to sign permission slips and write dismissal notes. These rights do not prohibit the school from notifying parents/guardians when a situation occurs that ordinarily would result in parental/guardian notification. All attendance regulations are still in affect.

OBLIGATIONS - Students are responsible to return textbooks or any other items provided by staff for participation in a class or activity. Teachers will ascertain, each semester, one week prior to grades closing, if students have textbooks and other materials. Students who do not have appropriate materials will be reported to the office. Students will be allowed to take mid-year and final exams. However, they will receive an incomplete grade for the exams until the obligations have been resolved. Appropriate disciplinary action will be taken until the obligation is fulfilled. Seniors will not receive their cap and gowns nor be able to participate in commencement activities until all obligations are fulfilled. At the discretion of an administrator, any student who is unable to meet this financial obligation may make restitution by being assigned to community service within the school. Hours of service required to meet this obligation will be determined by dividing the amount due by the minimum wage. At the discretion of the administrator, a cap may be placed on the restitution in certain instances.

SCHOOL STORE - The school store will be open during lunches and other designated times.

TEXTBOOKS - NAHS furnishes books to all students for their use during the school year. Proper care of textbooks is the responsibility of the student. Students shall be informed of the condition of the books that are loaned to them. Students are financially responsible for the value of any book lost or damaged beyond ordinary wear while the book is in their possession. Refer to the 'Obligations' item in this section for further information.

STUDENT ACTIVITIES AND CLUBS

The faculty and administration encourage students to seek leadership positions and promote maximum student participation in all school activities.

Students in leadership positions-include class/club officers, team captains or co-captains. No student may hold more than two major positions of student leadership as determined by the administration. Student leaders will lose their positions for one year if they are in violation of the Drug and Alcohol Policy either in or out of school or if they become involved in serious violations of the law or if they have engaged in behavior that is detrimental to the school culture and reputation.

Student participation in any activity or club is contingent upon adherence to the Chemical Health Policy and the Eligibility Guidelines.

CLUBS – There are many clubs and activities available for NAHS students. Please listen and watch for the times and locations for each club meeting.

MUSIC - Please contact a member of the Music Department to sign up for one of the numerous music ensembles available at NAHS.

PUBLICATIONS - The following literary activities are available to NAHS students: *The First Launch* – The student produced newspaper at NAHS. Journalism II students are eligible to take part in its production, while all students are encouraged to contribute articles or letters to the editor. *Galadriel* – The student produced literary magazine welcomes anyone to participate as a member of the staff or a contributor of poems, short stories, essays, artwork, photography, etc. *The Northern Light* – The yearbook is open to any interested students who wish to join the staff.

NATIONAL HONOR SOCIETY – This is an honorary designation for students who demonstrate excellence in scholarship, leadership, character and service through participation in school and community activities. Juniors and seniors with an 88% or above average are invited to apply for membership. The faculty evaluates candidates in terms of leadership, service and character, and a faculty committee appointed

by the principal selects students for admission. Students and parents/guardians are reminded that attainment of an 88% average satisfies only the initial eligibility requirement and does not guarantee membership. Students can be removed from the National Honor Society for not upholding the established standards.

STUDENT GOVERNMENT/LEADERSHIP - The following leadership roles are available through the Student Government program. Students must have a minimum cumulative average of 70% to be eligible.

Student Council – Student Council representatives will be elected from each class. Students must review and be willing to accept the responsibilities of the office. Nomination papers must be handed in one week before the election date in the spring. Freshman elections will be held in September. Students must run for a representative position by class. Officers are elected from the membership.*

Student Advisory Council – Representatives from the student body will meet periodically with the School Committee. Five representatives are elected by the entire student body. Nominations for these positions are open to all students.

Student Representative to the School Committee – Two students will be selected by the principal to serve as a non-voting member of the School Committee.

Regional Student Advisory Council – Two members of the student body are elected at-large in March to represent NAHS at regional and state meetings.

Student Government Day Representative – Students are elected at-large to attend and participate in the annual Student Government Day activities at the State House in Boston.

Student Representative to the School Council – A minimum of two junior and two senior students will serve on the School Council.

Class Officers – Class officers and Student Council representatives will be elected from each class. Students must review and be willing to accept the responsibilities of the office. Nomination papers must be handed in one week before the election date in the spring. Freshman elections will be held in September. A class officer may not be a Student Council member. Offices include: President, Vice-President, Secretary and Treasurer.*

*Any class officer or Student Council member who is suspended for an infraction detailed in the *Code of Conduct* shall be subject to a hearing before a board consisting of the principal, the appropriate assistant principal and the advisor. This board may recommend removal from office or the organization.

STUDENT ATHLETICS

Student participation in any school sponsored athletic program is a privilege and is contingent upon adherence to:

1. The eligibility guidelines detailed below
2. The Student-Athlete Discipline Code
3. The Chemical Health Policy

TEAMS - All students have the opportunity to try out for the teams at NAHS. Meeting and/or sign up times will be announced. Fall sports are: cheerleading, cross-country, field hockey, football, golf, soccer and volleyball. Winter sports are: basketball, cheerleading, gymnastics, ice hockey, swimming, track and wrestling. Spring sports are: baseball, lacrosse, softball, tennis and track.

ATHLETIC ELIGIBILITY - No athlete will be allowed to join a team after the first week of the season except for extenuating circumstances (ex. cut, sickness, medical, etc.).

1. All students must pass a physical examination prior to participation in high school athletics. A physical exam covers the student for 13 months from the exam date. A student's eligibility will

terminate once a physical has reached the 13 month limit. No student is allowed to participate if they have not submitted an updated signed copy of their physical exam to their coach. Physical examinations must be performed by a duly registered Licensed Physician, Physician's Assistant or Nurse Practitioner. PENALTY: A student in violation shall be suspended for the number of contests in which they participated without a proper physical.

2. All students must register and fill out the required documentation on FamilyID.com
3. A student may not be in their fifth year of high school.
4. A student may not have reached 19 years of age by September 1st.
5. A student must meet all academic requirements outlined below. A student must have passed at least 20 credits or 20 periods of prepared work during the marking period preceding an athletic contest. A student cannot represent the school unless they are taking at least 20 credits or 20 periods of prepared work. To be eligible for fall sports, students must have final passing grades in full year courses and second semester courses in the required number of periods of prepared work (Grades 9-12 = 20 credits). Academic eligibility for all students will be determined and considered as official for that grading period on the date when report cards are issued to parents/guardians and students. NOTE – Students who repeat work for which they have received academic credit cannot include the subject a second time for eligibility. Students cannot count for eligibility any subject taken during summer vacation unless that subject has been previously taken and failed. Students receiving substantially or more restrictive Special Education services under Chapter 603 may be declared academically eligible by the principal provided all other eligibility requirements are met.
6. Absences – Any student who is absent on a given day will not be allowed to participate in a practice or contest on that day. If extenuating circumstances are evident, approval to participate must come from the administration. Any student who is absent from school and participates in a practice or game without administrative approval, will be suspended from that team for three days by the athletic director. If a student is absent from school on Friday due to illness, they must present a doctor's note to the coach if they wish to participate in a weekend athletic contest. This note is to certify that the athlete is physically capable of participating.
7. Tardiness and Dismissals – A student cannot participate in a game or practice if that student is not in attendance for five full class periods of that school day. If extenuating circumstances are evident, approval to participate must come from the administration.
8. NAHS is a member of the Massachusetts Interscholastic Athletic Association (MIAA). Many of the rules and regulations governing student-athletes at NAHS are established by the MIAA.

DISMISSAL OF TEAM CAPTAINS –Captains who, in the judgment of the coaching staff and or the administration, are not conducting themselves in the best interest of the team or school may be dismissed from their captaincy. This dismissal is subject to the approval of the athletic director and the principal. The coach will submit a written report to the athletic director when making a recommendation to dismiss a captain.

REMOVAL OR SUSPENSION OF AN ATHLETE FROM A TEAM–The administration and/or the athletic director has the right to remove or suspend an athlete from a team for code of conduct violations or misconduct other than enumerated in the discipline code above. A coach may recommend to the athletic director the removal of a student-athlete from a team for the remainder of the season for misconduct other than that enumerated in the Discipline Code above. The coach will submit a written report to the athletic director no later than the day following any knowledge of an incident. The athletic director will convene a meeting of the coach, the student-athlete and the parent(s)/guardian(s). The athletic director will then judge to sustain or deny the coach's recommendation to remove or suspend the athlete. When the coach and

athletic director is the same person, the principal will take the place of the athletic director. At this meeting, the athletic director may also elect to impose a disciplinary action of suspension that could be greater or shorter in duration than the coach's recommendation. Whatever the outcome, the student-athlete shall have the right of prompt appeal of a decision. An appeal, by the athlete or parent(s)/guardian(s), of a decision for the removal from a team may be made in order to the principal.

ATHLETIC DISCIPLINE CODE –Athletics are a considered a privilege at North Attleboro High School. Athletes may be denied the privilege of participation due to the violation of the school or the athletic and or school discipline code of conduct. All students will be afforded due process whenever deprivation of participation in extracurricular activities is being considered. Due process includes the right to a fair hearing and right to an appeal following the chain of command as outlined previously.

1. Unexcused absence from a scheduled athletic practice: 1st offense – suspension from the interscholastic athletic contest immediately following the violation. 2nd offense – immediate expulsion from the team for the season.
2. Unexcused absence from a scheduled athletic contest: 1st offense – immediate expulsion from the team for the season.
3. A student who is serving an Extended Detention or an In-School/Out of School Suspension is ineligible to participate in any athletic activity on that day. A three-day Extended Detention or Out-of-School Suspension, or a total of three cumulative days of Extended Detention or Out-of-School Suspension, will result in suspension from an interscholastic contest either during the suspension or the athletic contest immediately following the detention/suspension. The student as well as the administration is obligated to notify the coach and the athletic director of any extended detentions.
4. Theft or destruction of school, athletic or others' personal property will result in immediate suspension from the athletic program for a period determined by the administration using the code of conduct. It is the responsibility of the team members who are aware of such activities to report them to their coach or captain.
5. Use of foul language, obscene gestures or language or behavior which mocks, seeks to intimidate or actually hurts someone of a different race, religion, ethnic group or sexual orientation, will result in immediate removal from the interscholastic contest. Any such incident shall be immediately referred to the administration.
6. Hazing, as defined in the Student Handbook, will result in immediate expulsion from the team.

INSURANCE – NAHS will provide secondary but limited accident coverage for student-athletes.

CHEMICAL HEALTH - Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by their doctor. This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

1. First violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and their attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
2. Second and subsequent violations: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical dependency program or treatment program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season.
3. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty[ies] during the fall season of the next academic year). 1st Offense - 25% 2nd Offense - 60% 2nd Offense w/Dependency Program - 40% if in the program throughout the penalty period.

Safety, Security, and Communication

NO-SCHOOL NOTIFICATION - No-school announcements are broadcast through the district's Connect-ed system. They are also posted on the school website, www.naschools.net and social media platforms. **When the NAPS Superintendent announces a delayed opening, early dismissal, or cancellation of school, for whatever reason, all school activities are also delayed or cancelled consistent with the announcement. All school activities refers to all school, campus, or off campus activity including all extra-curricular activity, unless otherwise announced and directed by the NAPS Superintendent of Schools.**

EVACUATION DRILLS AND ALARMS - Periodic fire drills are conducted to ensure a rapid and safe evacuation of the school. Students are to leave the building per instructions from the teacher or supervising faculty member and stay together as a group so attendance may be taken. Students are to stand away from the building and keep the roadways clear at all times. Should the fire alarm be inoperable, a continuous ringing of the passing bell is the signal to evacuate the building.

LOCKDOWNS – Periodic lockdown drills are conducted to ensure student and staff safety in the case of a dangerous situation occurring at NAHS. During lockdown, students must remain in their classroom or, if in the corridor, go to the nearest available room. All room doors will be locked and students will remain in the rooms until notified by the administration. Students are NOT to use cell phones during a lockdown as it causes problems such as parents/guardians coming to the school, safety personnel efforts being hampered, false information being disseminated, and the overload of the safety personnel and school's communication lines.

VISITORS - All visitors must sign in at the Main Office and pick up a visitor's pass. Students are allowed to bring visitors to NAHS only with the permission of the administration, which must receive the request at least 24 hours in advance. A visitor's pass will be given after the student and visitor sign in at the Main Office.

STUDENT SEARCHES - Students' lockers are assigned to them for the period of the academic year. A locker is not the private property of the student assigned its use. Lockers are the property of North Attleboro Public Schools and are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (e.g. weapons, drugs, alcohol, stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Likewise, since possession of contraband is illegal and inconsistent with school policy, students, their belongings, and/or vehicles on school property may also be searched if they are suspected of having such contraband. Random searches may be conducted of lockers, students, students' belongings, and vehicles on school property by contraband seeking dogs. These may come at any time and students will be expected to remain in their classrooms for the duration of any search.

BOMB THREATS - Any student who communicates a bomb threat, or who places such a device, real or simulated, in school, on school property or at a school-sponsored event shall be suspended or expelled from school by the principal, any incident will be reported to the police and the School District may press charges.

ENFORCEMENT OF BAN ON WEAPONS IN SCHOOL- It is the policy of the North Attleboro School District to strictly enforce all provisions of M.G.L. c. 71 section 37H with regard to dangerous weapons. In plain language, **NO STUDENT SHOULD EVER BRING A WEAPON TO SCHOOL OR TO A SCHOOL-RELATED ACTIVITY.** The only way to guarantee all students and staff a safe school environment is to enforce this rule absolutely. A student will be considered in possession of a weapon if they brought the weapon to school or have had physical possession of the weapon at any time. Conduct covered by this rule also includes possessing a weapon on a school bus, in a student's locker, book bag or car parked on school property, or at any school-related event. Students found to be in possession of a weapon at school are subject to disciplinary consequences, including suspension or expulsion from school. Additionally, law enforcement may be notified.