

Northbridge High School
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(508) 234-6221 Fax (508) 234-0802

Principal: Scott Connery
Assistant Principal: Eric Tracey
Dean of Students: John Susienka

Northbridge High School is fully accredited by the New England Association of Schools & Colleges

The Northbridge Public Schools ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, religion, national origin, sex or sexual orientation, gender identity (M.G.L. c. 151B and 151C, Title VI, Title VII and Title IX), or on the basis of disability (Section 504 of the Rehabilitation Act of 1973/ADA) or homelessness. In addition, the Northbridge Public Schools does not discriminate against its employees on the basis of age (M.G.L. 151B/ADEA) on the basis of veteran's status, or genetic information.

Core Values, Beliefs, and 21st Century Learning Expectations

The Northbridge High School community provides an educational experience committed to high expectations and diverse learning opportunities for all students. Northbridge High School honors tradition by embracing change and innovation.

Core Values & Beliefs

RESPONSIBILITY

We believe that **responsibility** is fostered through providing students with the tools to develop healthy lifestyles and to take ownership for their decisions and ethical behavior.

ACHIEVEMENT

We believe that **achievement** is attainable for every student when they are actively involved in their own learning and are engaged in an individually challenging curricular pathway that emphasizes college and career readiness.

MUTUAL RESPECT

We believe that **mutual respect** should be demonstrated by all members of the school community and should include an appreciation for differences, diversity and perspectives in a safe and supportive environment.

SERVICE

We believe that **service** to both the school and local community teaches students to recognize their value as a citizen and community member.

21st Century Learning Expectations

Academic Expectations

Northbridge High School students, as self-directed learners, will:

- read, write and communicate effectively
- demonstrate problem-solving skills, think critically and creatively
- effectively and appropriately utilize technology to enhance learning

Social Expectations

Northbridge High School students will work effectively by listening, communicating, and collaborating while respecting different perspectives.

Civic Expectations

Northbridge High School students will embrace their role and responsibility as citizens and as members of a democratic society.

ACADEMIC INTEGRITY

Academic Integrity is essential to upholding a climate of honesty and fairness at Northbridge High School. It is important that *all* members of the NHS educational community maintain high standards of integrity and excel to their highest ability in order to protect the value of the educational process and to maintain the credibility of NHS as an educational institution. Academic Integrity is acknowledging responsibility for:

- Producing the student's own work
- Recognizing others' work according to Modern Language Association (MLA), American Psychological Association Style (APA), or Chicago Manual of Style
- Valuing learning over grades
- Maintaining honor and trust at Northbridge High School

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as each student's work being presented is their own.

Collaboration is to work together (with permission) in a joint intellectual effort.

Violations

Violations against the Academic Integrity Policy include but are not limited to:

Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is **stealing**.

Cheating The term assessment includes exam, test, quiz, essay, take-home test, lab, homework, assignment or any other means of assessing student knowledge and skills.

Some examples of what cheating looks like:

- Copying from others.
- Having or using resources not specifically authorized, reviewed or approved by the teacher.

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Providing or receiving information about all or part of an assessment, including answers or unauthorized materials (e.g. telling someone in a subsequent period what was on the assessment, or seeking this information).
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Any unauthorized use of Artificial Intelligence software.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Misrepresenting academic accomplishments (e.g. tampering with computer records, fabricating resume information, etc.).
- Failing to stop work promptly on an assessment when the time allocated has elapsed.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.
- Forging a signature.

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

Enforcement Policy

When a student is in violation of the Academic Integrity Policy, the following progressive steps will occur:

- A meeting between the student and teacher will follow.
- The student will receive a reduced grade or a grade of zero for the assessment, at the discretion of the teacher.
- The teacher will document the incident on a discipline referral, based on the severity of the violation, the teacher will notify the parents and administration of the details of the violation and the consequences.
- Repeated offenses may result in course level penalties, program level penalties, or suspension.

If the student contests the academic dishonesty violation and consequences, he/she has recourse for mediation of the dispute. This process includes the following:

- The student writes a letter requesting a conference to further discuss the issue and also stating his/her specific reasons for the requested mediation.
- The student gives the letter to his/her counselor no later than one week after the initial meeting between the student and teacher.

- The counselor may arrange a conference which may include the student, parent, teacher, student's counselor and a member of the administrative team.
- The school administrator will ultimately decide final penalties.

ACADEMIC & STUDENT SUPPORT

Students are encouraged to participate in one of the many academic support activities offered at Northbridge High School and to seek out assistance from their teachers, Guidance, or Administration. Parents are urged to contact the classroom teacher *directly* whenever concerns or questions arise. A proactive approach and frequent communications will help to resolve and identify problem areas sooner than later.

In addition to our guidance and teaching staff, the following programs are in place:

Student Support Team (SST). This Team will assist in identifying students who may require additional support, both academically and socially. The team's proactive approach is designed to develop strategies to meet the needs of individual students as well as the overall school population. (*See District Handbook for more specific information.*)

Extra Help Sessions. Teachers are available after school to provide help and assistance to students. All teachers will announce and post their extra help days in their classroom. Teachers may assign extra help sessions to students whenever they feel the student is not working at his/her full potential or whenever absences are impacting overall performance.

Library Media Center. The Library Media Center will be open for students to access resources at varying times throughout the year.

Link Crew. Students in upper grade levels link-up with freshmen and all new students to Northbridge High School to provide mentoring and assist with social and academic success.

Peer Tutors. Students experiencing difficulty in a particular class can often benefit from the support and tutoring of their peers. Any student wishing to arrange for a peer tutor should discuss this arrangement with their Guidance Counselor.

ADVANCED PLACEMENT

Students have the opportunity to enroll in a number of Advanced Placement courses.

All Advanced Placement courses will follow the guidelines suggested by THE COLLEGE BOARD and will prepare the student for the AP exam at the end of the year.

Please refer to the [Program of Studies Guide](#) for specific course descriptions and enrollment procedures.

ADVISORY

High school students sometimes feel disconnected and may have few personalized relationships with the adults who educate them. Student advisories offer a way to overcome the anonymity many students feel. Our Advisory program is based on the belief that students need the opportunity to develop trusting relationships with adult educators, and that doing so benefits students AND teachers in a variety of ways.

Advisory will be a small group, supportive classroom setting for students to connect with peers and teaching staff to proactively address the needs of the students. The NHS vision is to build relationships between students and faculty to help students achieve attainable academic and behavioral goals and to improve the school's community. Students are assigned to advisory by homeroom. After their freshman year, students will be assigned to the same homeroom/advisory for the following three years. Requests to change sections will only be granted by the high school Principal.

ANNOUNCEMENTS, POSTERS & COMMUNIQUES

Morning announcements will take place at the end of 1st period. Announcements will begin with the Pledge of Allegiance, followed by a moment of silence. Students should stand out of respect during the recitation of the pledge and the moment of silence. Per, Mass. Gen. Laws ch. 71 §69 (2005) which reads "Each teacher at the commencement of the first class of each day in all grades in all public schools shall lead the class in a group recitation of the 'Pledge of Allegiance to the Flag.'

Students are encouraged to volunteer to participate in these announcements. Any student wishing to have a general announcement read should stop by the Main Office and pick-up an announcement form. An Advisor or Administrator must approve any announcements or postings in advance. Students will be required to use the appropriate materials for posting. Posters must be approved in advance by Administration in order to be placed in the building.

ATHLETICS

Activities and athletics may vary from year to year.

Fall Cheerleading - Varsity
Boys Cross Country - Varsity
Girls Cross Country - Varsity
Field Hockey - Varsity, JV
Football - Varsity, JV, Freshman
Golf - Varsity (co-op with WCS, WCS is the host school)
Boys Soccer - Varsity, JV
Girls Soccer - Varsity, JV
Boys Basketball- Varsity, JV
Girls Basketball- Varsity, JV
Winter Cheerleading- Varsity
Boys Indoor Track & Field- Varsity
Girls Indoor Track & Field- Varsity
Ice Hockey- Varsity, JV (co-op with Sutton, Nipmuc and Uxbridge, we are the host school)
Wrestling- Varsity (co-op with Nipmuc, Grafton and WCS, we are the host school)
Swimming (co-op with Grafton, Grafton is the host school)- Varsity
Alpine Ski - (co-op with Nipmuc, Nipmuc is the host school) - Varsity
Baseball- Varsity, JV
Softball- Varsity, JV
Boys Outdoor Track & Field- Varsity
Girls Outdoor Track & Field- Varsity
Girls Tennis- Varsity
Boys Tennis- Varsity
Boys Lacrosse- Varsity, JV (co-op with Nipmuc, Nipmuc is the host school)
Girls Lacrosse- Varsity, JV

REQUIREMENTS FOR PARTICIPATION

A student must be eligible according to MIAA Eligibility Rules and those of Northbridge Public Schools in order to be a candidate for an Intermediate, Junior Varsity or Varsity team. The following documents must be on file with the athletic department before participation in any athletics is allowed (including tryouts and practices). The due date for each season will be listed on the Athletic webpage:

Registration

Registration for athletics is required before the season begins. FamilyID is the online portal used for athletic registration for the Northbridge Public Schools, Please visit:

<https://www.familyid.com/northbridge-high-school-athletics> to register for all athletic teams and offerings.

Physical

Documentation of a current physical exam performed by a physician, physician's assistant or nurse practitioner must be on file. While participating on an interscholastic athletic team, a student must maintain a current physical at all times. Once a student's physical exam is older than thirteen months, the physical is considered to be out of date and the student is no longer eligible to participate even if the physical expires during the middle of the season. You may check with the school nurse to see if there is a current physical on file.

User Fee

Fees must be paid prior to the first contest.

High School Fees:

- \$225 = First Sport - \$150 = Second Sport - \$100 = Third Sport
- (Reduced Lunch) - \$125 = First Sport - \$100 = Second Sport - \$50 = Third Sport
- (Free Lunch) - \$0

** NPS is the host school for Wrestling and Hockey but they are not funded through NPS Athletics All player costs are determined based on team booster fundraising and costs associated with running the program.

** Co-ops not hosted by Northbridge are subject to the user fees of that school district.

Fees can be paid in two ways:

1. By accessing the UniBank Portal on the high school Athletics website:
<https://unipaygold.unibank.com/customerinfo.aspx>
2. A bank check is also an acceptable means of payment of athletic fees and may be turned in at the Main Office of the High School or the Athletics Office in an envelope clearly marked "Attn: Athletic Fee."

No student-athlete will be prevented from participating in athletics due to financial hardship (fee waiver if approved form for free/reduced lunch). Families with financial hardship should contact the athletic director at (508) 234-6221 x.1504 for assistance and /or payment options.

Equipment/Uniforms

Athletes are responsible for all equipment and uniforms issued to them. Any intentionally damaged or lost equipment/uniforms will be billed to athletes. At the end of season, the athlete is responsible for turning in all equipment, etc., to their coach.

Insurance

It is the responsibility of the athlete to report all injuries to the coach. School insurance covers expenses not covered by the athlete's family insurance policy.

MIAA

All athletes are bound by the MIAA rules, the specific rules of the coach, and the Northbridge High School Student Handbook.

Transportation

The school provides bus transportation or a suitable substitute to most away contests. All team members are expected to travel to these contests using school-provided transportation, when provided. Exceptions to this policy must be requested in writing to the Athletic Director, by a student's parent, prior to the contest. A coach may allow students to ride home from a contest with their parents provided proper notification has been provided to the Athletic Director and coach in advance and personal contact is made between the parent and coach, at the game site. Any athlete traveling with someone else's parent/guardian must provide proper notification in advance to the Athletic Director and coach from their parent/guardian giving permission for said athlete to go home with another parent/guardian and personal contact is made between the parent transporting the student and coach at the game site. In an emergency, a student, with parent/guardian permission, may drive him/herself to a school activity outside of the school district. However, the student is not permitted to transport any other student.

Non-team members may occasionally be allowed to ride team transportation if: space allows, the coach in charge has given approval, and prior written consent has been given from the parent to the Athletic Director.

In the event that a student engages in a dangerous activity while on the athletic bus, that student may be prohibited from riding the athletic bus for the remainder of the season. If the season is over, the student may be prohibited from riding the athletic bus during the student's next athletic season. Transportation to and from athletic events will become the responsibility of the parent/guardian and must be approved by the Athletic Director.

Attendance. To participate in that day's practice, competition or preceding any weekend event, students must be in school for a minimum of ½ day. One half day is equal to **no** dismissals before 10:50; no arrivals after 10:50.

CONCUSSION PROTOCOL

Pre-Participation requirements

Before a student athlete is allowed to participate the family must provide the school nurse with a physical examination. A physical examination will be valid up to 13 months from the date issued. They must also complete all information in Family ID indicating any past history of concussion.

If A Head Injury Occurs

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

The coach shall: 1. Communicate the nature of the injury directly to the parent in person or by phone immediately after the game or practice in which a student has been removed from play for a head injury or

suspected concussion. 2. The coach also must provide this information to the parent in writing by the end of the next business day. 3. Communicate the injury with the Athletic Director and School Nurse by the end of the next business day.

Parents/Guardians/Athletes shall: 1. Communicate with the school nurse regarding student symptoms and medical follow-up. 2. The student and parent will report symptoms to the nurse and work with her to develop an ongoing, gradual re-entry plan for school. 3. Each student who is removed from athletics for a head injury or suspected concussion shall provide to the school nurse all medical assessments and recommendations in writing, including a written clearance to return to play from the student's health care provider.

[Post Sports-Related Head Injury Medical Clearance and Authorization Form](#)

If a student sustains a head injury or concussion during the season, outside of extracurricular sports, the parent should complete the Report of Head Injury Form and submit it to the coach, school nurse or person specified in the school's policies and procedures.

[Report of Head Injury During Sports Season Form](#)

"Away" Contest Protocol

It is important to note that students, coaches, and parents are held to this same protocol when they compete on the road at "away" athletic events. Please note that concussion information sheets may be downloaded by visiting www.cdc.gov/concussion/HeadsUp/highschool.html.

Annual Requirements

Massachusetts state law (Massachusetts General Law 105 CMR 201.000) currently requires that parents and legal guardians of students participating in the Athletic Program, Athletic Trainers, Coaches, Athletic Directors, parents volunteering at athletic events, nurses, Marching Band Directors, and marching band members take a free online course annually to familiarize themselves with the signs and symptoms of a concussion. There are two courses available that contain all information required by the law. These courses will also discuss proper response to a suspected concussion, return to play protocols, and suggestions for prevention of sports related head injuries. Northbridge Public Schools highly encourages parents and student-athletes to take this course, as well. If a parent or student athlete does not have access to these online courses, they may be given printed materials with information about concussions to read. The online courses can be accessed below:

[NFHS Concussion Course for Student-Athletes](#)

[NFHS Concussion Course for Parents](#)

Concussion Resources

Signs and symptoms of concussions can show up right after an injury or may not appear until hours or days after the injury. Head injuries require immediate attention. Additional Resources on concussion management can be found here:

[Head injury guidelines](#)

[Mass head injury and concussion information for parents and students](#)

Loyalty to the High School Team - Bona Fide Team Members (MIAA Rule 45)

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

A student-athlete must be a team member for a minimum of 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition.

Bona Fide waiver requests for Saturday and Sunday practices only do not need submission to the MIAA rather approval determined by the High School Principal or principal's designee.

MIAA Bona Fide waivers are only allowed during the pre-season or regular season. Bona Fide Team Member Waivers (for missing any practice or game) are not permitted during MIAA postseason play. The postseason officially begins the day after the cut-off date. For the purpose of this rule, the postseason officially begins the day after the cut-off date.

First Offense: Student-athlete is suspended for one (1) contest and shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule or in tournament play.

Second Offense: Student-athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation.

Penalty Carry Over: For example, a soccer player who violates the rule by missing the last high school match (regular season or tournament) would serve the required suspension (1 game if first offense) at the start of basketball season, if that student is a legitimate basketball participant.

Athletic Eligibility: Chemical/Health/Alcohol/Drugs/Tobacco (MIAA Rule 62)

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape pens and all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by 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. If a violation of this rule occurs while the student is serving a school suspension (either in-house or out-of-school), the chemical health violation penalty period will not begin until the school suspension period has concluded. If, on the other hand, the school suspension is directly related to the violation of the Chemical Health Rule, then the suspension and chemical health penalty will be served concurrently.

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 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. All decimal parts of an event will be truncated. All fractional parts of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic

contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.

If at the time of the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical dependency program or treatment program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season.

Penalties shall be cumulative each academic year. 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 in that sport, which may affect the eligibility status of the student during the next academic year.

ATTENDANCE POLICY & PROCEDURES

Absences – Procedures for calling

Parent/guardian *must* notify the school if their child is absent. In order to properly distribute an accurate attendance list to staff, parent/guardian must notify the school no later than 8 AM. Attendance information may be left on the **24-hour** voice automated attendance lines. To access this attendance line:

1. Dial the High School (508) 234-6221.
2. Use Auto Attendant - Follow automated instructions.
3. If you have more than one child in the high school, you may leave messages for all on the attendance line. Please state your child's name, grade, your name, reason for absence and length of absence.

If we do not receive a call, the school will contact the parent/guardian at the **home number via Connect-Ed**. You may request a change in the notification number by contacting the high school Main Office.

Early Dismissals

Students must be present for ½ day (no dismissals before 10:50, nor arrivals after 10:50) to be eligible to participate in any school related activity and receive credit for a full day. Unexcused dismissals without written notification to the main office are considered class cuts.

All students must enter or exit via the School's main entrance doors. Any student leaving school must sign out in the Main Office and exit via the Main entrance. All students must report directly to class after checking into school. Failure to do so will result in disciplinary action.

Loss of Credit

Loss of credit may be deducted from semester and year-long classes based on the number of absences per individual class. A student with 12 absences in a class may lose credit in these respective classes. Students who lose credit based on attendance will have the opportunity to appeal this determination and potentially earn credit back through an attendance improvement contract and/or APEX credit recovery.

Parents/students will receive a school generated letter after 7 days absent course) communicating the potential loss of credit. Once the attendance thresholds are met, students will be referred to an attendance appeal committee. Upon meeting/presenting at the appeal meeting, the student will be notified of the committee's

decision within five (5) school days of the original meeting date. Students are urged to provide any written documentation of excused absences at these meetings.

Students may recover credit in any course through the recommendation of the attendance committee. These options may include, but are not limited to, an attendance contract and/or credit recovery (APEX)/summer school off-site at a monetary cost to the individual student.

The first N (No Credit) in a particular course indicates a student has not met the school's attendance policy expectations. An N reflects no academic credit due to lack of attendance and will be indicated in the comments section of the report card. A student's academic grade is recorded in the grade section of the report card and averaged with the quarter, semester, or year grade. A student can still receive a passing semester or year grade following receipt of an initial N, so long as attendance improves according to the standards set forth below.

The NHS transcript records only the final grade earned by a student in any course. Therefore, if a student receives a single N, but successfully completes all other quarters of the course, no N will appear on the transcript.

Seniors – An official transcript being sent to colleges during your senior year will show quarter grades including all N's. In the case of recorded N('s), upon request, a letter from the Principal will accompany the transcript; the letter includes an explanation of the Attendance Policy and the academic grade behind the N.

If a student is entering his/her senior year and does not have enough credits to graduate, credit recovery courses may be offered to the student. These courses would only be granted if documented time, effort and energy has been made by the student. These classes would be made available prior to graduation. If the Principal determines there has not been a legitimate effort academically and with regards to attendance, the courses will be offered on the Monday following graduation. Seniors who do not have their graduation requirements met and/or do not have the required credits to graduate by the last day of Senior finals may not be allowed to participate in any Senior Activities.

Tardiness

The warning bell rings at 7:20. Students are expected to be **in their homeroom by 7:25**. Students arriving at 7:25 should check in at the main office. **Tardiness is not excused without written documentation.** Every third tardy to school shall result in an office detention.

Withdrawal

Parents of students with fifteen consecutive unexcused absences will be sent notification of possible withdrawal from school for students who are over 16 years old. The school administration will provide time dates and times to hold a meeting. During the meeting the Principal will discuss with the student and parent(s) the detrimental effects of early withdrawal from school, possible strategies for continuing school to earn a diploma, and alternative education programs and services. Any students who receive services through an IEP will hold an additional team meeting to discuss recent progress prior to meeting with the principal.

AWARDS AND RECOGNITIONS

Northbridge High School recognizes the achievements of its students in many and varied ways including academics, athletics, attendance, community service, leadership, and overall student performance. Recognizing our students is a yearlong activity and we value the importance of doing so in many and varied ways. In addition to these initiatives, formal celebrations are held each school year: Senior Class Night and the Junior MEDALISTS Reception. We invite students, parents/guardians, family and friends to join us in recognition of our outstanding students.

The **GOLD MEDAL** (est. 1895) is the highest academic award at this school. The graduating senior must have earned: 105 Credits 90 (A-) or above and none lower than 80 (B-).

The **SILVER "N"** (est. 1984) recognizes academic achievement for graduating seniors who have earned: 115 credits majority 90 (A-) or 80 (B-), with the majority A's and none lower than 70 (C-)

The **BRONZE "N"** (est. 1991) recognizes academic achievement for graduating seniors who have earned 105 credits of 90 (A-) or 80 (B-), and none lower than 70 (C-).

Valedictorian and the **Salutatorian** are ranked first and second respectively in the graduating class as determined by their Grade Point Average. Students must be in residence for four semesters.

Class Marshall is elected by the graduating class and leads the class throughout senior week.

Superintendent's Academic Excellence Award recognizes a student who has excelled in academics.

Departmental Awards (est. 1980) recognizes students who excelled in specific disciplines throughout high school.

RAMS Awards (est. 2007) recognizes superior growth and development by a member of the graduating class in the areas of Responsibility – Achievement – Mutual Respect - Service.

State Seal of Biliteracy (est. 2023) is an award provided by state approved districts that recognizes high school graduates who attain high functional and academic levels of proficiency in English and a world language in recognition of having studied and attained proficiency in two or more languages by high school graduation.

Junior MEDALISTS (est. 1988) are chosen for overall excellence and outstanding achievement in ten academic disciplines including Business/Technology Education, Computer Science, Family & Consumer Science, English, Fine & Performing Arts, Foreign Language, Math, Social Studies, Health/Wellness. The Harvard Book and medal is awarded to the student demonstrating Overall Academic Excellence and Character. Juniors receive awards and recognition in the following special areas:

- St. Michael's Book Award--volunteerism and leadership in their community service endeavors
- University of Rochester Xerox Award for Innovation & Information Technology
- The Bausch & Lomb Medal in Science
- George Eastman University of Rochester Young Leaders Award
- University of Rochester Frederick Douglas & Susan B. Anthony Humanities & Social Science Award
- The 9th Worcester District Leadership Award - History, Student Government
- The Rensselaer Medal for Excellence in Math and Science Business/Technology Education
- Harvard Book Award for overall excellence and high Character

BUS PRIVILEGES/VIOLATIONS (see also Main Handbook)

Transportation by bus to and from school is a privilege for pupils who qualify by the Rules and Regulations of the Northbridge School Committee and the laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself, and the rules regarding behavior are the same as in school. It shall be understood

that the right of the pupil to use transportation to and from school is a qualified right dependent on good behavior.

For any alleged violation of the rules stated in the Handbook, the bus driver will notify the principal or his/her designee. Depending upon the nature of the offense, disciplinary action may be necessary, up to and including suspension of all bus privileges. The Massachusetts policy on disciplining students will govern procedures to be followed for special education students with a current approved Individual Education Plan (IEP).

CONSEQUENCES

- On the first offense the principal will notify the parents, minimum of a warning, assigned seat up to suspension from riding the bus.
- On the second offense the offender may receive a minimum of 1+ office detentions and/or may be suspended from riding the bus and will have an assigned seat.
- On the third offense the offender may receive a minimum of 2+ office detentions and/or may be suspended from riding the bus and will have an assigned seat.
- Repeated offenses may result in suspension of bus privileges for a period of up to the remainder of the school year.
- In case of serious offenses affecting the safety of the school bus and its occupants, the offender may lose his/her school bus privileges for a maximum of a school year (180 school days).

No suspension takes effect until a letter is sent home and/or a parent conference is held. If a parent wishes an appeal, the principal will arrange a meeting with the parent.

CELL PHONE and PERSONAL DEVICES

The Northbridge Public Schools is dedicated to providing the highest quality education possible to all students. The use of personal devices during the school day by school-aged students has become an extreme distraction to the educational process and to academic progress, nationwide. As such, in order to ensure that our students are able to focus on their academic success every day, we are piloting a new system to enhance our cell phone and personal device policy to reduce disruptions and interference and maximize focused instructional time.

This year, every student at NMS and NHS will be assigned a personal *Yondr Pouch* on the first day of school. While the Yondr Pouch is considered school property, it will be each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

As students arrive to school, they will:

- 1) Turn their cell phone (and Smart watch) OFF.
- 2) Place their cell phone, air pods/earbuds, and/or Smart watch inside the Pouch and secure it in front of school staff.
- 3) Store it in their backpack for the day.
- 4) If you do not bring your Yondr pouch to school, you must turn your phone over to the administration at the door in the morning.

Students will maintain possession of their phones/personal devices and will not use them until their pouches are opened at the end of the school day. At the end of the school day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack.

Administration reserves the right to ask to see your phone while it is on (before putting it into the Yondr pouch) to ensure that you are not putting a decoy phone in the pouch.

Students are permitted to use their cell phones ONLY during the following times:

- before and after school hours outside of the building
- after school hours (inside the building) if the student has a club or other after-school meeting (NOT including detention, extra help, or make-up work/tests), and only with the permission of the teacher or advisor

If there is an emergency, and parent(s)/guardian(s) need to speak to their child(ren) or leave them a message, they will need to contact the school's main office. Contact information for each school is provided at the beginning of the NPS Student/Family Handbook, as well as on the website (www.nps.org.) If the Main Office is not available, parents/guardians may call Guidance/Adjustment Counselors or the Nurse's office for assistance.

Students who refuse to comply with the above policy will have their cell phone/electronic device confiscated and turned over to the building Administrator. The parent/guardian will be contacted by administration, and the device will be returned only to the student's parent/guardian. The student will also be issued two office detentions. The student will also be prohibited from bringing an electronic device to school for two weeks, or alternatively, may be required to leave their phones in the Main Office upon entering the building each day during those two weeks.

Additional offenses will result in progressive discipline, up to and including: additional (extended) office detentions; Saturday School; exclusion from extracurricular activities (including clubs, athletics, councils, dances, etc.) or suspension.

Students who violate this policy more than three times will not be allowed to bring their device into the building for the remainder of the school year, or they may be asked to turn in their device to administration each morning for the remainder of the school year.

Additionally, students who damage their own pouch in an attempt to circumvent its intended purpose (i.e. holes, bent pin, stripped lock, cuts, etc.) or who damage another person's pouch, will be subject to progressive discipline, as referenced above.

If a pouch is deliberately destroyed, students/families will be required to compensate the district \$5.00 for each incident requiring a replacement. If a pouch becomes unusable due to unintentional wear and tear, one free replacement pouch will be provided for the year.

**** In case of a school emergency, we direct our students to safety first, following our emergency protocols. All parents/guardians will receive necessary notifications of the same from our school-wide notification system (Blackboard Connect.)**

CLASS ADVISORS

Each class is assigned Class Advisors to assist them in a variety of ways. Classes frequently work cooperatively to plan and schedule events and activities that add to the positive school climate. All students should discuss their ideas and suggestions with their Advisors and to meet with them to discuss any issue of concern.

The Class Advisors:

Class of 2024 Mrs. Lundsten, Mr. Warzecha
Class of 2025 Mrs. Dion, Mr Swayze
Class of 2026 Mr. Lamay, Mr Kozik
Class of 2027 Mr. Polucha, Mr. Sponsellor

CLASS DUES

An integral part of a student's life at Northbridge High School is the privilege to participate in a variety of class related events. Many of these events are supported and are made possible by class dues and fund-raising activities. Each class depends upon the members to be fiscally responsible. Any student who has any form of outstanding obligation to their class or to Northbridge High School will be considered *ineligible* to participate in any Class sponsored event (i.e., Ring Dance, Class Government, Prom, Senior Activities Week, Graduation, etc.) until such time as the financial obligation has been resolved.

CLASS ELECTIONS

All students are encouraged to participate in school government. Leadership and service to school and community address our social expectations and these activities are supported by class and student council elections.

Class officers may not run for E-board on Student Council. Student Council E-board may not serve as class officers.

Elections for student council and class office will take place the first Thursday after graduation for all classes except the incoming freshmen class. Freshmen elections will be held the fourth Tuesday in September. Each candidate will write and deliver a campaign speech to their classmates on Election Day. Class advisors and Administration will review all candidates to determine eligibility. Students must be in good standing (academics, attendance, discipline) to be considered eligible. The class advisors will review all speeches. Absentee ballots will be available from the Class Advisors for any student who has a predetermined appointment, etc.; at the time the votes are cast. The ballots will be collected and counted by the Class Advisors and verified by Administration.

The Administration reserves the right to place any class officer on probation if his/her behavior or academic status is contrary to the policies and procedures outlined in this *Handbook*. (See Leadership rule) Such probation may include removal from office for the length of the probationary period. Any vacant office may be filled through a class election.

CLASS RANK

Northbridge High School does not calculate class rank for the purposes of reporting to colleges or other outside agencies. An internal rank is available with the Building Principal and/or Guidance and is used solely to determine Valedictorian and Salutatorian for graduation festivities.

COMMUNITY SERVICE GRADUATION REQUIREMENT

Northbridge High School believes that it is through quality citizenship and service for others that students will make a positive contribution to their community and the world. Community Service is service without pay to a non-profit agency/organization, an individual or a group in need. Starting with the summer before freshman year, students will begin to earn a minimum of 20 documented hours of community service. The 20 hours of service must be completed prior to graduation in their senior year. This graduation requirement will begin with the class of 2017. Some examples of community service programs include working with animal shelters, local hospitals, nursing homes, hospice services, museums, schools, Scouts, peer tutoring, Mission trips, libraries and local community organizations.

The guidelines for Community Service are as follows:

- Students enrolling after their freshman year will have their community service requirement prorated to equal 5 hours of service per year enrolled.
- A student must complete 5 hours of service for each year/partial year of enrollment at NHS.
- Childcare and babysitting count only when done for a non-profit organization.
- Please note: Helping family members is highly valued but is not considered community service.
- The maximum number of hours a student can earn for one specific activity is 20 hours.
- A student may not receive compensation for his or her community service. (No pay may be received)
- Students are responsible for arranging their own service experiences.
- Completion of this graduation requirement must be met by May 1st of their senior year.
- Students must make a copy of your service log for your records before submitting your form.

COURSE EXPECTATION SHEETS/Syllabus

All students will receive a *Course Expectation Sheet* for each class. These sheets will outline:

- A general course description – outlines what will be expected of the students in that course including any special assignments such as term papers, frequency with which homework can be expected, etc.,
- A listing of the activities contributing to the course grade, i.e., tests, quizzes, oral participation
- A listing of class behavioral expectations beyond those stated in this Handbook
- A listing of any materials required for the course.

Students are required to sign indicating receipt of the *Course Expectation Sheet*. A teacher reserves the right to make changes and modifications, as they deem appropriate to the learning environment and with timely notice to the students in the respective class.

Course Selection Process

The course selection process is a cooperative venture among the student, the parent/guardian, the teacher, and the counselor. A [Program of Studies Guide](#) is available online for review by both students and parent/guardian. Teachers are asked to make recommendations for the next year in all major academic areas based on current year grades and effort. Students meet with their Guidance Counselors to discuss scheduling options and the course selection process is completed utilizing iStudent and iParent. Any course changes must be approved by the administration.

DANCE/PROM GUIDELINES

We encourage students to participate in our extracurricular and co-curricular activities. Students must be present in school a minimum of one-half of the school day. **Students are reminded that all financial obligations must be met before admittance to any Northbridge High School class sponsored function. Any violation of the following guidelines may result in further disciplinary action.**

To help ensure a successful event, the following guiding principles are in place:

- Only Northbridge High School students in grades 9 thru 12 or students enrolled on our post-grad program, and in good standing, shall be admitted to school dances.
- Any student requesting permission for a guest to attend a dance must complete a Guest Request Form. All guests must be of high school age and currently enrolled in high school, or receive the prior approval of Administration.
- This form is available in the Main Office and must be completed and returned two days before the dance.
- No guests over the age of (20) twenty will be admitted.
- All guests MUST provide an emergency contact with a phone number. Students who bring guests will be held responsible for the actions of their guests and will be subject to disciplinary consequences based upon the actions of their guests. Guests should be informed of all school policies prior to attending in order to avoid any incidents. Not knowing is not an excuse.
- Alcoholic beverages or drugs are not being permitted on school grounds. Any student suspected of being under the influence of alcohol or drugs will be detained. (See Disciplinary Policy) A parent/guardian may be required to come to the school at that time to take the student home. If the parent/guardian is not available, the police will be called.
- Any chaperone has the right to remove any person who is acting in an inappropriate manner.
- Anyone caught aiding a person to gain admittance into a dance without paying will be removed.
- All trash will be disposed of properly.
- Any person leaving the dance will not be readmitted. Loitering on school property will not be allowed.
- School dances are NOT nightclubs. Appropriate attire is required at all times.
- No backpacks, briefcases, packages etc., are allowed into the dance area. All parcels may be subject to inspection

DISPLAYING AFFECTION

Public displays of affection may cause other students to become uncomfortable and therefore are considered inappropriate and are not acceptable in school or at school related activities and functions. Violators will be warned once and will then face consequences for disrespectful behavior and insubordination.

DRESS CODE

[See district handbook](#)

DRIVING PRIVILEGES & PARKING LOT ACCESS (Students)

The privilege of owning a driver's license is an important milestone for any young adult. With this privilege comes responsibility. That responsibility requires the student to be diligent and conscientious; and to drive first and foremost with the safety of themselves and others in mind.

Parking on school grounds is a privilege not a right. Northbridge High School reserves the right to revoke the parking privileges of any student who acts in a manner that is in conflict with this philosophy or who does not follow the regulations.

The parking lot is off limits to students during the school day. Any student found in the parking lot during the school day without Administrative approval will be subject to disciplinary action. Students are not to loiter in the parking lot before or after school.

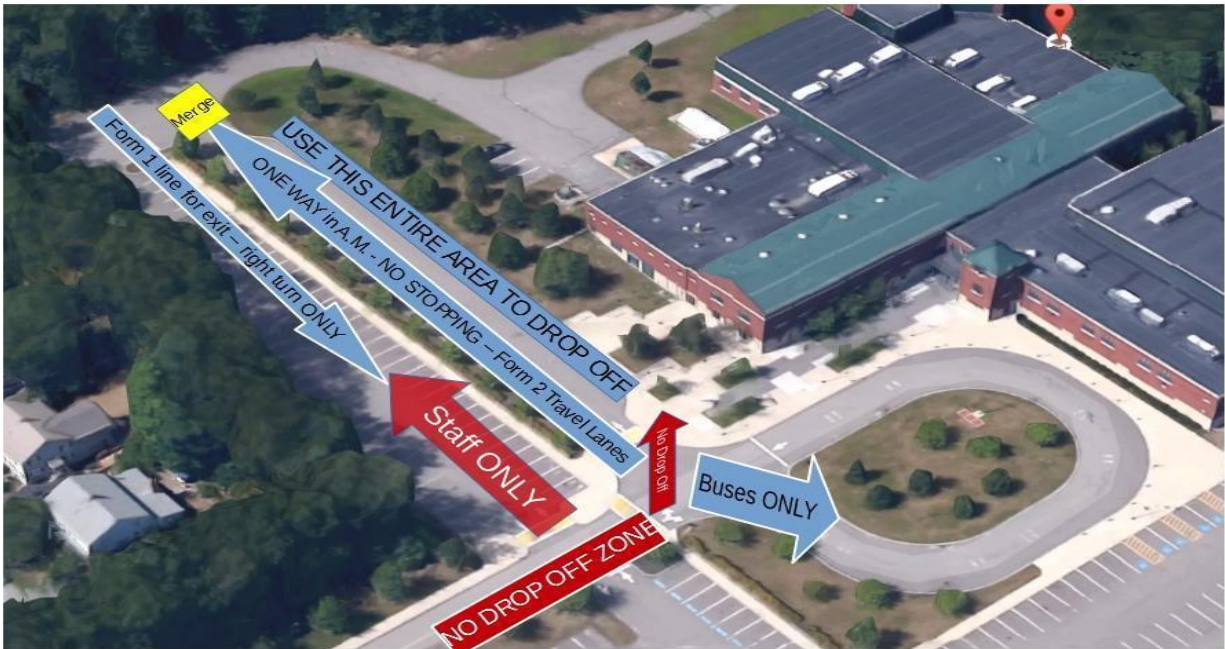
Students must obtain a Parking Permit Application from the Main Office. The fee for a decal is \$50. Once approved, a parking decal will be issued. Parking decals will be issued the first week of school. Decals must be displayed on any parked vehicle. Decals must be placed on the driver's side, front window, in the lower left corner.

1. Students must park in designated areas only.
2. Observe the 10mph speed limit. Any driving that jeopardizes the safety of all students/public may result in loss of driving privileges and/or disciplinary action.
3. Frequent tardiness or other disciplinary infractions may result in a suspension of parking privileges.
4. No student may transport another student who has left school without permission.
5. Student vehicles may leave the school grounds prior to the departure of the school buses. **However, once the buses begin to depart student vehicles must wait until all buses have left the main lot area. At no time should a student cut in front of a bus.**
6. NO LITTERING OR LOITERING – Help keep our school grounds clean.
7. All cars must be locked at all times. Northbridge High School is not responsible for lost or stolen items.

Any violation of the above rules may result in a loss of privilege to use the parking lot or other disciplinary action as deemed appropriate. Any vehicle in violation of our policies may be towed at the owner's expense

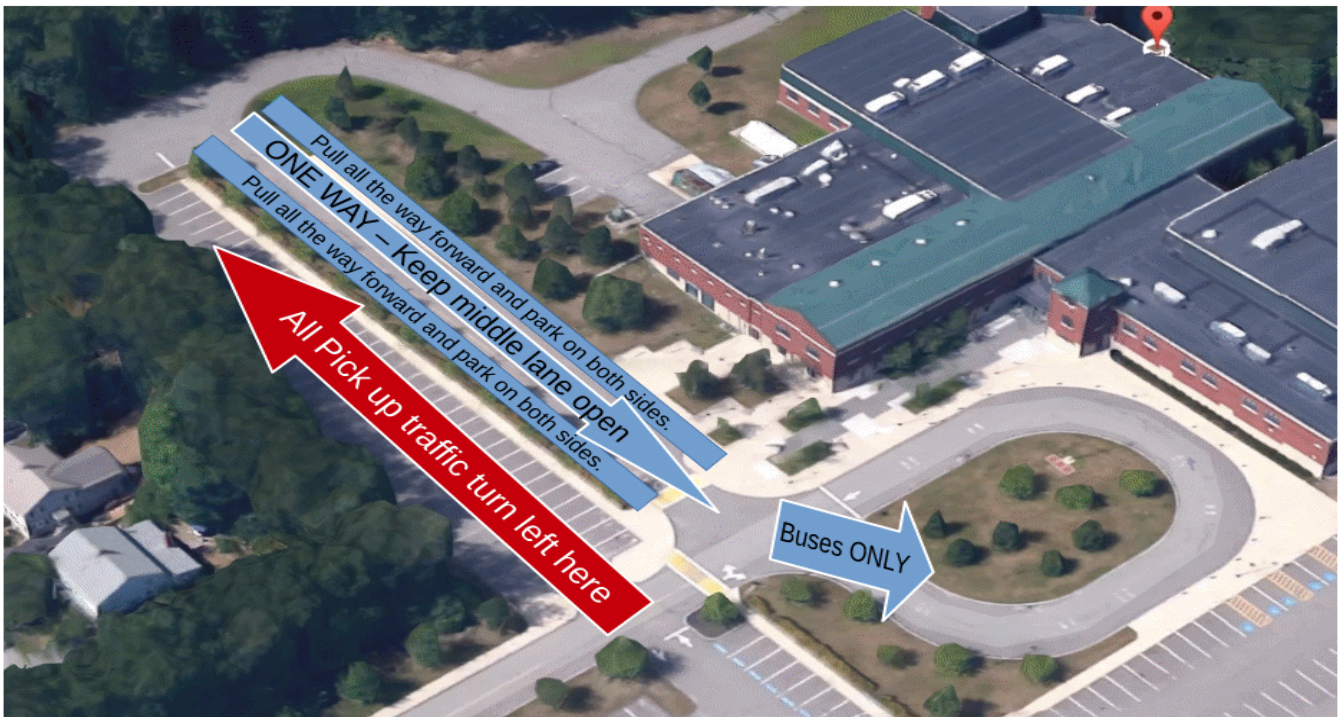
DROP OFF and PICK up Procedures

Northbridge High School - Morning Drop Off Procedures
Please utilize the entire drop off area to help keep traffic moving and
DO NOT drop off in the marked areas.



Please unload QUICKLY so we can keep traffic moving smoothly.
Use Caution when entering and leaving the Drop off area. Thank you!

Northbridge High School – AFTERNOON Pick up Procedures



NOTE: Once buses begin to depart you MUST yield and allow them to leave FIRST. Pick up Area is ONE WAY in the Afternoon. Please keep middle lane open for exiting vehicles. PLEASE be cautious of other vehicles and other students.

DUAL ENROLLMENT/ 12TH YEAR COURSES AP, HONORS

Qualified high school students can earn both high school and college credit through enrollment in approved post-secondary study. AP credit will be awarded if this course description and expectations exceeds those levels of study offered by Northbridge High School in the content area and is equivalent or greater than an AP level class. Dual Enrolled students need to be enrolled in at least 3 courses for both semesters in order to participate. To be athletically eligible, per MIAA regulations, you need to pass 4 courses per semester. If you are interested in dual enrollment, you should see your guidance counselor.

ELIGIBILITY-Athletics and Extracurricular (See *Athletics, National Honor Society*)*

Northbridge High School is proud of its tradition of excellence in the areas of athletics and extracurricular activities. All students are encouraged to participate in our program offerings and all activities are open to all students in good standing as defined by the following guidelines.

Northbridge High School is a member of the MIAA (State Governing Board) and the Southern Worcester County League (SWCL). The MIAA's rules and regulations, along with the guidelines established by Northbridge High School govern participation. *

Eligibility (Academic/Disciplinary):

Students may not fail more than one major course (one grade lower than a 60) in any given marking period in order to remain eligible to participate. Major courses are defined as courses that grant standard credit hours and fulfill the regular class-meeting schedule.

- Fall participation is based upon the previous year's fourth quarter and the final grade. A student is deemed ineligible if he/she receives more than one grade lower than a 60 in the 4th quarter OR as a final grade in a full year or second semester course. Any student determined "ineligible" based on 4th quarter grades may be reinstated pending review of the 1st quarter's progress report. Ineligibility status will continue if a student is issued a "failing" status report. In addition, a student **must pass a minimum of 4 traditional major courses** at each marking period to be eligible for participation.
- A failed course taken and passed in summer school restores eligibility for the final grade but does not affect 4th quarter status.
- Continuation of eligibility for a fall sport and participation in a winter sport is based on the first quarter grades. A student may not fail more than one course in the 1st quarter and **pass a minimum of 4 traditional courses** at each marking period to be eligible for participation.
- Continuation of eligibility for a winter sport and participation in a spring sport is based on the second quarter grades. Continuation of eligibility for a spring sport is based on the 3rd quarter grades. A student's eligibility is determined the day report cards are issued.
- An *Incomplete* grade is considered a failing grade until such time as the work has been completed and an official grade has been issued. A student has five school days from the day report cards are issued to make-up any work required.
- The grade "Withdrew Failing" (WF) will be considered a failing grade if it is the final grade issued for the course at the end of the quarter.
- **Seniors 4th quarter final grades will be used to determine if they will remain eligible to compete beyond graduation.**

A student with a school disciplinary obligation must fulfill the disciplinary obligation before reporting to a practice and/or game or activity event. **A student who receives a suspension (in or out of school) is ineligible for competition, and/or practice, or activity for at least the number of days of the suspension.** No disciplinary action will be postponed or canceled for any reason. All students (athletes) are subject to the school's discipline code. The Principal reserves the right to remove a student for disciplinary infractions; and, may upon sufficient evidence of improvement, reinstate the student.

Fees & Participation

All potential students must pick-up and return a completed *Athletic Eligibility Form* and/or complete the required *Liability Waiver forms* before participating in any athletic/activity.

Club Fee – A fee will be collected for participation in after school clubs and activities. The fee is \$35 for ONE club and \$70 for TWO or more. No more than \$70 per student per year."

Attendance. To participate in that day's practice, competition or preceding any weekend event, students must be in school for a minimum of ½ day. One half day is equal to **no** dismissals before 10:50; no arrivals after 10:50.

FIRE DRILLS

When the fire alarm sounds, follow these directions, as well as those of your teachers, leaving the building quickly and orderly. Attendance will be taken. If a student is not present during the attendance procedures, and is not absent from school, disciplinary action may follow. **(NO HEADPHONES ARE TO BE WORN DURING A FIRE DRILL.)**

- 1) Stay with your classroom teacher at all times and organize in a single file line.
- 2) Move quickly and quietly through the exit designated for your classroom. The goal is to evacuate the building as soon as possible.
- 3) If you are at lunch, proceed either down the back stairway and out the closest door, or out of the main cafeteria doors, take a right, and out of the door at the bottom of the stairway (whichever exit is closest). Report to your 4th block teacher for attendance once you are out of the building.
- 4) If you are on break or it is during passing time, proceed to the nearest exit. Report to the teacher you just had (not the one you are going to) for attendance once you are outside. If you are unsure where you are meeting, get out of the building first and move to the closest meeting location, then ask any teacher you see who should have a list of emergency teacher meeting locations where your teacher should be.
- 5) Avoid walking alongside block walls, buildings, under power lines, etc.
- 6) Students and teachers shall not utilize cellular phones during an evacuation unless it is in the capacity hazard mitigation.
- 7) Stay in a single line in the evacuation area, and report directly to your designated spot. **Note:** If an exit is blocked, exit via the nearest outside access exit door, and report immediately to your teacher. If a student refuses to obey the teacher, the teacher should make every effort to control the situation. If the teacher cannot control the situation, and the student(s) behavior is a risk to others, the teacher should call administration for assistance.

FRESHMAN ACADEMY

The Freshman Academy is designed to assist the incoming freshman in making a smooth transition into high school and meet the rigorous high school standards. The Freshman Academy will:

- Create a sense of unity and community within the freshman class.
- Provide early Intervention at the high school level (fill any gaps students may have acquired).
- Help 9th graders transition academically and socially into high school.
- Build strong and supportive relationships among and between students and staff .
- Motivate and cultivate student interest in post secondary goals.
- Focus on students' interests (voice and choice) in a student-centered environment .

Most freshmen classes and all of their lockers will be located on the first floor of the high school. Students will travel through the building for Science, Health & Wellness, lunch, and elective classes.

EXAMINATIONS (FINAL)

Students are periodically assessed on an informal and formal basis. Final exams may be given in semester and all full year courses. Final and cumulative assessments are an important part of the student's overall grade. They mark the end of a segment of study and serve as valuable assessments of the knowledge and skills acquired.

The final form of assessment will be governed by the nature of the course and may include portfolios, project-based activities, objective tests, presentations, essays, etc. An exam schedule will be made available to students and parent/guardian. In the event a student will not be present during the exam period due to reasons excused by the Administration, and arrangements must be made for make-up prior to his/her absence. NOTE: Seniors who have a grade of 90% or better will be exempt from taking a final in that course and need not attend school during the final exam period for that particular class if they have cleared it with their teacher. Seniors must sign in at the office when they arrive and/or sign out if they will be leaving early.

All underclassmen are **required** to attend school during all the final exam periods regardless of the type of final that is offered or of their 4th quarter grades. The only exceptions that will be excused are for students who have completed an AP course (including taking the AP Exam).

A student may opt to come in after, or leave before the block in which they have an AP course scheduled with a note and call from a parent at least 24 hours before the period exam is scheduled.

EXTRACURRICULAR ACTIVITIES

The following is a list of many extra or co-curricular activities that are proposed for the 2023-2024 school year. Students are encouraged to discuss any new clubs or activities that they would like to see offered with teachers and/or administration. We support activities that are geared towards engaging students in meaningful and productive social, physical, and academic engagement opportunities. (A complete updated list is found on our website at www.nps.org.)

A Cappella Choir

The A Cappella choir is a select group of vocalists who perform without instrumental accompaniment. Auditions are held in October and January.

Art Honor Society

The purpose of the National Art Honor Society (N.A.H.S) is to better the community through the use of art. Students can be nominated by a teacher after the completion of their first art class. Students are required to have and maintain a minimum GPA of an A- (A minus) in their art classes.

Best Buddies International

Best Buddies International is a nonprofit organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.

DECA

An association of management and marketing students that participated in a variety of community and school related projects and competitions. Students enrolled in the marketing program are eligible to participate in this exciting program and are responsible for operation of the RAM Stand, student store.

Drama Club/Theatre Techs

The Drama Club puts a show on twice a year, in the winter and the spring. The play or musical is decided the summer before school and cast in the fall. The student members work from the fall through the production dates. Students are in charge of everything with the help of an adult director. All students are encouraged to volunteer in some way for the club.

French Honor Society

The Northbridge chapter of the French National Honor Society (La Société Honoraire de Français) was established in 2023 to recognize academic excellence and a commitment to learning French. Members of the French National Honor Society are recognized with a blue, white and red cord at graduation. Members are inducted their senior year and must be enrolled in at least their third year of French. To be considered for membership students must also maintain a cumulative average of a 90 or above in the study of French.

Jazz Ensemble

The Jazz Ensemble is a group of select auditioned students who wish to learn about and perform jazz music. The instrumentation of this group is made up of Saxophones, Trombones, Trumpets, and traditional Rhythm Section instruments.

Link Crew

Mentor program for incoming freshmen. Students are nominated based on overall school performance by classroom teachers and administrators to serve as Link Crew Members.

Northbridge National Business Honor Society

National Business Honor Society is an organization developed through the National Business Education Association. It promotes and recognizes academic achievement in business education, while also fostering and recognizing leadership skills and character development. The program helps members to mature ethically and socially by promoting and encouraging an interest in business. NBHS also encourages member involvement in service learning initiatives.

To qualify for active membership, a student must be a high school junior or senior and have completed or be currently enrolled in his/her third business education course. Each student must also have a 3.0 overall GPA and have a 3.5 GPA in business courses.

RAMS Marching Band

The Marching Rams have been the pride of Northbridge in the past. The group will perform at all the home football games, playoff games, and pep rallies as well as attending the UMASS Band Day. Students will learn the fundamentals of marching and playing technique. Students must be physically fit in order to participate in this demanding activity.

SAGA

SAGA is a student organization intended to provide a safe and supportive environment for lesbian, gay, bisexual, transgender, questioning youth and their straight allies (LGBTQA). The goal of the club is to make the school community safe and welcoming to all students regardless of sexual orientation or gender identity. The GSA participates in national campaigns to raise awareness such as the Day of Silence, National Coming Out Day, No Name Calling Week and Bullying Awareness Week.

HOSA - Future Health Professionals

HOSA (Future Health Professionals) is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services and several federal and state agencies. HOSA's mission is to empower HOSA Professionals to become leaders in the global health community through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!

Spanish Honor Society

The Northbridge Alebrijes chapter of the Spanish National Honor Society (La Sociedad Honoraria Hispánica) was established in 2023 to recognize academic excellence and a commitment to learning Spanish. Members of the Spanish National Honor Society are recognized with a gold, red, and white cord at graduation. Members are inducted their senior year and must be enrolled in at least their third year of Spanish. To be considered for membership students must also maintain a cumulative average of a 90 or above in the study of Spanish.

Student Council

The Student Council is a democratic representative body, established for the purpose of promoting participation and cooperation among students and faculty for the general welfare of the school. It consists of students from each class who are elected each spring, as well as the vice-president from each of the grades and the student advisory committee and regional advisory council members. Additional members may be elected, subject to the revision of the Student Council by-laws. The Student Council meets twice each month to discuss student suggestions and other school matters.

Ski Club

For 6 weeks, students board coach buses to take them to Wachusett Mountain, our local mountain with a peak of 2006 ft and 27 trails of varying difficulty. Students participate in both snowboarding and skiing and take advantage of the entire mountain, from the easier green trails to the challenging blacks, and even the skills park where they can show off their skills on features like jumps and rails. The club also takes a day trip to another mountain where they can experience new terrain and find a new favorite mountain. Whether it's skiing down the mountain, enjoying dinner with their friends in the lodge, or falling asleep from exhaustion on the bus ride home, students always have a great time at Ski Club.

Tri-M Music Honor Society

The Tri-M Music Honor Society® is a program of the National Association for Music Education which focuses on creating future leaders in music education and music advocacy. Tri-M student members must be enrolled in at least one music class for at least one semester, have a 2.0 GPA in their core classes, and a 3.0 in their music class(es), and be of strong character.

World Language Club

This organization is made up of three foreign language clubs, Spanish, French, and Latin. Any student enrolled in these subjects may participate. Dues are payable throughout the school year. There are elected officers who organize activities for the groups including trips, games, and small parties.

Yearbook

Students may get involved in organizing his/her class yearbook that will be a remembrance of times at Northbridge High School. A staff is made up to raise money, get advertisements and layout the yearbook itself.

FAN EXPECTATIONS

We welcome student attendance at athletic and extracurricular events. Students must maintain proper decorum and respect while in attendance at these activities since they are representing Northbridge High School. Northbridge has a proud history of winning the SWCL Good Sportsmanship awards.

In general we have the following expectations of all fans:

- Students should have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment.
- Students are to follow all school rules that are in effect during the regular school day, including dress code.
- Students should demonstrate respect toward fellow students, opponents, players, coaches, and officials.
- Students should show respect and pride for the school.

Students may NOT engage in the following behaviors:

- Calling by name or taunting players on either the home or visiting team.
- NO BOOING!
- Using vulgar language towards other fans, players, or the game officials.
- Wearing costumes, masks, or obscuring face paint that prevents them from being recognized.
- Participating in dangerous or boisterous behavior, such as, pushing, shoving, or fighting.
- Throwing objects either in the stands or onto the playing surface.
- Turning their backs while the other team is introduced, or holding up signs and newspapers.
- Displaying signs that are meant to degrade the other school, team or individual players.

Students who engage in prohibited fan behavior may face detention or suspension consequences as determined by the administration or Athletic director.

FINANCIAL OBLIGATIONS

A student may have financial obligations to the school or to his/her particular class or to the school. Payments for class obligations should be made to the Class Adviser; payment for other school-related items should be made directly to the Main Office. Any student who has an outstanding obligation at the start of a new school year will be placed on probation and may be ineligible to participate in any school social function. Accordingly, any senior with an outstanding financial obligation may not participate in Senior Activities, including the graduation ceremony, until that obligation is met.

FOOD SERVICES/DINING

The dining area serves a variety of hot and cold full meals, snacks, beverages, and a la carte offerings.

No containers or food of any kind are allowed outside of the dining area during school hours.

Lunch will be served in three sessions. The dining area will be closed from 12:54 to 1:45 PM to allow for clean up. Students ***must report directly*** to the cafeteria when dismissed for their lunch and ***may not*** leave the cafeteria during the lunch period. Appropriate behavior is expected of all students, which includes proper dining etiquette. A student displaying inappropriate behavior will be subject to disciplinary action, which may include loss of dining area privileges.

FUNDRAISING

Classes rely on fundraising to support their many and varied activities. We encourage students to be supportive of one another in their efforts to provide social activities for the student body. All fund-raising projects for school groups are subject to review and approval of the building Principal or designee.

No food related items of any type are to be sold by students for the purposes of fundraising during the school day. No door-to-door sales will be allowed.

GRADUATION REQUIREMENTS

In order to graduate from Northbridge High School, a student must have earned credits as follows:

Core Curriculum

English	20.0
Computers	5.0
Health & Wellness	10.0
Mathematics	20.0
Science	15.0
Social Studies	15.0
Elective Distribution Credits	<u>35.0</u>

120 Total credits required for graduation

Community Service Requirement – (see community service requirement)

To be eligible to receive a diploma, all students must fulfill the requirements of the Massachusetts Comprehensive Assessment System (MCAS) testing and the Northbridge High School; specifically 85 credits in core disciplines; 35 credits of electives, which are offered in all areas. Our Program of Studies is aligned with the recommended Department of Elementary & Secondary Education (DESE) Mass Core.

PROMOTION & RETENTION

A student transitions to the next grade level after he/she earns cumulative credits equal to 25 percent of the total number of credits required for graduation. Students are placed on grade level probation if they are within 5 credits of the required number of cumulative credits required each year. All students receive opportunities to

fulfill these requirements. The following breakdown are the minimum credit requirements for grade promotion:

Freshmen to Sophomore year: 30 credits

Sophomore to Junior year: 60 credits

Junior to Senior year: 90 credits

NHS Graduation: 120 credits

Credit Recovery for Classroom Failure

Any student who fails a class with an overall average between **50-59** will be eligible for the NHS APEX Credit recovery program or an approved alternative summer school program at a monetary cost to the individual student.

Seniors

Seniors who do not have their graduation requirements met and/or do not have the required credits to graduate by the last day of school prior to graduation may not be allowed to participate in any Senior Activities.

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Northbridge High School.

Graduation participation

To participate in the graduation ceremony, it will be necessary for the student:

To have successfully earned the total credits required for graduation.

To have successfully earned the total credits required in the specific credit distribution.

To have observed the specific conduct requirements for Northbridge High School students.

To have resolved all financial obligations incurred at school.

To have successfully passed the required Massachusetts Comprehensive Assessment System (MCAS) tests.

Participation in the graduation ceremony and related senior activities are privileges extended to seniors in good standing and do not constitute a student's right.

GUIDANCE

Guidance services are an integral part of each student's academic and personal experience. We know that frequent and open communication between the school and the family is not only important, but also critical during these sometimes difficult, transitional years. Northbridge High School strongly encourages parents/guardians to initiate and to maintain contact with their son/daughter's counselor.

All students are assigned a School Counselor. The counselor's name will appear on each student's schedule. These counselors are available to offer personal, vocational, career, and academic counseling.

In addition, School Counselors work closely with school staff in monitoring a student's overall performance. Students meet individually with their counselors and in small group settings. Parent/guardian's interest and involvement are encouraged and counselors are available to meet with parent/guardian during the school day and in the evening by appointment.

The counselor assignments for 2023-2024 school year are...

Mrs. Green
Ext. 1507
A – F

Ms. Hubbell
Ext. 1506
G – M

Mr. Katz
Ext. 1505
N – Z

Our Guidance Department offers a number of programs throughout the school year that will inform and educate both parent/guardian and students. Such program offerings include educational counseling, post-secondary planning, individual career assessments, job placement, admissions testing and financial aid. This information will be made available to students and parents/guardians via cable, accessing our web page, newsletters, and mailings throughout the school year. Information may also be obtained by contacting the Guidance Office directly at extension 1502.

HOMWORK POLICY

Homework contributes to the understanding of the curriculum and reinforces learning. Homework is an essential extension of daily classroom activities and is averaged into the term grade. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Assignments can serve different purposes: practice learned skills, prepare for future lessons, extend skills or concepts to new situations, create original applications of skills and concepts already learned.

The level of the course offering, the nature of instruction and the requirements of the course often determined the degree of homework assigned. Departmental and teacher guidelines should be followed.

Homework has a direct effect on a student's grade. Please refer to the *Course Expectation Sheets* distributed to students in each class for specific course requirements. If a student is absent for more than two days, parent/guardian are encouraged to contact the Guidance Office to request assignments missed and always, we encourage parents to initiate contact with the specific classroom teacher.

Responsibilities of Students:

1. Record the directions for homework in an assignment notebook.
2. Make sure the directions are clearly understood.
3. Maintain an appropriate study environment.
4. Accept responsibility for completing assignments and keeping materials in order.
5. Hand in any meaningful products on time.
6. Budget time properly for long-term assignments.

HOMWORK/SUMMER

Students may be required to complete summer assignments depending upon their academic status or the courses for which they are scheduled. The individual teachers will give notice of any required homework, and information is posted on our webpage. Students are assigned a "summer reading" book in June, and they are expected to return in the fall prepared to discuss and write about their chosen book.

HONOR ROLL

Students are recognized for their academic success. An Honor Roll is published shortly after the close of each of the four quarters. This recognition is based on their quarter grades and is determined as follows:

- HIGHEST HONORS: All grades 93 – 100
- HIGH HONORS: All grades 87 – 92
- HONORS: All grades 80 – 86

INCOMPLETE GRADE

Students may receive an “I” for a course grade if he/she has excused absences during the quarter and has not completed the make-up work (See make-up policy) prior to the end of that quarter. A grade of “I” will remain for a maximum of 1 week after report cards are issued. Should the student fail to make up the work within the 1 week period, the student will receive a failing grade for that work which is not completed. In both cases, the *Incomplete* will be changed to reflect the earned numeric grade.

Any student who receives an *Incomplete* for the fourth quarter will be given one week at the close of school to make-up their work. Arrangements must be made with the classroom instructor. Incomplete grades will not be changed until the end of the 1st full week of school (which may impact eligibility).

LAVATORIES

The lavatories will be closed the last five minutes of class and the first five minutes of class. Students are allowed to use the lavatory during class time. In an emergency students may use the nurses office lavatory. All lavatories are smoke free in accordance with NPS Policy and State law. Any violation of these laws is considered a significant infraction and will be dealt with accordingly. Frequent trips to the lavatories may be an indication of a more serious medical problem. Parent/guardian will be contacted and a referral to the school nurse may be made. Gender neutral lavatories are available as well.

Any student found in a stall where smoke is present will be determined to be smoking and subject to the disciplinary action outlined in our *Smoking/Tobacco Policy and may be subject to a violation of state law*. If more than one student is found in a stall, all students in that stall will face disciplinary action. Students found in a lavatory without a designated pass during scheduled class time will be subjected to disciplinary action. No more than two students will be allowed out of a classroom at any given time.

Students must remain in the dining area for the entire assigned lunch block and should access the facilities found in the dining area.

LEADERSHIP RULE

A student leader is inherently held to a higher standard than others. Student leaders must be known in their sphere of influence (family, church, school, peer groups, online social media) as a person of character worth imitating. Leaders must accept this important responsibility with great seriousness and accept the following additional responsibilities.

Attendance – A leader can not be effective if he/she is not present. Student Leaders are expected to be present at all scheduled meetings and events for their activities. Student leaders are also expected to maintain a 95% or better daily attendance rate and stress the importance of attendance with their peers.

Visual Leadership – Attendance does not necessitate leadership. Leaders have followers and influence others. A student leader is expected to visibly lead while at Northbridge functions. This includes:

- Setting an example by showing up early to events and assisting if there is work to be done.

- Setting an example by respecting adult leadership and working collaboratively with them.
- Mentally and physically engaging in the activities to their fullest potential and encouraging others to do the same.

No Tolerance policy for substance abuse – All student leaders will be held to the same standard as student athletes with regards to substance abuse. (See Eligibility)

Students in leadership positions who violate this policy will be subject to losing their position. Decisions of this nature will be made by the Principal with input from the coach(es) and/or advisor(s).

LOCKERS

Each student is assigned a locker for his /her books and clothing. No student should use any other locker than the one issued directly to him or her. The student's schedule contains their locker and locker combination.

- All backpacks, HATS, coats, etc. must be kept in the locker during the school day. Students are advised not to leave anything of value in their lockers. The school is NOT responsible for lost or stolen items left in lockers.
- Each locker is equipped with a built-in lock. This combination should not be given or shared with any other student. A student will retain the same locker throughout their high school years.

NO STICKERS, TAPE, GRAFFITI, CONTAINERS OR FOOD THAT HAS BEEN OPENED, ARE ALLOWED IN/ON THE LOCKERS. Students may hang items if secured with magnets. Failure to adhere to this policy will result in disciplinary action and/or loss of locker privileges. Students are expected to keep their lockers clean and orderly.

DO NOT SHARE YOUR LOCKER WITH ANY OTHER STUDENT. RESPONSIBILITY FOR THE CONTENTS REMAINS WITH THE STUDENT TO WHICH THE LOCKER IS ASSIGNED. Do not put yourself in a position to get in trouble for what someone else puts in your locker by sharing!

Lockers remain school property and students are reminded that they are subject to inspection by the Administration at any time. Any acts of vandalism, which include jamming or pinning the locking mechanism, will be immediately referred to the Administration. Lockers should be cleaned out on a regular basis and must be cleaned out on the last day of school. Items left in lockers are not the responsibility of the school. And may be discarded or donated. Lockers may not be left “pegged” or propped open.

LOCKER ROOMS (Field House)

Our locker rooms are for the exclusive use of those students preparing for, or returning from, P.E. classes and for student athletes. **Students may not be in the locker rooms at any other time of the day, or for any other reason than cited above, unless specifically called to the locker room by a P.E. teacher or a coach.** Students found in the locker rooms without permission will face disciplinary action, which may lead to suspension.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. IF YOU ARE USING A LOCKER, LOCK IT UP. COMBINATIONS LOCKS ARE AVAILABLE FOR USE.

Only school issued locks are acceptable unless a copy of the key or the combination is given to the P.E. teacher. Any non-school issued lock that we do not have a key or a combination for will be cut off.

LOITERING

Loitering on school grounds is **not permitted** at any time. Students who are in the building or on school grounds should be involved in a scheduled activity. Students are expected to schedule rides home from events promptly after the conclusion of a school activity.

AFTER SCHOOL HOURS Students are encouraged to participate in extracurricular and athletic activities, utilize the school's resources, and to attend school events. However, students are not permitted to remain after school without an express purpose. Students are expected to be with teachers, in activities, athletics, or the library. Individuals found wandering or in questionable locations around the buildings and grounds jeopardize the privilege of staying after school and repeated infractions shall result in progressive disciplinary action. Additionally, students may not visit the Middle School building or grounds without an administrator's authorization.

MAIN OFFICE

The high school office is open daily from 7 AM to 3:00 PM. Parents and students are encouraged to visit our homepage for forms, handbook information, and regular updates including a calendar of events. The automated telephone system will provide ready access to faculty and staff voicemails. Please allow appropriate time for teachers to return calls as they are teaching during the day and often do not have an opportunity to access their mailbox until the end of the school day.

Teachers' are accessible via email (first letter of first name/last name @nps.org).

Example lwhite@nps.org – Note: There are a few exceptions.

Please utilize the Email contact page.

MAKE-UP WORK

Students are encouraged to accept responsibility for their own behavior and actions and to appreciate the value of attending school daily. It is the **responsibility of the STUDENT** to contact his/her teachers for work missed during school absences either in advance of their absence or immediately upon their return to school. Students will be given twice the duration of the student's excused absence to make-up any work missed including tests/quizzes. The make-up period begins the day the student returns to school.

The teacher *may* grant additional time for unusual circumstances. This policy does not apply to class cuts. Any student who has missed a test or a quiz due to a class cut will be given a zero. If a student is absent for more than two days, parent/guardian are encouraged to contact the Guidance Office to request assignments missed.

Any assignment given prior to a student's absence from class will be due the day the student returns to school. Students who are absent the day a quiz or test was given, but present when the quiz/test was previously announced, will be expected to take the test on the day of his/her return to school.

MCAS/ Standardized State Testing

According to Massachusetts Department of Elementary and Secondary Education language students are required to attain a "passing standard" on the Massachusetts Comprehensive Assessment System (MCAS) in order to be eligible for a diploma. Any student who fails to reach an acceptable score on any required MCAS/Standardized State tests may be rescheduled for academic support. Students are scheduled for retesting according to the dates scheduled by the DESE. Students must pass Mathematics, English/Language Arts and Science to be eligible to receive a diploma. Students who score in the advanced category on the MCAS/Standardized State tests and in the top 25% of their town of residence MAY be eligible for a John and Abigail Adams scholarship entitling them to FREE TUITION at a state college or University.

MEDIA CENTER/LIBRARY

The Media Center/Library provides students with an outstanding opportunity to continue their studies beyond the typical classroom. A schedule of hours will be posted and made available to students. Students are encouraged to expand their knowledge using technology/software, print and non-print materials, etc. Staff is present to support the students and to assist them in their researching and reading needs. In general, the following procedures are in place:

1. Materials may be taken out for two weeks. Renewal is possible if there is no waiting list.
2. Current magazines are available. Back issues are available for student use, but may not be removed from the library.
3. Reference books are available, but may not be removed from the library.
4. Our center is “fine free”. We hope to continue this policy and ask everyone’s cooperation.
5. A signed [Empowered Use Policy](#) will ensure that students may gain access to a computer.
6. Students will be held financially responsible for lost/unreturned books at the end of the year.

NATIONAL HONOR SOCIETY (See Eligibility)

Selection into the National Honor Society is a privilege, not a right. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. (National Honor Society Handbook)

PARENT/GUARDIAN(S)-TEACHER CONFERENCES

Parent/guardian(s) are invited and encouraged to participate in parent/guardian conferences. These conferences include the regularly scheduled teacher conferences held in the fall and spring semesters (*see 2023-2024 district calendar*), as well as conferences that may be required throughout the school year involving a student’s overall performance. Parent/guardian may contact the school at any time throughout the school year to arrange an individual conference. Continual dialog between the school and the home is encouraged and welcomed.

PASS/FAIL

Students may elect to take one course each semester or one full year course on a pass/fail or audit basis. Any student electing this option must be enrolled in a minimum of six full year equivalent courses.

A student receiving a *P* for the course will be awarded credit and the grade will not be computed into the GPA or class rank. The final transcript will reflect the grade of P or F. No credit will be awarded for a grade below 60.

A student may only elect these options prior to issuance of the first report card for semester courses or no later than the second report card for full year courses. If a course is oversubscribed, auditing will not be allowed.

PASSING TIME

Students have 4 minutes to pass between classes. This is ample time to move in an orderly and respectful manner to class. Students are expected to use this time to access their lockers and to plan their trips according to their class schedules.

Hall Passes

Hall Passes are **REQUIRED** AT ALL TIMES in order to move around the campus between 7:25 and 1:55, except when you are changing classes or attending lunch. Hall Passes must be presented to a faculty or staff member when requested.

Loss of privileges and /or disciplinary action will result if:

- You fail to present your Hall Pass as requested
- You forge information on your Hall Pass
- You lend your Hall Pass to another student.

All students are **required** to sign in and out when leaving a room. A teacher will sign no more than one Hall Pass at a time in his/her classroom. Multiple Hall Passes may be signed for students who may be out of class for an extended time (computer lab, media center).

Students will not have Hall Passes signed 5 minutes before or 5 minutes after passing times. (See also “No Sign-Outs”).

PHYSICAL EDUCATION/EXEMPTION

Any student requesting an exemption from Physical Education due to a medical condition must submit a written note from a doctor to the school nurse stating the reason and the length of time the student will be excused. Under such circumstances, teachers, at their discretion, may request students make up any classes missed or may provide an alternate activity.

SOCIAL PROBATION

The Principal may place students on probation who are experiencing academic difficulty or who are acting consistently in a manner that is in conflict with our policies and procedures. This probationary period may include suspension of participation in athletics, extra or co-curricular activities, or participation in other activities as they relate to the social climate of our school. This probation will not exclude any disciplinary action that is taken as a matter of routine.

PROGRAM OF STUDIES GUIDE

All students will receive a [Program of Studies Guide](#) to assist them with course selection and career planning. This Guide is distributed to students in early spring. This Guide contains course selection sequences for each discipline as well as an overview of each course, credit hours and other information that will assist parents/guardians during this process. *Guides* are available through the Guidance office and are updated each year to reflect the program of studies offered at Northbridge High School.

[Visit the NHS website to view the program of studies.](#)

REPORT CARDS & PROGRESS REPORTS

Report cards are issued quarterly and contain valuable information regarding your son/daughter's overall performance in school. Notification of report card distribution will be made available to parent(s)/guardian(s) via web page, message boards, and school calendar postings. All report cards will be available through the Infinite Campus portal. (See *Infinite Campus info in the District Handbook*) Any parent(s)/guardian(s) who has specific concerns regarding their son/daughter's performance should contact the individual teachers as a first step.

Progress Reports will be issued at the midpoint of each term and will be available through Infinite Campus portals. The dates of issue are listed in the “Calendar of Events” and district school calendar. They contain

important information regarding your student's academic performance, attendance, strengths and areas needing improvement.

SCHEDULE CHANGES (ADDING/DROPPING COURSES)

Parent(s)/guardian(s) and students are encouraged to carefully select courses during the course selection process. Every effort is made to provide adequate staffing and reasonable class sizes to meet the needs of the students. The selection process provides valuable information regarding what courses will actually be available, what teachers will teach the course, and what class size limitations will be present. Any schedule change affects the value of these decisions.

In certain cases, a course change may be necessary. A course change will not be made based on teacher assignments unless a persistent discipline problem is evident. No course change will be made without the approval of the building Principal.

If schedule changes are necessary, the following timeline will be followed without exception:

1. It is encouraged that students solidify their schedules prior to the start of the school year; but it is understood that circumstances may occur that will require change. Students must make any schedule changes via email or by appointment prior to each semester. There will not be an add/drop period. A level change during a term may be permitted if approved by the classroom teacher and a parent/guardian. It should be noted that the request will not automatically be honored. The student's parent/guardian, the classroom teacher(s) involved, the Department Chairperson, the student's Guidance Counselor, and the Principal must approve any changes. Students should report to their scheduled class(es) until they receive notification of an official change of course.
2. Teacher initiated changes may be recommended during the first quarter that the student is enrolled in a course. Any change will be discussed with the student and parent(s)/guardian(s).
3. After the first marking period ends, a student who drops a course will receive a Withdrew Passing (WP) or a Withdrew Failing (WF). This grade designation will be noted on the permanent record and transcript.

Every effort will be made to assist students to resolve any issues that they may be having in a particular course before considering a schedule change. Schedule changes are the last, not first option.

SCHOOL STORE – RAMS STAND

Students in the Marketing/DECA Program manage the school store. Students may participate in the operation of this business by enrolling in the related course(s). All students may visit the store during store business hours after school.

The school store sells school spirit items, NHS clothing, school supplies and other items that meet the needs of the students and staff. The store is located in the Main Foyer. Shop often and support your School!

SCHOOL WIDE RUBRICS

Northbridge High School incorporates the use of school-wide rubrics and teacher created rubrics. The school-wide rubrics are located on the NHS website at <http://www.nps.org/highschool/rubrics>.

SKATEBOARDS/ROLLERBLADES/ "Hoverboards"

To ensure the safety of all students while on school property, skateboarding, rollerblading or any activity that is considered potentially dangerous or unsafe is strictly prohibited. Motorized "hoverboards or scooters are not allowed in the building at any time due to the threat of combustion".

STUDENT IDENTIFICATION CARDS (I.D.)

All students are provided photo identification cards free of charge each year. The replacement cost for any lost ID is \$5. Any student who misplaces their ID should contact the office immediately. All students are required to have their student ID photo taken on the day of School Pictures.

SUBSTANCE ABUSE/USE

The school nurse may be asked to assess a student for signs of substance use in school. The nurse, who has undergone Drug Impairment Training for Education Professionals, will assess the student according to the guidelines outlined in the training program. The nurse will share their findings with the Administration.

Northbridge High School recognizes that the problems associated with substance abuse are prevalent both in and out of school. While we are supportive of our students' needs, our number one priority is their safety and well being. Students who have been found to be under the influence of illicit substances will be referred for a medical evaluation. Students who have been found to be in possession of, or under the influence of, illegal substances, in addition to the potential disciplinary consequences, may be referred to the Northbridge Police Department for possible additional civil and criminal penalties and/or may be required to provide the school nurse proof of participation and/or registration in a treatment program before they will be allowed to return to the school.

TELEPHONE USE

School telephones are for official school business only and **may not** be used except in cases of emergency and with the permission of an Administrator. All telephones in classrooms, conference areas, etc., are strictly off limits. No student will be issued a pass to use the telephone during class time.

TEXTBOOKS

Students are issued textbooks as one of many learning tools. These textbooks are the property of Northbridge Public Schools and are on loan to the student. Students are expected to cover these books and to keep them from being defaced in any way.

Textbooks are numbered and recorded by the issuing teacher. All books that are returned in poor condition or lost must be paid for or replaced. A student will be determined to be not in "good standing" until such time as payment is made.

It is the student's **responsibility** to return all textbooks assigned to them at the end of the year.

Students who fail to return books to their teachers and simply leave them in their lockers will be charged a \$5 handling fee (per book) which will be added to their financial obligations.

NOTE: Monies collected in this manner will be added to the schools lost book account and will be used to repair/replace damaged books.

Virtual High School (VHS) (AP, HONORS, CP)

Virtual High School provides students with a chance to take courses not offered by the high school. Students are scheduled in the library during the block that is assigned for them to take the course. VHS courses are for independent learners that are self-motivated and in good academic standing. Students may visit www.govhs.org

for a full list of courses available such as; European History, Biochemistry, and Cyber Security just to name a few. Seats are limited and students can talk to guidance about taking a course during class registration in the spring.

VHS courses are offered to supplement the existing NHS classes. Students are not allowed to enroll in a VHS course subject that is offered at NHS. Exceptions may only be made if there is a scheduling conflict of a required course, with the approval of the building principal.

WORK PERMITS

Any student wishing to secure employment who is between the ages of 14 and 19 must obtain a work permit from the high school Main Office.

The Guidance Office maintains a current school-to-career job bank and will provide career guidance, resume preparation, and other related activities to assist them in their pursuits.