

Randolph High School

70 Memorial Parkway

Randolph, Massachusetts 02368



Student-Family Handbook

2023-2024

**RANDOLPH HIGH SCHOOL
PRINCIPAL'S MESSAGE**

Welcome back to school!

August 22, 2023

Greetings RHS Families-

As the new principal at Randolph High School, it is my pleasure to welcome returning RHS students and families back to school. We also want to extend a special welcome to our 9th grade students/families and other new families. We hope you've had a great summer thus far. As hard as it may be to believe, our students will be starting school in just two weeks.

We are all excited about having our students back in the classrooms and RHS hallways. The beginning of the school year always brings amazing energy and enthusiasm. It is our mission at RHS to ensure that every child feels welcomed, connected, fully supported and a part of the community. Additionally, we strive to challenge every student to grow in their academic abilities and to be college or career ready by the end of their four years.

This school year, we will be fully embracing the following motto at RHS: ***“Every student...Every class...Every day...Everything matters!”***. As such, we will be laser focused on improving student attendance, decreasing issues of tardiness, and improving student achievement in courses. We will need the full support of our parents and guardians to help our students meet their potential.

Some important updates for this year are below.

First Day of School & School Hours

The first day of school for all our students is on Tuesday September 5th.

School hours are 7:50am-2:50pm on full days and 7:50am-11:40am on early release days.

Breakfast / A.M. Drop-off –

Students can enter the school building as early as 7:30am and report to the café for breakfast.

Open House – Tuesday September 12th 6:00pm (10th-12th grades)

Please join us on Tuesday, September 12th for the annual Open House. You'll have the opportunity to meet the new leadership team, your child's teachers and learn about expectations for the year then.

Chromebooks –

RPS will make Chromebooks (laptops) available to all high school students for use this year. All students who will be using a school issued Chromebook are required to pay a fee of \$30 to the school. [This requirement is a policy set by the School Board](#). The fee covers set-up, support, and one repair. Please be prepared to pay the \$30 fee by cash, money order, or bank check at the beginning of the year. (Personal checks will not be accepted.) After fees have been paid, devices will be sent home for student use on or around October 1st. More details to follow regarding Chromebooks.

Cell phone policy –

Cell phones can be major distractions in high school. We will be asking for the full support of families regarding cell phone use. Unless the teacher has given explicit permission for a student(s) to use a phone or other electronic device, students should turn off power or silence their device(s) and place their electronic device in their locker or book bag, or in an area of the classroom designated by the teacher (“away and out of sight”). Students will be able to use personal electronic devices before and after school, in the cafeteria, and in the hallways while transitioning between classes. No viewing or posting on social media during school hours is permitted. No phone calls during the school day will be permitted. Student cell phones may be confiscated due to violations of this policy and family members may need to come to pick up phones.

Student dress code –

All students are expected to adhere to the dress code standards outlined in the district’s code of conduct. The school administration reserves the right to determine whether the student’s dress is within the standards of acceptability. Students found in violation will be instructed to make adjustments. Dress code violations include, but are not limited to the wearing of: hoods, hats (with front facing lids), ski masks, sunglasses, clothing with offensive or explicit language, overly tight clothing, clothing that exposes the body.

Student schedules –

A copy of the bell schedule is enclosed with this mailing. You can see the times for each of the periods at RHS there. Please note that we have a 6-day rotating schedule. Students have each course for 60 minutes for 5 of the 6 days. You can see your child’s specific schedule by logging on to PowerSchool. Hard copies will be provided at orientation as well.

Once again, welcome back to school! I look forward to meeting you and working with you this year. Let’s work together to make it a great year at RHS. Please don’t hesitate to contact me should you have questions, concerns or if you’d like to introduce yourself. You can reach me at 781-961-6220 x515 or licorishj@randolph.k12.ma.us

Best,
John S. Licorish
Principal

SCHOOL COMMITTEE

Andrea Nixon, Chair
Lisa Millwood, Vice Chair
Pamela Davis
Cheryl Frazier
Ida Gordon
Duong Nguyen
William Alexopoulos, Town Council Rep.

DISTRICT ADMINISTRATION

40 Highland Avenue
781-961-6200
Thea Stovell, Superintendent
Amy Hartley-Matteson, Assistant Superintendent

HIGH SCHOOL ADMINISTRATION

John S. Licorish, Principal
Luis Martinez, Assistant Principal
Steadman Graves, Assistant Principal
Desiree Joseph, Dean of Students

Main Office (781) 961-6220

RANDOLPH PUBLIC SCHOOL NON-DISCRIMINATION DISCLOSURE

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

RANDOLPH HIGH SCHOOL

Vision Statement

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

Mission Statement

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

Core Values

Continuous Reflection and Improvement

Academic Excellence and Innovation

Respectful and Responsible Relationships

Engaged and Equitable Community

ACADEMIC EXPECTATIONS FOR STUDENT LEARNING

Students at RHS are expected to:

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

SOCIAL EXPECTATIONS FOR STUDENT LEARNING

Students at RHS are expected to:

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

CIVIC EXPECTATIONS FOR STUDENT LEARNING

Students at RHS are expected to:

- 10) Cultivate their awareness of contributing to the common good

- 11) Advocate for the positive change through active participation in the democratic process
- 12) Broaden their knowledge of and respect for world culture

GENERAL INFORMATION

IMPORTANT DATES

Progress Reports & Report Cards: All report cards are published as a PDF through PowerSchool. Report Cards are not mailed home unless specifically requested.

Terms	Dates	Progress Report Published	Report Card Published
1	Tuesday, September 6 - Tuesday, November 8	Monday, October 10, 2022	Monday, November 14, 2022
2	Wednesday, November 9 - Tuesday, January 24	Monday, December 19, 2022	Monday, January 30, 2023
3	Wednesday, January 25 - Tuesday, April 4	Thursday, March 9, 2023	Monday, April 10, 2023
Seniors 4	Wednesday, April 5 - Friday, May 26	Thursday, May 4, 2023	Thursday, June 1, 2023
4	Wednesday, April 5 - Wednesday, June 14	Thursday, May 11, 2023	Thursday, June 15, 2023

NOTE: June 14 is the expected last day of school pending cancellations. Dates may shift depending on the timing and number of cancellations in a particular term or for the year.

BELL SCHEDULE

Block	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	ERD Times
1 7:50 - 8:50	1	7	6	4	3	2	1 7:50 - 8:25
2 8:55 - 9:55	2	1	7	6	4	3	2 8:29 - 9:04
3 10:00 - 11:00	3	2	1	7	6	4	3 9:08 - 9:43
4 11:05 - 12:40	4	3	2	1	7	6	4 9:47 - 10:22
5 12:45 - 1:45	5	5	5	5	5	Flex	5 10:26 - 11:01
6 1:50 - 2:50	6	4	3	2	1	7	6 11:05 - 11:40
Drop	7	6	4	3	2	A, E	

ADMISSION, WITHDRAWAL & RE-ADMITTANCE

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

ATTENDANCE

Absences: If your student is going to be absent, please call the School Attendance Line, (781) 961-6220, before 7:45 a.m. Upon their return to school, they should also bring a note signed by the parent to explain the absence. This will be kept in the student's attendance folder. The attendance monitor will call home to verify a student's absence if there is no message placed on the attendance line. Work missed due to absence must be made up according to the Make Up Policy outlined in the academic section of this handbook.

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

Tardiness: Tardiness disturbs classes and hinders the ability of other students to learn. All tardies will result in office detention *unless* the student who arrives late is either accompanied by a parent or brings in a note when they are admitted to school. A student must bring a

note explaining the tardiness to the front office. The note is acknowledgement that a parent/guardian is aware of the reason for the tardy. It does NOT indicate an excused tardy. All tardy notes should include that day's date, explanation for the tardiness, parent signature and a phone number where the parent can be contacted to verify the reason for the tardiness.

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

PHYSICAL EXAMS AND IMMUNIZATIONS

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

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

SCHOOL SAFETY & SECURITY

EMERGENCY PROCEDURE

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

CARE OF SCHOOL PROPERTY

Everyone is expected to keep the building and grounds clean, neat, and free from damage of any kind. The same attitude is expected toward all school property (textbooks, library books, equipment/computers, etc.) provided for use during the year. Students are reminded to keep their assigned lockers locked and never to leave valuables in an unlocked gym locker during gym class. Unauthorized use/misuse by students of the elevator, automated external defibrillators (AED), fire extinguishers and school phones will be subject to disciplinary action.

SCHOOL RESOURCE OFFICER

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

SEARCH BY SCHOOL OFFICIALS

Students may be searched for drugs and/or weapons and /or stolen items if school administration has reasonable suspicion to do so. Searches conducted by school administration may include, but are not limited to, searches of lockers, cars, clothing, handbags, book-bags, satchels, coats, hats, shoes, stockings, wallets and any other personal items or containers. Any student refusing to cooperate with administrators when a search is requested may be suspended. Police may be called to the school if deemed necessary by the administration. Reasonable suspicion includes, but is not limited to: erratic behavior; slurred speech; strong foreign odor on clothing or breath; glazed and glassy eyes; information offered by students, faculty, staff or anyone wishing to remain anonymous; leaving school grounds or returning to school grounds during school hours, etc. Searches are done with multiple adults present and involve no physical touching or pat downs. Searches are only done by school personnel.

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

SECURITY CAMERAS

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

ACADEMIC INFORMATION

UNEXCUSED ATTENDANCE & MAKEUP WORK

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

CREDIT PENDING

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

STUDENT COURSE SELECTIONS & RHS PROGRAM OF STUDIES

PROGRAM OF STUDIES

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

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

SCHEDULE COURSE CHANGES

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

Below is our current course change policy:

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

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

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

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

REQUESTING A COURSE LEVEL OVERRIDE

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

CREDIT INFORMATION

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

COVID-19 CREDIT ADJUSTMENT

Due to the reduction in scheduled courses taken during the 2020-2021 academic year, credit requirements to graduate are also reduced from the 25 traditional course credits to 23 for the classes of 2021, 2022, 2023, and 2024. Credit requirements for English, Mathematics, Science, Social Studies and World Language will not change, but students will only be required to earn six(6) additional credits instead of (8) through study in Wellness, Visual/Performing Arts, and electives.

RANDOLPH HIGH SCHOOL GRADUATION REQUIREMENTS

Department	Credits
English	4
Mathematics	4
Science	3
Social Studies	3
World Language	2
Wellness/Physical Education	2*
Visual/Performing Arts	1*
Electives	6*
Minimum Credits for Graduation	25*

*Adjusted credit requirements based on COVID-19 scheduling.

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

Students must also pass English, Math, and Science MCAS exams. The principal may waive some graduation requirements for students with severe language-based learning disabilities.

PROMOTION REQUIREMENTS

Grade 9 to 10	Students must have passed English I and Math	Traditionally Earn 6 Credits
Grade 10 to 11	Students must have passed English II	Traditionally Earn 12 Credits
Grade 11 to 12	Students must have passed English III	Traditionally Earn 18 Credits <i>COVID Adjustment:</i> <i>Class of 2024: 16 Credits</i>
Grade 12 to Graduation	Students must have passed English IV	Traditionally Earn 25 Credits Pass MCAS (ELA, Math and STE) <i>COVID Adjustment:</i> <i>Class of 2023: 23 Credits</i>

Massachusetts Public College and University Minimum Admissions Standards

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

- 2 Years World Language (in the same language)
- 2 Years Electives

Ideal Program for Entrance to Selective Colleges

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

MASSCORE REQUIREMENTS – STATE COLLEGES & UNIVERSITIES

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

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

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

COURSE VALUE AND CREDIT LEVELS

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

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

GRADE POINT AVERAGES AND CLASS RANK

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

Letter Grade	% Value	College Prep	Honors	AP Courses Points
A+	97-100	4.3	4.8	5.3
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	59 & below	0.0	0.0	0.0
I	Incomplete	0.0	0.0	0.0

ADVANCED PLACEMENT

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

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

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

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

DUAL ENROLLMENT

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

- Massasoit Community College Program: Randolph High School juniors and seniors who have shown to be capable of succeeding at college level work are eligible to take courses with Massasoit Community College on a space available basis. Students interested in registering for fall semester classes should discuss this option with their counselor and review the course of studies.

- Quincy College Program: Randolph High School juniors and seniors may have the opportunity to earn college credit through Quincy College depending on independent RHS courses that have been aligned to QC standards. Students interested in registering for fall semester classes should discuss this option with their counselor and review the course of studies.

NOTE

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

GRADUATION/COURSE LOAD REQUIREMENTS

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

Because of our change in the 2020-2021 schedule due to Covid-19, students for the Classes of 2022, 2023, and 2024 need to acquire 23 total credits for graduation instead of the traditional 26. If a student does not meet the 23-credit minimum, they will not be permitted to participate in graduation exercises. Students in the class of 2025 must accumulate 26 credits to graduate. If a student does not graduate with their class in June, all credits needed must be completed by December 31st of that calendar year in order to be considered a member of the June graduating class. *Each student must pass the required High School MCAS exams in order to receive a high school diploma.*

GRADE POINT AVERAGES AND CLASS RANK

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

Letter Grade	% Value	College Prep	Honors	AP Courses Points
A+	97-100	4.3	4.8	5.3

A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	59 & below	0.0	0.0	0.0
I	Incomplete	0.0	0.0	0.0

Grades of “Incomplete” must be made up within one week of the end of the term in which the “Incomplete” was given. “Incompletes” not made up within the aforementioned time period will automatically become F’s. Grades from courses taken outside of Randolph High School are not factored into the GPA calculation. Student performance is represented by letter grades. A letter grade represents at least two aspects of learning: the student’s use of information (professional evaluation) and factual information (objective tests). How a student demonstrates acquired information and its applications are very important measures of performance.

PLAGIARISM & CHEATING

Academic Integrity

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

Academic Infractions

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

- communicating with another student during a test, quiz, or any other form of evaluation
- copying or allowing copying in any testing situation
- copying or allowing copying of homework, class work, projects, papers or other material unless specifically allowed by the teacher
- using unauthorized notes or electronic devices in an attempt to cheat

- submitting falsified information for grading purposes
- obtaining a copy of information about an examination and/or giving information about any examinations without the knowledge and/or permission of the teacher.
- Using an online translator or other translation service in World Language course work.

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

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

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

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

Consequences

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

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

STUDENT/TEACHER CLASSROOM CONFLICTS

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

HONOR ROLL REQUIREMENTS

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

SUMMER SCHOOL

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

- A final grade between 50-59 from the school year course will be required to register for summer school
- Student must receive teacher and administrative approval before attending summer school

- A paper final exam will be required to pass summer school and earn the credit for the course
- Passing summer school courses will NOT help to increase a student's GPA
- Summer school is graded as pass/fail only

CREDIT RECOVERY

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

DAMAGED, LOST OR STOLEN SCHOOL MATERIALS

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

Charges for lost, damaged or defaced books will be applied according to the following:

<i>First year (new material):</i>	Full replacement value
<i>Second year:</i>	Student will pay 80% of replacement cost
<i>Third year:</i>	Student will pay 60% of replacement cost
<i>Fourth year:</i>	Student will pay 40% of replacement cost
<i>Fifth year:</i>	Student will pay 20% of replacement cost or \$10.00 rebinding fee, whichever is greater

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

STUDENT SERVICES

NURSE'S OFFICE

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

CONCUSSIONS/INJURIES

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

GUIDANCE

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

and parents are encouraged to discuss these goals with the designated Guidance Counselor. Parents/guardians may also have conversations or make appointments with the Guidance staff.

GENERAL CO-CURRICULAR INFORMATION

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

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

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

LIBRARY MEDIA CENTER

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

CLASS ELECTIONS

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

CLASS GOVERNMENT & CLASS DUES

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

SCHOOL COUNCIL

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

STUDENT COUNCIL AND CLASS OFFICER ELECTIONS

The Student Council has a highly active and functional role. Its purpose is not to govern the students, but to serve as a liaison between the student body and the administration. Additionally, the Council seeks to foster and strengthen school spirit and pride. The Executive Board of the Student Council will supervise all elections. Class and Student Council elections are held in the spring prior to the year the officers are to serve. Nomination papers for both elections will be taken out on the Tuesday previous to the week of elections and filed in the office the Friday of the same week. Students who wish to run for any elected office must meet all eligibility requirements before they may take out nomination papers. These nomination papers must contain the signatures of twenty-five students and a signed parental/guardian permission letter. A period is set aside for each class to allow Council candidates to make campaign presentations. Voting for class officers and representatives will take place during all lunches on the day following the campaign speeches.

NATIONAL HONOR SOCIETY

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

CODE OF CONDUCT

GENERAL INFORMATION

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

DISCIPLINE RESPONSES & PROCEDURES

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

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

* Parent notification

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

DRESS CODE

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

- Hoods
- Hats with lids - front facing
- Ski masks
- Sunglasses
- Clothing with offensive or explicit content
- Clothing that reveals midriffs

CELL PHONES & ALL OTHER ELECTRONIC DEVICES

Randolph High School recognizes the use of personal electronic devices (such as, but not limited to: iPods, iPads, laptops, cell phones, etc.) as part of students' daily lives and as part of their education. We also recognize that there can be educational benefits inherent in these devices if the devices are properly monitored and supervised by an educational professional. Because of this, electronic device usage in the classroom is left up to the teacher's discretion. Unless the teacher has given explicit permission for a student(s) to use a phone or other electronic device, students should turn off power or silence their device(s) and place their electronic device in their locker or book bag, or in an area of the classroom designated by the teacher ("*away and out of sight*"). In addition, students are permitted to use personal electronic devices for texting before and after school, in the cafeteria, and in hallways in-between classes. No phone calls or FaceTime calls are allowed. Violation of this policy will result in consequences based on the Code of Conduct. Repeated violations of this policy will result in confiscation of the phone or electronic device by administration. The first and second time it is confiscated, the device will be returned to the student at the end of the day. All subsequent confiscations will require parents/guardians to come to school to retrieve the device. RHS is not responsible for lost, stolen or damaged personal items, including personal electronic devices. **Note: it is a felony to record any individual without their consent.**

RANDOLPH HIGH SCHOOL CODE OF CONDUCT & DISCIPLINARY RESPONSES

RPS District Code of Conduct: [W RPS District Code of Conduct 2021.docx](#)

<p style="text-align: center;"><u>Tier I: Minor Behaviors</u> Classroom Level</p> <p>DEFINITION: Behaviors that...</p> <ul style="list-style-type: none"> → Do not require administrator involvement → Do not appear chronic (less than 3-5X) <p>EXAMPLES:</p> <ul style="list-style-type: none"> → <i>Unprepared for Class</i> → <i>Repeatedly Out of Seat</i> → <i>Physical disruption: excessive noise, destroying materials, touching others, horseplay, use of electronic devices without permission</i> → <i>Verbal Disruption: talking out, yelling, noises, speaking loudly</i> → <i>Minor Verbal Aggression: taunting, teasing, name calling</i> → <i>Insubordination: doing opposite of what is asked, refusal to follow direction</i> → <i>Tardy: Entering the class late without a pass.</i> <p>Next Steps for Teachers/Staff:</p> <ul style="list-style-type: none"> → Inform Student of Issue → Student Conference → Implement Classroom Strategies → Contact Parent/Guardian → Assign Teacher Detention, as needed 	<p style="text-align: center;"><u>Tier II: Major Behaviors</u> Office Level</p> <p>DEFINITION: Behaviors that...</p> <ul style="list-style-type: none"> → Require administrator involvement → Chronic and excessive level I behaviors <p>EXAMPLES:</p> <ul style="list-style-type: none"> → <i>Chronic and Excessive Level I Behaviors</i> → <i>Overt Insubordination: refusal to follow an adult's direction after Level I discipline procedure has been implemented.</i> → <i>Dishonesty: cheating, lying, omitting fact/details, plagiarism</i> → <i>Overt Verbal Aggression: profanity, obscene gestures/pictures, threats</i> → <i>Physical Aggression</i> that does not result in physical harm → <i>Use of or Possession of Tobacco</i> → <i>Class or Lunch Cut</i> <p>Next Steps for Teachers/Staff/Administration:</p> <ul style="list-style-type: none"> → Inform Student of Issue → Contact Parent/Guardian → Enter Discipline Referral → CORE Referral, as needed → Send Student to Office, as needed
<p><u>Tier III: Severe Behaviors</u> Office Level</p>	<p><u>Progressive Discipline</u> Potential Consequences</p>

DEFINITION: Behaviors that...

- Require immediate administrator involvement
- Violate school district policies or state policies or laws
- Chronic level II behaviors

EXAMPLES:

- **Chronic and Excessive Level II Behaviors**
- **Overt Physical Aggression:** *destroying school property, fighting, assault of student and/or staff*
- **Possession of Banned Paraphernalia:** *weapons, fireworks, alcoholic beverages, unprescribed/ illegal drugs*
- **Illegal or Unauthorized Entry to School Facilities**
- **Theft:** *personal items, school property, identities*
- **Inappropriate Use of Technology**
- **Inappropriate Behavior:** *Hazing, Bullying, Extortion, Inciting Panic*

Next Steps for Teacher/Staff/Administration:

- Inform Student of Issue
- Contact Parent/Guardian
- Enter Discipline Referral
- CORE Referral, as needed
- Removal of Student from class or school population

Tier 1:

- Student Conference
- Teacher Detention (15-20 Minutes)
- Contact Parent/Guardian
- Documented Verbal Warning

Tier 2:

- Documented Verbal Warning
- Office Detention (1 Hour)
- Admin Office Detention (2 Hours)
- Parent/Guardian Conference
- Behavioral Contract
- No Contact Contract
- ISS/OSS- up to ten days
- SRO Notified, as needed

Tier 3:

- Admin OD
- ISS/OSS- up to ten or more days
- Contact Parent Guardian
- Behavioral Contract
- SRO Notified, as needed
- Parent/Guardian conference held before child returns to school