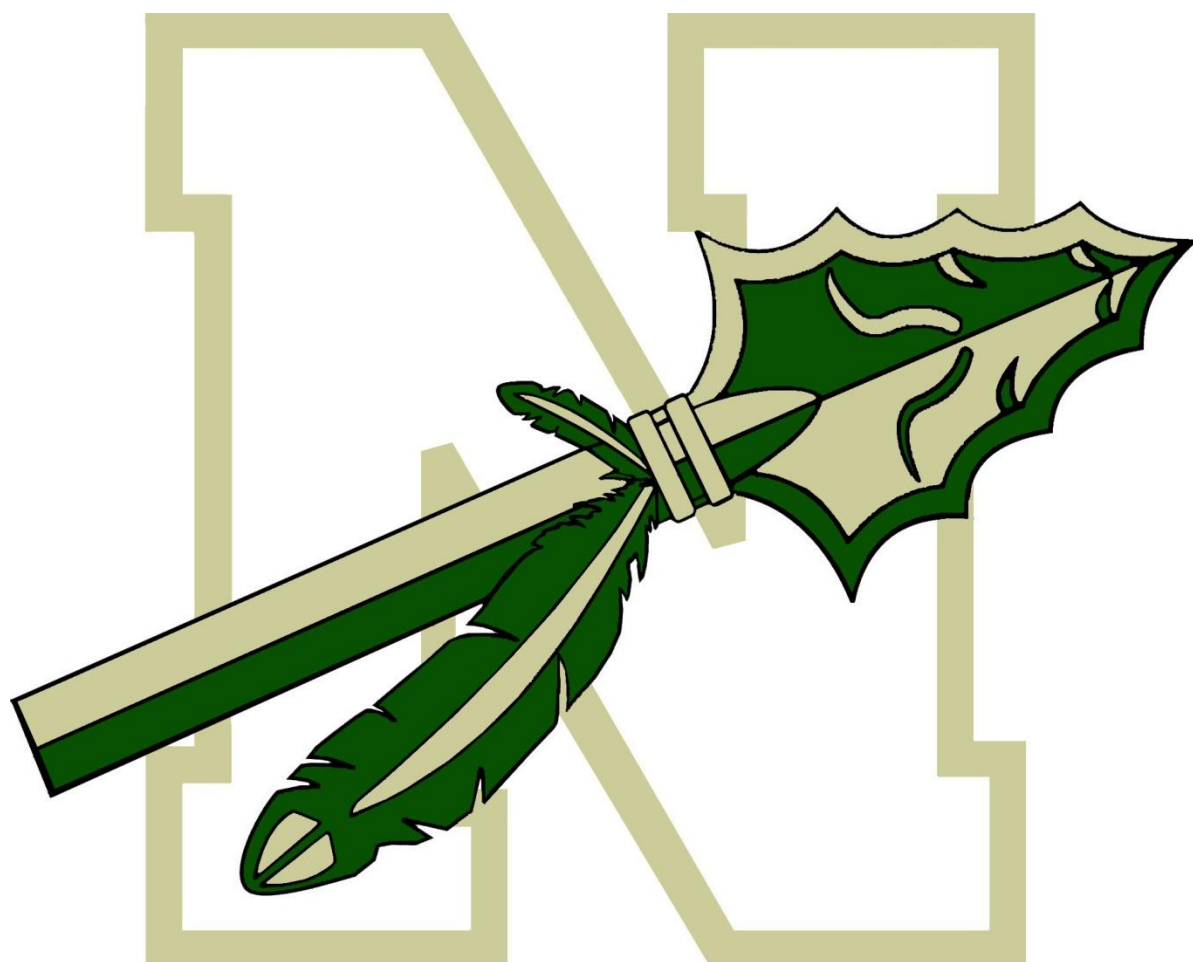


NASHOBA REGIONAL HIGH SCHOOL ATHLETICS



STUDENT ATHLETE/PARENT HANDBOOK 2017-2018

The Nashoba Regional School District does not discriminate on the basis of age, race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.

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THE NASHOBA "CHIEFTAIN"

At Nashoba Regional High School, our goal is to portray the Chieftain as a symbol of pride and dedication to our namesake tribal culture. The Chieftain was chosen because it embraces our sense of tradition and school spirit. We will strive to promote the positive aspects of our heritage and deter, in any way, representation of the Chieftain that would be demeaning to Native American cultures.



Tania J. Rich

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WELCOME TO THE NASHOBA REGIONAL HIGH SCHOOL ATHLETICS

We are excited to have you become a part of the Nashoba Regional High School Interscholastic Athletics Program. Nashoba Chieftain Athletics is rich in pride and tradition. For years, Nashoba Regional High School student-athletes have performed with dedication, skill, intensity and desire. Our athletes have competed well at the high school, college, and a few at the professional level. High school athletics can be a wonderful and exciting educational opportunity. It is our hope that your son/daughter will seize that opportunity and make the most of it.

The handbook includes information regarding policies, practices and regulations that govern the athletic program and should help to answer many of your questions about interscholastic athletics at Nashoba Regional. It is intended to help you understand what you can expect and what is expected of you as a Chieftain student-athlete and parent.

Our interscholastic athletic program is an extension of the academic day and it is an important part of the educational process. In our pursuit of excellence, we operate and function within the mission of the school district: "To educate all students to their fullest potential." Our athletic department staff is committed to providing everything needed to help student-athletes achieve their fullest potential, both academically and athletically. We are here to help make your experience as a student-athlete enjoyable and successful.

If your questions and concerns are not answered within this handbook, please speak with a member of our coaching staff or feel free to contact me directly. Please visit our Athletic website at <http://nrhs.nrsd.net/athletics> for schedules, staff contact information and valuable links to related organizations.

Being a part of a sports team at the high school is a major commitment, but can also be one of the most rewarding experiences of your life. Best of luck and please let me know if I can ever be of assistance.

Chieftain Pride!



Tania J. Rich
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PHILOSOPHY

The Interscholastic Athletic Program at Nashoba is committed to the total physical, emotional, social and mental development of its participants. Athletics are an extension of the academic day where our coaching staff is charged with the responsibility of teaching the values of accountability, citizenship, sportsmanship, confidence, tolerance, accepting success graciously, handling disappointment, leadership, participation within the rules, performing under pressure, persistence, responsibility, sacrifice, self-discipline, striving for excellence, taking instruction and teamwork.

Building self-esteem and self-confidence is an ongoing process, used in both games and practices. Through this process, Nashoba coaches challenge and develop players, both technically and emotionally, in a positive manner, using both praise and constructive criticism. Coaches are encouraged to make praise personal, criticism impersonal.

Nashoba strives to have all athletes “play with class and poise” and this philosophy has become a very important part of the instruction that takes place at each practice session. As members of the Nashoba athletic program, students and coaches are expected to demonstrate proper respect for each other, other teams and coaches, teammates, officials, spectators and equipment. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing field, as they are, at all times, representatives of their team, school and community.

Tryouts are open to all students, providing they are in good academic standing, are good school citizens, and are physically fit to participate. Participation in the program is a privilege, which students can earn by maintaining these standards.

ATHLETIC DEPARTMENT MISSION STATEMENT

The Nashoba Regional Athletic Department dynamically supports the core values of the school. The athletic program is an extension of the academic classroom.

Nashoba’s Core Values

We at Nashoba believe **INTEGRITY** is our foundation. We strive to make it a visible part of everything we do when we:

COMMUNICATE: with honesty and respect, clarity and effective purpose, guided by acceptance and open-mindedness

ACHIEVE: through consistent hard work and motivation, striving to realize high standards, to persevere over adversity by fostering the ability to innovate and adopt change

RELATE: as local and global citizen, practicing empathy and compassion, growing as an individual by finding common ground and appreciating differences

ENGAGE: by taking initiative, participating with passion and enthusiasm, collaborating to create something bigger than each of us

We expect our students to aspire to these values.

We expect our staff to live these values.

We expect our larger community to support these values.

We ask all to CARE, make the most of our time at Nashoba, and OWN IT!



In addition to Nashoba's Core Values, the athletic department has the following goals:

- Encourage participation in a wide variety of offerings.
- Require students to meet reasonable standards for, and during, participation. These standards are defined by state association, league and school requirements and guidelines and are enriched by innovative training and coaching.
- Emphasize that respect for human differences and for the diversity of peoples must be at the center of the athletic experience. Students and coaches are expected to demonstrate proper respect for teammates, opponents, officials, spectators and property.
- Student-athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing field, as they are, at all times, representatives of their team, school and community.
- Evaluate our athletic, professional, and personal progress regularly. Success is measured by more than wins and losses, as winning and losing become by-products of the quality of our efforts. A dynamic athletic program is vital to the positive social, physical, and educational development of students. It is our responsibility that the program functions at all times as an integral part of the total curriculum.
- Foster moral awareness and civic participation by the example of our daily behavior. We offer opportunities to serve the school and develop fellowship and goodwill. We encourage the qualities of good citizenship and the ideals of good sportsmanship, ethical behavior, and integrity throughout our school and community.

GOVERNING BODIES

Massachusetts Interscholastic Athletic Association (MIAA):

Nashoba Regional High School is a member in good standing of the MIAA. With membership, the Principal and Athletic Department agree to abide by all rules and regulations of the MIAA. When varsity teams qualify for and enter MIAA sponsored post-season tournaments to determine sectional and state champions, we are subject to specific rules and regulations that govern each tournament, as set by the MIAA. The MIAA does not sponsor or sanction any sub-varsity tournament competition. Information about the MIAA and the rules our student athletes must abide by, can be found at www.miaa.net.

The Midland-Wachusett League:

Nashoba Regional High School is proud to be a member of the Midland-Wachusett Interscholastic League (Mid Wach). The Mid-Wach is governed by the MIAA and its own constitution. The Principal of each member school agrees that his/her school will abide by all league rules and regulations. The following are Mid-Wach sports: basketball, baseball, cross-country, field hockey, football, boys' golf, lacrosse, soccer, softball, swimming/diving, tennis, track/field, volleyball, and wrestling. The following sports compete in the CMASS League: ice hockey and alpine skiing.

Nashoba Regional School District:

Additional policies, regulations and rules are set by the Nashoba Regional School Committee and the Principal. Under MIAA guidelines, local communities are allowed to set additional policies, rules and regulations so long as they are more restrictive than those stipulated by the MIAA.



INTERSCHOLASTIC SPORT OFFERINGS AND LEVELS

Fall Sports (Tryouts may start as early as the second Thursday preceding Labor Day. Football conditioning will begin on August 19, 2016. Football Cheer tryouts may be held in June.)				
Sport	Varsity	JV-1	JV-2	Middle School
Football Cheer	X	X		
Cross Country – Boys & Girls	X	X		X
Field Hockey	X	X		
Football	X	X	X	
Soccer – Boys & Girls	X	X	X	
Golf	X			
Volleyball	X	X	X	
Winter Sports (Tryouts start Monday after Thanksgiving for all sports)				
Sport	Varsity	JV-1	JV-2	Middle School
Basketball – Boys & Girls	X	X	X	X
Ice Hockey	X	X		
Girls' Ice Hockey* (co-op)	X	X		
Gymnastics** - Co-ed (co-op)	X			
Indoor Track – Boys & Girls	X			
Skiing – Boys & Girls	X			
Swimming – Co-ed	X			
Wrestling	X	X		
Spring Sports (Tryouts start the third Monday in March for all sports)				
Sport	Varsity	JV-1	JV-2	Middle School
Baseball	X	X	X	X
Lacrosse – Boys & Girls	X	X		
Softball	X	X		X
Tennis – Boys & Girls	X			
Track and Field – Boys & Girls	X			X
Unified Track (Co-ed)	<i>Club</i>			

Note: The Mid-Wach League will continue with the JV-1 and JV-2 teams for the 2017-2018 school year.

*Nashoba Regional High School is a member of the Algonquin-Hudson-Marlboro-Nashoba girls' ice hockey cooperative team.

**Nashoba Regional High School is a member of the Marlboro-Tahanto-Nashoba gymnastics cooperative team.

Intramurals

In addition to the interscholastic athletic program, Nashoba will run an intramural program based upon interest of the student body. These are after school programs, are non-competitive, and focus on involvement and participation for recreation and self-improvement.

Unified Sports

In addition to the interscholastic athletic program and intramurals, Nashoba brings together athletes with intellectual disabilities and athletes without intellectual disabilities to train and compete on the same team to promote inclusion through team practice and competition.



PRE-TRYOUT REQUIREMENTS NECESSARY FOR PARTICIPATION IN ATHLETICS

A student must be declared eligible by the Athletic Director according to the standards listed in this section before he/she will be allowed to try out for a team.

1. Athletics Participation Permission Form – Online Form

For each season of participation, a student must submit and complete an online participation form through Family ID prior to his/her first practice session. The consent portion of the form MUST be completed by a parent/guardian. The link to the online registration can be found on the Nashoba Athletics website (contact the Athletic Director if you do not have access to a computer). By registering online, parents and students provide your consent to participate in athletics, your acknowledgement of the student-athlete handbook, transportation permission, and your acknowledgement that you have been provided concussion education materials. This online form must be completed for each athletic season of involvement.

2. Athletic User Fee

The Nashoba Regional School Committee has authorized the Department of Athletics to collect an Athletic Fee from each student-athlete. The fee for the 2017-2018 academic year is \$150.00 per participant per season. There will be an additional fee for ice hockey, girls' ice hockey, swimming, and ski participants.

Please pay through the district ONLINE PAYMENT SYSTEM at http://www.nrsd.net/families/online_payment_center

OR make checks payable to **NASHOBA REGIONAL HS ATHLETIC DEPARTMENT**. Please include your child's name and sport on the memo part of the check.

User fee due dates for the 2017-2018 school year:

Fall users fees are due by September 1, 2017

Winter user fees are due by December 8, 2017

Spring user fees are due by March 30, 2018

3. Physical Examinations

All students who plan to participate in athletics must submit written proof of a current physical exam to the athletic director or school nurse prior to the start of the sport season. Physical examinations must be performed by a duly registered physician, physician's assistant, or nurse practitioner. Per DPH and MIAA regulations, physical exams are valid for 13 months to the day. A student athlete will NOT be allowed to participate once an exam has expired (new physical regulations). Athletes will NOT be allowed to participate without the completion of a physical exam and participation forms.

4. Student Emergency and Health Record

Students must submit the required Nashoba Regional School District Student Emergency and Health Record (blue) form to the school nurse prior to participation in interscholastic athletics. This form is mailed to all students over the summer, is located on the athletics website, and only needs to be submitted once per academic year.

5. Health insurance

All student-athletes must be enrolled in a health insurance plan. In addition, it is strongly recommended that each family purchase the supplemental insurance policy offered by the school system at a nominal yearly fee. Applications for this coverage are distributed to all students in their registration packet the first day of school. All injuries must be reported immediately to the athletic trainer or your coach and an injury report placed on file with the school nurse. It is the family's responsibility to file all claims under its own plan, or supplemental policy. Filing forms are available from the school nurse. The trainer or nurse will assist in filing these claims if needed.



TEAM ORIENTATED INFORMATION

Tryouts / Team Selection

Students should understand that participation in athletics is a privilege. Students try out voluntarily and for some programs, there is a risk of not being selected to a team. It is the judgment of the coaches, which dictates the selection and number of participants for teams. We will encourage coaches to keep as many students as they can without compromising the integrity of their sport. That number is based on several factors, such as, but not limited to, time, space, facilities, equipment, personal preference, etc., which will place limitations on the most effective squad size for any particular sport. Cutting students is a difficult process, and all coaches realize that sensitivity and communication are essential. All students are given fair and ample opportunity to demonstrate their abilities prior to the start of game situations. During the tryout period, the coach will provide an explanation of his or her expectations and tryout criteria. It is the student's responsibility to demonstrate that he/she can meet those expectations. Students who do not make a team will be informed as to the reasons by the coach. Students are encouraged to try out for another team if there is space and if final cuts have not yet been made. After tryouts begin, no athlete may voluntarily leave a team and try out for another without the consent of both coaches and the Athletic Director.

The emphasis at each level of competition is:

- VARSITY - **VERY COMPETITIVE / INSTRUCTIONAL**
- JV-1 –**COMPETITIVE / INSTRUCTIONAL** (Freshman, Sophomores, & Juniors)
- JV-2 –**INSTRUCTIONAL** (Freshman and Sophomores)
- FRESHMEN – **INSTRUCTIONAL**

**Seniors are not permitted to play on a Junior Varsity team.*

Varsity Teams

At the varsity level, we look for our teams to compete against opponents at the highest possible level. This is the highest level of interscholastic competition, and players, coaches, parents, and staff members want Nashoba Regional High School's varsity teams to be successful on the field of play. As long as the score is being kept, Nashoba Regional High School should attempt to win as many games as possible. In order to accomplish this, there are many instances when the major burden of the contest will be carried by the most competitive, skilled team members. However, teams cannot and will not be successful without committed substitute players. These players have to be ready at all times to step forward and shoulder the burden when called upon. It is these athletes whose hard work in practice every day prepares the team for the upcoming contest. Success should never be measured in wins and losses, but in the performance of the athletes. If our athletes perform to the best of their abilities, they will always be successful no matter what the final score might be.

Junior Varsity (1 and 2) and Freshman Teams

The JV-1, JV-2, and Freshman teams are considered to be development levels where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual's playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are willing to work to prepare for varsity level competition.

"Senior Day" Celebrations

If a team is participating in a "senior day" celebration at the end of a season, students and parents can expect for all seniors to be recognized prior to the start of the contest. Starting lineups and playing time are completely separate from these celebrations and are at the discretion of the coach.



Commitment to the Team

When trying out for a team, and after being selected to be a member of a team, Nashoba students athletes are expected to attend all practices and games of that team. Weekend practice sessions vary by sport and should be expected. Interscholastic athletics demands much more commitment than a club or recreational activity.

School / Family Vacations, Extended Absences

Every team member is expected to be present for all team practices and games. Because of scheduling parameters, many of our teams practice and play during scheduled school vacations. Students athletes who plan to be absent for an extended period due to vacation or a planned extended absence, must discuss this situation with the coach prior to tryouts. Student athletes who choose to go away on vacation and miss part of his/her season, may be suspended from contests the following week. Suspensions will be determined by the head coach after being discussed with the Athletic Director.

Daily Team Attendance

It is extremely important that a coach be **notified in advance** if a student athlete is **not** going to be present at a practice or game. Practice is where plans for upcoming contests are developed and perfected. The coaches in our program expect their athletes to be present at all team activities. Suspension or dismissal from the team may take place as a result of such absences. Student-athletes are excused from team activities for academic or religious reasons, family emergencies, illness or injury. Prior notification to the coach is strongly recommended and expected of the student athlete!

Playing Time

Perhaps the most emotional part of a student-athlete's involvement in high school athletics centers around playing time. Factors such as, but not limited to, practice attendance, attitude, commitment and athletic skill enter into the playing time decisions of the coach. It is the coach's responsibility to decide which athletes should start a contest, who should play what position, and how long each athlete should play. These coaching decisions, often difficult to make, are made only by the coaching staff and are approached very seriously after having observed the athletes in practice sessions, game-like situations, scrimmages and actual game competitions.

Team Captains

Coaches decide how team captains are selected based on identified criteria. Criteria may include character, coachability, communication skills, athletic ability, etc. They may be elected by the team or appointed by the coach prior to the first regularly scheduled contest. Captains may also be elected or appointed on a game-by-game basis. It is expected that Team Captains be leaders of their team and should be ready to assume duties as outlined by their coach. Captains are expected to communicate with the coach, team and Athletic Director in the event of any problems that may affect the team or its members. Captains may be asked to meet with the Athletic Director during the school year to discuss the athletic program. Captains of teams may be relieved of their position for violation of team, athletic department or school rules.

Captain's Chemical Health Rule

If a captain of a team has been found to violate the MIAA Rule 62: Chemical Health or the NRHS Chemical Health policy, his or her captaincy will be revoked as well. The revocation of captaincy shall be for one calendar year (12 months) from the date of the violation of the first offense.

Team Rules and Regulations

At the start of the season a coach, with the approval of the Athletic Director, may issue a set of team rules. It is recommended these be written and distributed to all team members. These rules, which are not to be in conflict with any school or MIAA policies, may vary to reflect the program philosophy, the nature of the sport and the practice/competition schedule. Violations of these rules may result in temporary or permanent suspension from the team.



PARENT / GUARDIAN COMMUNICATION GUIDE

The Role of Parents, Student Athlete, and Coaches

The following section is designed for parents of athletes participating in the Nashoba Athletic Program. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to understand each other's roles, accept the actions of the other, and thereby provide greater benefit to students. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. To be successful, communication is vital and requires involvement, dedication, sacrifice, and commitment from parents, student athletes, and coaches.

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., practices, special equipment, out-of-season conditioning
5. Procedure followed should your child be injured during participation
6. Discipline that may result in the denial of your child's participation

Communication Coaches Expect From Parents

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts, well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations

As your child becomes involved in the programs at Nashoba Regional, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns To Discuss With Coaches

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

Coaches make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

Issues that are *Not* Appropriate To Discuss With Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes



COMMUNICATION PROTOCOL/CONFLICT RESOLUTION

There are situations that may require a conference between the coach, athlete, and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position.

Please use the following communication protocol to resolve conflicts regarding student athlete team participation:

Step 1: Student athlete goes directly to coach

Step 2: Student athlete & parent go directly to coach

**Please DO NOT confront a coach before, during or after a practice or game. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.*

Step 3: Student athlete goes directly to Athletic Director

Step 4: Student athlete & parent go directly to Athletic Director

Never hesitate to follow the above procedures to make your concerns known.

Retribution

Students and parents must be confident that the voicing of an opinion or a concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at Nashoba Regional High School. If at any time, a student or his / her parent suspects that some form of retribution is surfacing as a result of the voicing of a concern, opinion, or issue, using the proper forum and method, he or she should contact the Athletic Director immediately.

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MIAA RULES AND REGULATIONS

All Nashoba athletic teams will follow the rules set forth in the current MIAA handbook, which is available on the MIAA website at www.miaa.net. The entire handbook is also available in the athletic office. Student-athletes, coaches, and parents are responsible for adhering to all MIAA rules and regulations. Below are some key rules:

Rule 40 – Out of Season Activity

A coach may not directly or indirectly require a student-athlete in a sport or a training program outside of the MIAA defined sports season. "Captains Practices" are not in any way sanctioned, encouraged, recognized or condoned in any sport by the MIAA or Nashoba Regional High School.

Rule 45 – Loyalty to the High School Team: Bona Fide Team Members

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. First Offense: Student athlete is suspended for 25% of the season (see chart on Rule 62). 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.



A student must not miss a high school practice or competition to compete in any MIAA recognized sport for non-high school team. A coach does not have the right or authority to excuse a team member from practice or a contest so that he / she may practice or compete with a non-school team. The principal may request a waiver of this rule in special circumstances and that waiver must be completed at least 60 days prior to non-school participation.

Rule 51 – Student Eligibility: Baseline Eligibility Requirement

For a student to practice with, or to represent a MIAA member school in athletic competition, the student must be duly enrolled in that school. Additionally, the student must be a candidate for that school's diploma, subject to the jurisdiction of that school's Principal (i.e. the Principal must have the authority to suspend the student from classes), and under the supervision of that school Principal (i.e. the Principal must have control and knowledge of the student's daily attendance and achievement).

Rule 58 – Student Eligibility: Academic Requirements

58.1 A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards.

MIAA eligibility rules require that every student athlete have passed and received full credit in four (16 credits) major subjects (a major subject is one whose meeting time is equivalent to English) in the most recent reporting period. In addition, NRHS requires that students maintain a cumulative passing average (60 or higher) in all courses in the most recent reporting period. To be eligible for the fall sports, a student must have passed and received full credits for four major courses from the previous academic year, meaning both passing grades for the fourth quarter of the previous year and passing grades for the year. An incomplete (INC) will be treated as an F and may not be counted toward eligibility until course work is made up pursuant to school policy.

58.2 A student cannot at any time represent a school unless that student is taking courses, which would provide Carnegie units equivalent to four traditional yearlong major English courses. (this means that if a student, at any time drops a course and no longer carries the equivalent of four major subjects, that student is ineligible immediately)

58.3 To be eligible for the fall marking period, students are required to have passed and receive full credit for the previous academic year, the equivalent of four (4) major academic courses (i.e. English, math, science, social studies).

58.4 Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

58.5 Incomplete grades may not be counted toward eligibility until they are made up following school policy.

58.6 A student who repeats work for which he / she has once received credit cannot count that subject a second time for eligibility.

58.7 A student cannot count for eligibility any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.

Rule 59 – Student Eligibility: Time Allowed for Participation After Completing Grade Eight

59.1 A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the first completion of grade 8.



Rule 60 – Student Eligibility: Age Limitations

60.1 A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his / her 19th birthday occurs on or after September 1 of that year. For Freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year, provided that his/her 16th birthday occurs on or after September 1 of that year.

Rule 62 – Student Eligibility: Chemical Health / Alcohol / Drugs / Tobacco

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer.”

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.

First Violation: When the Principal confirms, following an opportunity for the student to be heard that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season in which the student will participate.

<u># of Events/Season</u>	<u># of Events/Penalty</u>
1-7	1
8-11	2
12-15	3
16-19	4
20+	5

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. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

<u># of Events/Season</u>	<u># of Events/Penalty</u>	<u># of Events/Season</u>	<u># of Events/Penalty</u>
1-3	1	12-13	7
4	2	14	8
5-6	3	15-16	9
7-8	4	17-18	10
9	5	19	11
10-11	6	20+	12

If after 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 student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.



At the discretion of the coach, the student-athlete may continue to practice with the team during a suspension. 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, which may affect the eligibility status of the student during the next academic year.

After serving the suspension in the next season of participation, the athlete must also complete the season as a member of that team.

Note: Due to the NRHS Chemical Health policy, students shall not, regardless of quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance at *any time*. When the Principal confirms, following an opportunity for the student to be heard that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests.

Rule 63 – Good Citizen Rule

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension.



NASHOBA REGIONAL HIGH SCHOOL REGULATIONS

At Nashoba, student athletes are expected and encouraged to maintain the highest level of scholastic achievement possible. They are also expected to maintain the highest level of citizenship. To promote these goals, the following are in effect:

NRHS Expansion to Chemical Health and "Good Citizen" Expectations

Participation in athletics and extracurricular activities is a privilege, and we hold high expectations for our athletes and activity participants; one of those expectations includes an alcohol- and substance-free lifestyle. To that end, any student athlete or activity member who, at any time, either on or off campus, uses, consumes, possesses, buys/sells, or gives away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance, will be penalized with consequences that may include the loss of participation in athletic and/or extracurricular events, the loss of leadership positions or opportunities, and the loss of certain recognition opportunities. Student athletes or activity members who commit these offenses on school grounds will additionally face serious school-related consequences, as detailed in the corresponding sections of the school's Student Handbook.

The investigatory process for suspected transportation, use, possession, distribution, and/or sale of alcohol, drugs, or drug paraphernalia that occurs on school property or at school-sponsored activities is detailed within each school's Student Handbook. Upon receiving or encountering credible evidence that a possible violation of any of the stated provisions has or may have taken place off-campus, the administration will investigate and take disciplinary action where sufficient evidence is available.

First Violation Minimum Penalties

When the Principal confirms, following an opportunity for the student to be heard, that a student athlete has violated the chemical health policy, the student shall lose eligibility for the next consecutive



interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. In addition, the student may be removed from or lose the ability to hold leadership positions in the school, and may lose opportunities for recognition. For students involved in extracurricular clubs or activities, the adviser will take steps that mirror, as closely as possible, the above standard.

Second and Subsequent Violation Minimum Penalties

When the Principal confirms, following an opportunity for the student to be heard, that a subsequent violation of the chemical health policy has occurred for a student athlete, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season. In addition, the student may be removed from or lose the ability to hold leadership positions in the school, and may lose opportunities for recognition. Extracurricular advisors will take steps that mirror, as closely, as possible, the above standard.

Nothing in this policy prevents a principal, coach, or extracurricular adviser from taking additional steps, up to and including permanent removal from a team, club, or activity, based on individual school policies or team/activity/club expectations.

Nashoba "Good Citizen" Policy

Participation in athletics and extracurricular activities is a privilege, and both athletes and activity participants represent themselves, their team or club, their school, and their community when they compete or participate in athletic or extracurricular events. We hold high expectations for our athletes and activity participants, and we expect that they will act as "good citizens" in the school, at school-sponsored events, and in the community at all times.

For purposes of this policy, a "good citizen" is defined as a student who follows all school rules, who displays integrity at all times, and who follows all applicable community and state laws.

When administration receives substantiated evidence that a student athlete or activity participant may have acted in a manner contrary to this "good citizen" expectation, administration will investigate the incident.

When the Principal confirms, following an opportunity for the student to be heard, that a violation of the "good citizen" expectation occurred, administration will meet with the corresponding coach and/or club adviser and determine appropriate consequences. Depending on the severity of the behavior, consequences may range from a written warning to removal from the team or club. School officials may suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence or weapons until disposition of the charges.

Academic Achievement

Scholastic "extra help" sessions and make-up work are expected to be completed as soon as possible. On a practice day, students should stay after school to complete work whenever necessary. Coaches should be informed by students, in advance, when practice time will be missed due to academic obligations. Once the obligations are completed, students are expected to report to practice on that day, as soon as possible. If students did not give advance notification to the coach, students should ask their teacher for a note explaining the tardiness. Students arriving late to practices due to make-up work or extra help will not suffer any athletic team penalty. The athletic department reserves the right to remove a student from a team for poor academic performance and may reinstate the student upon sufficient evidence of improvement. Coaches may place athletes on written "Academic Progress Reports" when it becomes known that a student is performing poorly in the classroom.



School Discipline Obligations

A student athlete with a school disciplinary obligation (either office or teacher detention) is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect, and should not request, disciplinary action to be postponed or cancelled for any athletic reason. The athletic department reserves the right to remove or suspend a student-athlete from a team for disciplinary problems. It is expected that our athletes be model citizens both in and out of school; they will be held to high standards and should set a positive example for all students.

School Attendance and Tardiness

Any student absent from school may not participate in or attend practice or competition that day, unless prior approval of the Principal, or designee, has been given. Coaches must be notified of these absences in advance as well. Examples of approved absences include funerals, lengthy doctor's appointments, or college visits.

Students must be in attendance at school **before 9:45 AM** to participate in any meeting, practice or game unless prior approval for absence is granted by the Principal or designee.

In addition, student-athletes may not be dismissed **prior to 11:15 AM** unless prior approval of the Principal, or designee, has been given.

On early release days, students must be in attendance for the entire school day in order to participate in any meeting, practice or game unless prior approval for absence is granted by the Principal or designee. Students dismissed from school due to illness, may not return to school for participation in practices or athletic contests.

Athletic Trainer/Training Room

Nashoba has a fulltime, licensed Athletic Trainer (ATC) to evaluate, treat, and rehabilitate athletic injuries as they occur. The Athletic Trainer provides medical coverage for most athletic contests and practices. The Athletic Trainer is available to student athletes from 2:00 PM until duties and responsibilities are completed. On weekends and school vacations, the Athletic Trainer will be on site for home contests and scrimmages. In the event of injury, the Athletic Trainer will evaluate and recommend the direction of care, and clearance level. Athletes may see the Athletic Trainer for evaluation/treatment whenever he or she is available. For specific questions regarding student-athlete health care, please contact the Athletic Trainer.

Athletic Injuries

All injuries must be reported to the Athletic Trainer or the coach immediately, and an injury report placed on file. Subsequent to any serious injury and prior to further participation in a sport, students must provide a signed medical release from a physician if a game or day of practice has been missed due to injury. All school related head injuries or serious injuries that occur outside of the school day will be reported by the Athletic Trainer or coach, to the school nurse, the next day school is in session.

Physical Education/Wellness

All athletes are required to participate in regularly scheduled Physical Education/Wellness classes. Students being medically excused from Physical Education will not be allowed to participate in team practices or games on that day. All class attendance rules apply to Physical Education classes. A note to the Athletic Director / Coach from the class instructor is requested whenever a student athlete is absent or late for class.



Transportation

All participants are required to travel to and return from all athletic events in transportation provided by the school district. In certain situations, students may be excused from using school-authorized transportation provided they receive prior approval from the head coach. If a situation does arise where a student absolutely must be transported by a private vehicle or arrive/leave with a parent or guardian, a transportation permission form must be on file in the office of the athletic director AND the head coach must approve each occurrence.

Hazing

Any conduct or method of initiation into any student organization or team, which willfully or recklessly endangers the physical or mental health of any student or person, is not allowed. Such conduct is a crime under Massachusetts Law and will not be tolerated. (for further information, refer to Mass. State Law-Chapter 536, Sect. 16-19). There is to be **no** initiation of any kind to be a member of any team at Nashoba Regional High School. Students and coaches found in violation will be dismissed from participation in the athletic program. It is the responsibility of all coaches to inform team members of the hazing law and guidelines. (See School Committee Policy JICFA-E)

Bullying/Cyber-bullying

Nashoba Regional is committed to providing a safe, positive and productive educational environment where students can achieve their full potential. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. (See School Committee Policy JICFB).

Athletes found responsible for bullying or cyber-bullying; for failing to report such bullying or cyber-bullying; or for retaliating in any way against any other student who reports such bullying or cyber-bullying, are subject to removal from participation on their team for a period up to and including the duration of their time at Nashoba Regional High School. This penalty is in addition to any and all student discipline, which is imposed in accordance with the bullying/cyber-bullying policy and applies regardless of whether the bullying/cyber-bullying occurred in connection with athletic programs or, instead, in any other context regulated by the bullying/cyber-bullying policy.

Sportsmanship

Nashoba Regional expects **all** parties at a contest to display the highest possible level of sportsmanship before, during and after the competition. Players, coaches and spectators are to treat opponents, game officials, and visiting spectators with the respect and "class," we speak about in our philosophy. The MIAA reserves the right to "warn, censure, place on probation, or suspend up to one calendar year any player, coach, game or school official, or school determined to be acting in a manner contrary to the standards of good sportsmanship." Students, coaches, and spectators can be ejected or suspended from a contest(s) for taunting, intending to injure another player, fighting, or other unsportsmanlike conduct. Nashoba Regional High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, home or away.

Sportsmanship is an expectation at Nashoba. Let the players play. Let the coaches coach. Let the officials officiate. Let the spectators be positive and watch the game. Chieftain Pride!

Language or gestures

Profane, derogatory and abusive language or gestures during any team related or school activities are strictly prohibited.



Disciplinary Action

Students found in violation of this handbook, any MIAA regulations, or a school policy, may face disciplinary action. Infractions must be reported to the Athletic Director or other Nashoba Regional High School administrator. Reported infractions will be thoroughly reviewed.

The Athletic Department (Head Coach, Athletic Director, School Administrator or designee) may impose appropriate disciplinary action for violations established in this Student Athlete/Parent Handbook. Sanctions may vary depending on the type and circumstances of a violation, but may include suspension and/or loss of student athlete eligibility.

A coach and/or Athletic Director shall determine if a violation of the athletic rules and regulations has occurred. In all cases, infractions of any type must be reported to the Athletic Director, whether action is taken or not. If disciplinary action is taken, (including temporary or permanent suspension, censure, or reprimand) an athlete may have his or her case reviewed upon request.

Review Procedure:

1. The student/parents may meet with the Coach/Athletic Director. This request must occur within two school days of the disciplinary decision by the Coach/Athletic Director.
2. If not satisfied, the student/parents may ask to meet with the Principal, Athletic Director and Coach.
3. Final decision on these matters rests with the Principal.

Athletic Facilities/Building Access

No student will be allowed access to any of the athletic facilities (fields, gyms, weight room, etc.) without supervision by a school staff member. The fitness/weight room is run by the Wellness and Athletic Department. When open and supervised, it is available for all students unless it has been reserved as an in-season site for a practice session. Student athletes are not allowed in the weight room unless it is supervised by a staff member.

Student athletes are expected to respect the locker room facilities, showers, and general areas of the athletic wing. We expect the student athletes to take pride in their facilities by using trash barrels and keeping their athletic facilities in good condition. Glass containers of any kind are not allowed in the locker rooms or gymnasiums at any time.

At no time should shoes with cleated soles or spikes be worn inside the building. Serious injury can occur from slipping on the concrete or tiled surface, as well as causing damage to the flooring.

Locker Room/Security

Students have an obligation and responsibility to care for all athletic equipment issued to them, as well as personal belongings. The athlete is responsible for the proper care of this equipment from the date of issue, to the date of return. Equipment and uniforms should be stored in a locked locker at all times (locks are provided for each athlete) when not in use. Experience has shown that most losses are due to carelessness in securing or locking lockers. ***Nashoba Regional cannot be responsible for the personal belongings of student athletes.*** If a student loses school equipment or fails to return the assigned equipment in satisfactory condition, they are responsible to meet the current replacement cost of the equipment. Please lock all belongings brought into the locker rooms.



Equipment/Uniforms

Equipment and uniforms are handed out to the student athletes by their coaches. For specific questions regarding equipment or uniforms, please contact the team coach. Payment for lost equipment or uniforms is required at the time of the loss, and prior to the next season of athletic involvement or graduation, whichever comes first. No student will be allowed to tryout for another sport until all outstanding equipment/uniforms has been returned or payment to replace lost equipment has been made to the Athletic Department. Athletes are not permitted to wear school issued uniforms at any time other than for practices or game competitions. If a student-athlete leaves the team during the season due to injury, academics, discipline or quitting, it is his/her responsibility to return all school equipment immediately.

Athletic Awards

Prior to the beginning of the season, coaches will clearly define and communicate criteria for earning a Varsity Athletic Letter. These criteria are sport specific and in general, a student must complete a full season of participation as a member in good standing to be eligible for a letter. Other individual awards may be given at the discretion of the head coach.

College/Career Guidance

One of the most important decisions facing the high school athlete is what to do with their lives after high school. The members of the Nashoba Athletic Staff are willing to assist all of their students with this extremely difficult decision. Staff members fully understand the importance of this assistance. They may be able to answer questions, contact schools or coaches, send video tapes, if available and write letters of recommendation. If a student's goal is to compete athletically at the collegiate level it is very important to be aware of the ever-changing NCAA regulations. The Athletic Director and High School Guidance Department has a wealth of information on the NCAA regulations. They also have information regarding the NCAA Clearinghouse registration, which must be completed by all students planning to participate at the college level.

The Massachusetts Secondary School Athletic Directors Association (MSSADA) offers a FREE Recruiting Webinar to assist families of High School Athletes with the recruiting process.

The MSSADA Recruiting Webinar addresses these topics:

- Three rules of being a parent
- Scholarship myths and facts
- NAIA and JUCO education
- Scholarships, do they differ?
- The Name Game
- Negotiate/Cooperative Education
- Dangers of social networking/cell phones
- National Letter of Intent
- NCAA/NAIA Eligibility Centers
- Recruiting Services
- NCAA core course requirements

MSSADA Recruiting Webinar link - <http://www.formstack.com/forms/?1059381-6Q12R0i03U>

NCAA Clearinghouse: www.eligibilitycenter.org

NCAA: <http://www.ncaa.org/>





Appendix A: Important Websites

Nashoba Regional High School - <http://nrhs.nrsd.net/>

- Click on "Athletics"
- Nashoba Athletics website
- Student Athlete Online Registration
- Student Athlete/Parent Handbook
- Coaches Directory
- News and Announcements
- Hall of Fame
- Useful Links

Nashoba Athletic Scheduling Site - www.mwlma.org

- Click on "Nashoba Regional" on right sidebar
- For up to the minute schedules for ALL Nashoba athletic teams
- **Notify Me** - Contest postponements/cancellation alerts can be sent to your email/text by clicking "notify me"

Nashoba Athletics Booster Club - www.NashobaBoosters.com

- Up to date information about the athletic booster club

MIAA – www.miaa.net

- MIAA Rules and Regulations Handbook
- News and Announcements
- MIAA Tournament information
- Current events for high school students/sports

Nashoba Athletics Facebook Page

- Search for "Nashoba Athletics"
- <http://www.facebook.com/pages/Nashoba-Athletics/146371392114627>

Nashoba Athletics Twitter

- @nashobaAD
- Up to date information on Nashoba Athletics





Appendix B: Online Instructions to Register for Athletic Participation

Registering for an Athletic Team

Parents and student athletes must register online on the Nashoba Athletics website for sports during the 2016-2017 school year. By registering online, parents and students provide your consent to participate in athletics, your acknowledgement of our Nashoba Student Athlete/Parent Athletics Handbook, and your acknowledgement that you have been provided concussion and substance-abuse education materials.

How to Register Online:

1. Go to the Nashoba Regional High School website - <http://nrhs.nrsd.net/>
2. Click on "**Athletics**" (located on the left navigation bar on high school home page)
3. Locate the link for "**Participation Requirements**"
4. Click on the link for "**Online Registration**"
5. Fill out the form completely (must be done by a parent/guardian)

*If you do not have access to a computer, please contact the Athletic Director.





Appendix C (Part 1): Concussion Education

STATE LAW REGARDING SPORTS-RELATED HEAD INJURY & CONCUSSIONS

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. Student-athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. ***The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season.*** If a student-athlete becomes unconscious, or suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for "return to play."

Parents and students, who plan to participate in any athletic program at Nashoba Regional High School, or in a Nashoba Regional School District middle school, should take a free on-line course. Two free on-line courses are available and contain all the information required by the law.

The first is available through the National Federation of High School Coaches (NFHS). NFHS Concussion in Sports - What You Need To Know: <http://www.nfhslearn.com>. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a certificate of completion. The entire course, including registration, can be completed in less than 30 minutes.

The second on-line course is available through the Centers of Disease Control and Prevention at <https://www.cdc.gov/headsup>

In addition, written materials with information for student athlete and parents can be found on the Nashoba Athletics website.



Appendix C (Part 2): Substance-Abuse Education

STATE LAW REGARDING SUBSTANCE-ABUSE EDUCATION

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. Based on new Mass State Law, the DPH has regulated that all parents and student-athletes be educated regarding substance use disorder and the effects of opioid use annually.

The links below provide information on substance-abuse education:

Information on Substance Use Disorder -

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/substance-use-disorder.html>

MA Substance Abuse and Information - <http://helpline-online.com/>

Additional information about concussions can be found on the NRHS Athletics web site http://nrhs.nrsd.net/athletics/participation_requirements/





Appendix D: Physical Exam Requirements

Physical Exam Requirement for Athletics

The Massachusetts Interscholastic Athletic Association (MIAA) has changed the physical examination requirement for student-athletes to adhere to the Department of Public Health's policy. In order to be in compliance with the state regulation physical exams will be required every **13 months to the day of the exam.**

For example if a student-athlete has a physical exam dated September 14, 2016, that exam will expire on October 14, 2017. Meaning as of October 15, 2017 the student-athlete becomes ineligible to practice or compete until they present proof of a current physical exam to the school nurse or athletic department. This is a change from the current requirement, which enabled a student-athlete to remain eligible for the entire season if their physical was current on the first day of practice.

Please make certain that your child has a current physical exam that will last the duration of the season, or schedule a doctor's appointment as soon as possible to have an updated physical exam. There will be no exceptions to this rule, nor will there be extensions granted based upon a doctor's note. I realize this may cause some difficulties with the scheduling of doctor's appointments and insurance coverage so I am providing advance notification, so that everyone can comply with the Department of Public Health and MIAA regulations and not affect your child's eligibility for participation.

Respectfully,

Tania Rich
Director of Athletics



Appendix E: Anti-Discrimination Information

The Nashoba Regional School District will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, religion, national origin, gender identity, sexual orientation, homelessness, or physical and intellectual differences.

To accomplish this, NRSD and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

M.G.L c.76 s. 5, Title IX Policy, and Chapter 622: Anti-Discrimination Law

It is the policy of Nashoba Regional High School not to discriminate on the basis of gender identity, race, color, religion, age, national origin, sexual orientation or handicapping condition in educational programs, activities, or employment.

Inquiries regarding compliance may be directed to the Title IX coordinators at NRHS. Please contact the Principal for the names and telephone numbers of the NRHS Title IX Coordinators. The Title IX district level coordinator is the Human Resources Director ([978-779-0539 Ext. 3009](tel:978-779-0539)).

Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools" which reads as follows: All students regardless of race, color, gender identity, national origin, sexual orientation, disability or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the District.

NOTICE OF NON-DISCRIMINATION

It is the goal of the District to promote schools and workplaces that are free of unlawful discrimination and harassment of any type, that is based upon a characteristic protected by law, such as gender identity, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). NRSD will not tolerate harassing conduct that affects employment condition or that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive environment. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Human Resources Director

Title IX Coordinator

Non-Discrimination On The Basis Of Gender Identity in Education Programs Or Activities Receiving Federal Financial Assistance

NASHOBA REGIONAL SCHOOL DISTRICT

50 Mechanic Street

Bolton, Massachusetts 01740

Tel: ([978](tel:978-779-0539)) 779-0539 ext. 3009

Fax: ([978](tel:978-779-6812)) 779-6812

Building Coordinators, Title IX

Florence Sawyer School, Bolton – Joel Bates, Principal [978-779-2821](tel:978-779-2821)

Mary Rowlandson Elementary School, Lancaster – Sean O'Shea, Principal [978-368-8482](tel:978-368-8482)

Luther Burbank Middle School, Lancaster – Laura Friend, Principal [978-365-4558](tel:978-365-4558)

Center Elementary School, Stow – Ross Mulkerin , Principal [978-897-0290](tel:978-897-0290)

Hale Middle School, Stow – Kyle Grady, Principal [978-897-4788](tel:978-897-4788)

Nashoba Regional High School, Bolton – Paul DiDomenico, Principal [978-779-2257](tel:978-779-2257)



Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack Post Office and Courthouse, Room 701,01-0061, Boston, MA 02109-4557.

Human Resources Director
Title VI Coordinator
The Civil Rights Act of 1964

Emerson School Building [978-779-0539 ext. 3009](tel:978-779-0539)

Section 504 Coordinator
Non-Discrimination on the Basis of Handicap in Programs
or Activities Receiving Federal Financial Assistance

Emerson Building [978-779-0539 ext. 3028](tel:978-779-0539)

Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints

Procedural Requirements Title VI, Title IX, Section 504, ADA (Students, Applicants, Employees)

I. Definitions:

A. *Discrimination Complaint* - A written complaint alleging any policy, procedure or practice that discriminates on the basis of race, color, national origin, gender identity or disability.

B. *Student Grievant* - A student of the Nashoba Regional School District who submits a complaint alleging discrimination based on race, color, national origin, gender identity or disability.

C. *Employee Grievant* - An employee of the Nashoba Regional School District who submits a complaint alleging discrimination based on race, color, national origin, religion, gender identity, age, disability, or veteran status.

D. *Applicant Grievant (under ADA)* - An applicant for employment of the Nashoba Regional School District or applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, gender identity, age, disability or veteran status.

E. *Title VI (if applicable), Title IX, Section 504, and ADA Coordinator* - The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The compliance coordinator is responsible for processing complaints and services as moderator and recorder during hearings.

F. *Respondent* - The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

G. *Day* - Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Compliance Coordinator and reasonable effort should be made to resolve the problem or complaint.

III. Filing and Processing Discrimination Complaints

A. Grievant submits written complaint to compliance coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the school office

B. Compliance Coordinator notifies respondent within 10 days and asks respondent to:

1. Confirm or deny facts;
2. Indicate acceptance or rejection of student's, employee's, or applicant's requested action; or
3. Outline alternatives.

C. Respondent submits answer within 10 days to Compliance Coordinator.



- D. Within 10 days after receiving respondent's answer, the Compliance Coordinator refers the written complaint and respondent's answer to the Principal. The Compliance Coordinator also schedules a hearing with the grievant, the respondent, and the Principal.
- E. The Compliance Coordinator conducts the hearing.
- F. The Compliance Coordinator issues within 10 days after the hearing a written decision to the student, employee, or applicant, and the compliance coordinator.
- G. If the grievant or respondent is not satisfied with the decision, they must notify the Compliance Coordinator within 10 days and request a hearing with the superintendent.
- H. Compliance Coordinator schedules, within 10 days of request, a hearing with the grievant, respondent, and superintendent.
- I. The Superintendent conducts a hearing.
- J. The Superintendent issues a decision within 10 days following the hearing.
- K. If the grievant or respondent is not satisfied with the decision, they must notify the Compliance Coordinator within 10 days and request a hearing.
- L. Compliance Coordinator notifies the Principal within 10 days after receiving request. Compliance coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the Compliance Coordinator.
- M. The Compliance Coordinator conducts hearing.
- N. The Compliance Coordinator issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to regulations: The Nashoba Regional School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender identity, age, qualified disability, or veteran status upon request.
- C. Confidentiality of records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

