

# ***WESTBOROUGH ATHLETICS***



## ***2025-2026 Student-Athlete Handbook***

The Westborough Public Schools do not discriminate on the basis of **age**, race, color, sex, religion, national origin, **gender identity**, sexual orientation, disability or **any other other class protected by law**.

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## ***WELCOME MESSAGE TO FAMILIES***

Welcome, Ranger Community!

Your student is about to become a part of the Westborough High School athletic family, a group rich in tradition. For years, Westborough High School athletes have performed with dedication, skill, intensity and desire. Our athletes have competed well at the high school, college, and even for a select few, the professional level. More importantly, the vast majority of them have become contributing members of the community and caring members of their family. High school athletics can, and should, be a wonderful and exciting educational opportunity that enriches student's life during their high school years, creating memories that they can appreciate after they graduate, and an experience which helps them grow as people to contribute beyond these walls in their communities. It is our hope that your student will seize that opportunity and put forth the effort to make the most of it with your support.

Use this booklet for reference whenever you have a question regarding your student's athletic experience. If you feel that your questions are not answered in this booklet, contact your student's coach first. They will be able to be more specific with an answer. If your concern has not been addressed, you should then contact the Athletic Director. Please do not let your questions or concerns go unanswered, or depend upon answers from people who are not empowered to give them.

We look forward to your association with the athletic program at Westborough High School. Thank you in advance for your help and cooperation.

Sincerely,

***Levi Hanson***  
***Director of Athletics***

Email: [hansonl@westboroughk12.org](mailto:hansonl@westboroughk12.org)  
Office: 508-836-7720  
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## **PHILOSOPHY**

The Interscholastic Athletic Program at Westborough High School is committed to the Mission Statement of Westborough High School, which states:

The mission of Westborough High School is to provide a safe learning environment in which all students are:

- Respected and valued
- Challenged to excel
- Taught to view learning as a life long activity
- Guided to make responsible choices and to develop the foundations for an enriched life
- Encouraged to become informed and active citizens

Athletics are an extension of the school day. Our coaches are charged with the responsibility to teach the values of *accepting success graciously, accountability, citizenship, sportsmanship, confidence, acceptance of others, handling disappointment, leadership, organizational skills, participation within the rules, performing under pressure, persistence, work ethic, physical well-being, responsibility, sacrifice, self-discipline, social skills, striving towards excellence, taking instruction and teamwork.*

The athletic program strives to have all student athletes play with “poise and class”. This should be a very important part of the instruction that takes place at each practice session and game.

Tryouts are open to all students, providing they are in good standing academically, 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.

## **GOVERNING BODIES**

### **The Massachusetts Interscholastic Athletic Association**

Westborough 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.

One of the primary functions of the MIAA is to sponsor and conduct post-season tournaments at the varsity level leading to the determination state champions. When our varsity teams qualify for, and enter such tournaments, we are subject to specific rules and regulations that govern each tournament.

Information about the MIAA and the rules our student athletes must abide by can be found at [www.miaa.net](http://www.miaa.net).

### **Midland-Wachusett League**

Westborough High School is proud to be a member of the Midland-Wachusett Interscholastic League. The Mid-Wach league is governed by its own constitution and the MIAA. The following are Mid-Wach Sports: Cross Country, Volleyball, Field Hockey, Football, Soccer, Boys Golf, Girls Golf, Basketball, Swimming/Diving, Gymnastics, Track/Field, Baseball, Lacrosse, Softball, and Tennis.

The following sports compete in the CMASS League- Ice Hockey, Alpine Skiing

### **Westborough School Committee**

The Westborough School Committee, the superintendent, and the principal under MIAA guidelines set additional policies, regulations and rules. Local communities are allowed to set additional policies, rules and/ or regulations as long as they are not less restrictive than those stipulated by the MIAA.



## ***INTERSCHOLASTIC SPORT OFFERINGS AND LEVELS***

**Fall Sports (Tryouts may start as early as the second Monday preceding Labor Day. Football conditioning will start the 3rd Friday in August)**

|                               | <b>Varsity</b> | <b>JV-1</b> | <b>JV-2</b> |
|-------------------------------|----------------|-------------|-------------|
| Football Cheer                | X              |             |             |
| Cross Country- Boys and Girls | X              | X           |             |
| Field Hockey                  | X              | X           |             |
| Football                      | X              | X           |             |
| Soccer- Boys and Girls        | X              | X           | X           |
| Golf- Boys                    | X              | X           |             |
| Volleyball- Girls             | X              | X           | X           |

### **Winter Sports (Tryouts start the Monday after Thanksgiving)**

|                                                      | <b>Varsity</b> | <b>JV-1</b> | <b>JV-2</b> |
|------------------------------------------------------|----------------|-------------|-------------|
| Basketball- Boys and Girls                           | X              | X           | X           |
| Gymnastics                                           | X              | X           |             |
| Ice Hockey (Girls have a Co-op Team with Shrewsbury) | X              | X           |             |
| Indoor Track- Boys and Girls                         | X              | X           |             |
| Alpine Skiing- Boys and Girls                        | X              | X           |             |
| Swimming- Boys and Girls                             | X              | X           |             |

### **Spring Sports (Tryouts start the third Monday in March)**

|                               | <b>Varsity</b> | <b>JV-1</b> | <b>JV-2</b> |
|-------------------------------|----------------|-------------|-------------|
| Baseball                      | X              | X           | X           |
| Golf- Girls                   | X              |             |             |
| Lacrosse- Boys and Girls      | X              | X           |             |
| Outdoor Track- Boys and Girls | X              | X           |             |
| Softball                      | X              | X           |             |
| Tennis- Boys and Girls        | X              |             |             |

Unified Track

The emphasis at each level of competition is:

- **VARSITY- Very Competitive/Instructional**
- **JV-1- Somewhat Competitive/Instructional-** freshmen, sophomores, juniors
- **JV-2- Instructional-** freshmen and sophomores

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



## ***PRE-TRYOUT REQUIREMENTS NECESSARY FOR PARTICIPATION***

### **1. Arbiter (formerly FamilyID) Registration**

For each season of participation, a student must submit an online registration through our Family ID program prior to his/her first tryout or practice session. The consent portion of the form **MUST** be completed by a parent/guardian. The registration is online at the Westborough Athletics Web page. Included in this form are various acknowledgements including the student athlete handbook, the concussion legislation, and opiate education required by the MA DPH and the MIAA.

### **2. Medical/Physical Exams**

All students who plan to participate in athletics must have written proof of a current physical exam signed by a physician. Per DPH and MIAA regulations, physical exams are valid for 13 months. **A student athlete will NOT be allowed to participate once an exam has expired.** It is strongly recommended that an annual exam be scheduled in July or August of each year. Such an exam would cover a student for an entire school year.

- Athletes will not be allowed to participate without the completion of the Medical/Physical Exam and Participation Forms. No physicals will be provided by school.
- A medical history questionnaire (including information of all past concussions) must be on file with the WHS Athletic Trainer submitted through Family ID
- Students must complete annually one of the head injury safety training programs approved by the Department of Public Health.

### **3. Academic Requirements for Athletic Eligibility**

Students must be taking 5 classes each marking period in order to be declared academically eligible. In addition, students must secure during the marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) the following:

- Passing grades in 6 out of 7 classes
- Passing grades in 5 out of 6 classes
- Passing grades in 5 out of 5 classes

For the purposes of determining eligibility and Incomplete will be treated the same as an F until course work is made up and the grade is officially changed.

To be eligible for the fall, the same standards will be applied to the Year 1 grades from the previous academic year.

### **4. Age Requirement (per MIAA rules 59 and 60)**

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

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

### **5. Activity Fee**

Once a student makes a team's roster- the Westborough School District will invoice the family the applicable activity/user fee. Fees must be paid within 10 days of the invoice date in order for the student to continue participating. Financial assistance is available through the District Billing Coordinator. Students with an outstanding balance from a previous activity will not be allowed to try out for any sport. See the [Westborough Public Schools Activity Fee Policy](#) for more details.



## **TEAM ORIENTED 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 that dictates the selection and number of participants for teams. Before the tryout process begins, coaches 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. Only official tryouts sessions will determine an athlete's placement on a team. 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 final cuts have not yet been made.

*Coaches may provide suggestions for camps, clinics, or leagues during the summer months but they are NOT a requirement for making a team. Summer participation in camps, clinics, or leagues can help improve skill development but the choice to attend or not is completely up to individual families.*

### **Commitment to the Team**

When trying out for a team, and after being selected to be a member of a team, Westborough High School student-athletes are expected to attend all practices and games for that team. Weekend practices vary by sport and should be expected. Sunday practices are only for varsity only when we have a Monday contest.

Student athletes are expected to communicate conflicts with practices/games to coaches well in advance.

In the case of Fine Arts/Athletics conflicts, the following applies:

*FA Performance trumps an Athletic Practice; Athletic Competition trumps a FA Rehearsal*

*In cases where there is a FA Performance and Athletic Contest, the student will choose without penalty.*

### **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/or play during scheduled school vacations. Student-athletes, who plan to be absent for an extended period of time due to vacation or a planned extended absence, must discuss this situation with the coach prior to trying out for the team.

### **Daily Team Attendance**

It is extremely important that a coach be notified 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 expected!***

### **Playing Time**

Playing time is determined by practice attendance, attitude, commitment, and athletic skill. It is the coach's responsibility to decide which athletes should start a contest, which position they play, and how long each athlete should play. These coaching decisions 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 games.



## Team Captains

*Coaches decide how team captains are selected based on identified criteria. This may include character, coachability, communication skills, athletic ability, etc.* They may be elected by the team or appointed by the coach - this process is communicated to the students ahead of time. Captains may also be appointed on a game-by-game basis. It is expected that team captains be the 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, and/or Principal during the school year to discuss the athletic program. Captains of a team may be relieved of their position for violation of team, athletic department, or school rules. Students with current chemical health violations may not serve as team captains.

## Team Rules and Regulations

At the start of the season a coach, with the approval of the A.D., 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 nature of the sport and the practice/competition schedule.

## “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 during the ceremony before or after the contest. Starting lineups and playing time are completely separate from these celebrations and are at the discretion of the coach.

## ***WESTBOROUGH HIGH SCHOOL REGULATIONS***

At Westborough, 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:

### **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. Students should inform coaches in advance, when practice time will be missed due to academic obligations. Once the obligations are complete, students are expected to report to practice as soon as their academic obligations are met. If a student did not give advance notification to the coach, students should ask their teacher for a note explaining their tardiness. Coaches may ask athletes for written “Academic Progress Reports” to help monitor academic eligibility.

### **Academic Eligibility**

All coaches should show an interest in their student athletes’ academics and request progress reports throughout the season.

Students must be taking 5 classes each marking period in order to be declared academically eligible. In addition, students must secure during the marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) the following:

Passing grades in 6 out of 7 classes  
Passing grades in 5 out of 6 classes  
Passing grades in 5 out of 5 classes

For the purposes of determining eligibility, an “Incomplete” will be treated the same as an “F” until course work is made up and the grade is officially changed. To be eligible for the fall, the same standards will be applied to the Year 1 grades from the previous academic year.



## School Discipline Obligations

Student-athletes with school disciplinary obligations (either an office or teacher detention) are expected to fulfill those obligations before reporting to an athletic practice/game. Students cannot expect, and should not request, disciplinary action to be postponed or canceled 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 student-athletes be model citizens both in and out of school.*

## School Attendance and Tardiness

Students absent from school may not participate in, or attend practice or competition that day, unless prior approval of the Principal, or designee has been obtained 48 hours in advance. 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 by **10:30am** if they are tardy, and must not be dismissed before **10:30am** in order to be eligible for practice or competition that day. If a student is absent on Friday, they are not allowed to compete in a contest on Saturday.

## Athletic Trainer/Athletic Training Clinic

WHS contracts a full time, licensed Athletic Trainer (AT) to evaluate, treat, and rehabilitate athletic injuries as they occur. The AT provides medical coverage for most athletic contests and practices. The AT is available to student athletes at the conclusion of the school day until duties and responsibilities are completed. The AT will be on site for home contests, which may include weekends and holidays as determined by the Athletic Department. In the event of an injury, the AT will evaluate and recommend the direction of care and clearance level. For specific questions regarding student-athlete health care, please contact the Athletic Trainer.

### **Return to Play (RTP)**

All athletic related injuries must be reported to the Athletic Trainer or coach immediately, and an injury report placed on file. Any significant injury or a change in the student athlete's health subsequent to the pre-participation physical that affects the health and safety of the student-athlete (to include injuries that have occurred outside of WHS athletics) must be reported to the Athletic Training Office.

Subsequent to any serious athletic injury and prior to any further participation in a sport, students must provide signed medical release from a physician (MD/DO, PA-C, NP). The licensed Athletic Trainer may clear the athlete for participation only when this requirement has been met.

**The Athletic Trainer has final say on medical clearance for return to play, and is the schools' designated healthcare professional for all such decisions.**

### **Circumventing the AT Office**

- It is WHS Athletics policy for all athletically related injuries to be handled through the Athletic Training Office rather than private providers.
- Any time a student athlete visits their own provider, a note is required to come back with a diagnosis and status of participation. Student athletes will remain ineligible until a valid note is received from the appropriate physician (MD/DO, PA-C, NP) that clears them to play. **Note: In some situations, a return to play protocol may be required to be completed prior to returning to full athletic participation.**



## Physical Education

All Students are required to participate in their regularly scheduled physical education classes. Students who are medically excused from physical education are not allowed to participate in their team practice or competition on that day.

## Hazing

Hazing is 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. Hazing is a crime under Massachusetts Law and will not be tolerated. (For further information refer to Mass. State Law- Chapter 536, Sections 16-19) There is to be **NO** initiation of any kind to be a member of any team at Westborough High School. Students and coaches found in violation will be dismissed from participation in the athletic program.

## Language or gestures

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

## Sportsmanship

Westborough High School expects **ALL** parties at a contest to display the highest possible level of sportsmanship before, during, and after athletic competitions. Players, coaches, and spectators are to treat opponents, game officials, and visiting spectators with respect and class. The MIAA reserves the right to “warn, censure, place on probation, or suspend any player, coach, game, school official, or member school determined to be acting in a manner contrary to the standards of good sportsmanship”. Westborough High School reserves the right to impose the same penalties on spectators, athletes, or coaches displaying poor sportsmanship at any athletic contests, home or away.

## Disciplinary Action

Students found in violation of this handbook, the Westborough High School handbook or any MIAA regulations may face disciplinary action. Infractions must be reported to the Athletic Director or other Westborough High School administrator. Reported infractions will be thoroughly reviewed. Final disciplinary decisions will rest with the Principal.

## Transportation

Transportation to and from practice facilities will NOT be provided. Families are responsible for providing transportation to and from practices. However, all participants will travel to and from all **competitions** in school provided transportation. If a student must travel home from a contest with a parent/guardian, a consent and release form must be signed by a parent/guardian, Athletic Director/Administrator, and provided to the coach 24 hours in advance of the trip. These forms can be found on the Athletics Web page, in the Main Office, and in the AD's Office. Students-athletes are strictly prohibited from driving themselves when transportation is provided.

## Athletic Facilities/Building Access

No student will be allowed access to any of the athletic facilities without supervision by a school staff member. When open and supervised, the facilities are available for all students unless they have been reserved as an in-season site for practice/competition. Student-athletes are NOT allowed in the fitness center unless a staff member supervises it.

## Locker Room/Security

Students have an obligation and responsibility to care for all athletic equipment issued to them, as well as personal belongings. Equipment and uniforms should be stored in a locked locker at all times when not in use. Westborough High School cannot be responsible for lost or stolen belongings of student-athletes. 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 loss. No student will be allowed to try out for another sport, or graduate from Westborough High School until all outstanding equipment/uniforms has been returned, or the Athletic Director has received payment for lost items.

## Athletic Awards

Prior to the beginning of the season, coaches will clearly define and communicate criteria for earning a varsity letter. These criteria are sport-specific, but in general, a student must complete a full season of participation as a member in good standing to be eligible for a letter.

## Team Banquet Guidelines

The Westborough School Committee has developed guidelines for teams wishing to have an end of the season banquet. Those guidelines have been attached in the appendix.

## MIAA RULES AND REGULATIONS

All Westborough athletic teams will follow the rules set forth in the current MIAA handbook, available at [www.miaa.net](http://www.miaa.net). Student-Athletes, coaches, and parents are responsible for adhering to all MIAA rules and regulations. Below are summaries (exact rules can be found in the MIAA handbook) of some key rules:

### Rule 40- Out of Season Activity

A Coach ***may not directly or indirectly require*** a student-athlete to participate in a sport or training program outside of the MIAA defined sports seasons. "Captains Practices" are not in any way sanctioned, encouraged, or recognized in any sport by the MIAA or Westborough High school.

### Rule 45- Loyalty to the High School Team: Bona Fide Team Member Rule

A student must not miss a high school practice or competition to compete in any MIAA recognized sport for non-high school team. Violations will result in a suspension from contests.

### Rule 48 and 49- Sportsmanship/Taunting

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.

### Rule 51 and 58- Student Eligibility

Discusses the minimum requirements for students to be eligible for competition. Please refer to our WHS Handbook for the complete rule.

### Rule 62- Chemical Health/Alcohol/Drug/Tobacco

This rule is in effect from the first practice date for any sport in the fall until the completion of the final sport team in the spring or the end of the academic year, whichever comes last.

Once found in violation of the Westborough High School Chemical Health Policy (attached in the appendix), students will be assessed the Westborough High School penalties regarding school sponsored events (for example: dances, other teams sporting events) AND will lose contest eligibility based on MIAA Rule 62. Students found in violation will not be able to participate in scrimmages or play days until their full penalty has been served. Captains found in violation of the policy during their season will have their captaincy removed for the season.



### **First Violation Minimum Penalties:**

The student shall lose eligibility for the next consecutive interscholastic events totaling 25% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. NO EXCEPTION is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

| # of Events/Season | # of Events/Penalty |
|--------------------|---------------------|
| 1-7                | 1                   |
| 8-11               | 2                   |
| 12-15              | 3                   |
| 16-19              | 4                   |
| 20 or over         | 5                   |

### **Second and Subsequent Violation Minimum Penalties:**

The student shall lose eligibility for the next consecutive interscholastic events totaling 60% of all interscholastic contests in that sport. Penalty can be reduced to 40% with the completion of an approved program.

| # of Events/Season | # of Events/Penalty | # of Events/Season | # of Events/Penalty |
|--------------------|---------------------|--------------------|---------------------|
| 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 or over         | 12                  |



## ***PARENT/GUARDIAN COMMUNICATION GUIDE***

### **THE ROLE OF PARENTS, STUDENT-ATHLETE, AND COACHES**

By establishing communications guidelines, we are better able to understand each other's role and thereby provide greater benefit to our student athletes. 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 STUDENT-ATHLETE'S COACH**

1. Coach and program's philosophy.
2. Individual and team expectations.
3. Location and times of all practices, special equipment required, off-season conditioning.
4. Procedures to be followed should an injury occur during a practice or game.
5. Any discipline that may result in the denial of your student-athlete's participation.

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach.
2. Notification of schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.
4. Support for the program and the attributes of dedication, commitment, and responsibility that are essential ingredients for success and excellence.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your son/daughter, mentally and physically.
2. Ways to help your son/daughter improve & develop.
3. Concerns about your student-athlete's behavior.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

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

### **COMMUNICATION PROTOCOL/CONFLICT RESOLUTION**

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

- Step 1: player goes directly to coach
- Step 2: player & parent go directly to coach
- Step 3: player goes directly to Athletic Director
- Step 4: player & parent go directly to Athletic Director





## ***APPENDIX 1- IMPORTANT WEBSITES***

- [Arbiter Live](#)
  - For up to the minute schedules for ALL Westborough sports teams
  - Contest postponement/cancellation alerts can be sent to your email/text
- [www.westboroughk12.org](http://www.westboroughk12.org) - click on “District Departments”, then “Athletics”
  - Westborough Athletics Website
  - Athlete Registration
  - DPH Resources
  - Release forms for Transportation
  - Online Forms
  - Student-Athlete Handbook
  - Useful links
  - Coaches Directory
  - News and Announcements
- [www.miaa.net](http://www.miaa.net)
  - MIAA Homepage
  - MIAA Rules Handbook
  - News
  - MIAA Tournament Information
  - Current Events for High School Sports





## **APPENDIX 2- INSTRUCTIONS TO REGISTER FOR PARTICIPATION**

Please visit [www.westboroughk12.org](http://www.westboroughk12.org), click on “District Departments”, then athletics to find all information, documents, and links needed to complete these steps.

**Step 1:** Parents and students must read the WPS Student Athlete Handbook found on the Athletics Website.

**Step 2:** Parents and students must be take part in concussion education and opiate use/misuse education, please see the section below.

**Step 3:** Parents and students must register on line using Family ID. By registering online, parents and students provide your consent to participate in athletics, your acknowledgement of our WPS Student Athlete Handbook, and your acknowledgement that you have been provided concussion education and opiate use/misuse materials.

**Step 4:** Hand in a current physical to the nurse. Do not assume a copy is on file. It is the student’s responsibility to make sure one is handed in. Physicals can be uploaded to Family ID or emailed to Sharon Connors ([connorss@westboroughk12.org](mailto:connorss@westboroughk12.org)).

**\*\*Physicals are good for 13 months. Once a physical expires 13 months to the date it was completed, a student will be unable to participate until a new physical is turned in to the nurse and the AD is notified.\*\*\***

**Step 5:** SWAY is required each school year before your 1<sup>st</sup> sport played. Instructions can be found on the athletics website.

**Step 6:** Attend the Student Athlete/Parent Meeting at the start of each season.

**Step 7:** Activity Fees

**Activity fees of \$200.00, family cap of \$600, will be billed after the first week of the regular season. Students with an outstanding balance from a previous activity will not be allowed to tryout. Please email our District Billing coordinator, Melissa Kane at [kanem@westboroughk12.org](mailto:kanem@westboroughk12.org), with questions or applications for financial assistance.**

### **Dept. of Public Health Required Education:**

Based on Mass State Law, the DPH has regulated that all parents and student athletes be educated regarding the risks associated with concussions and opiate use/misuse. All educational materials can be found on the athletics website.

Students must complete annually one of the head injury safety training programs approved by the Department of Public Health.



### ***APPENDIX 3- TRANSPORTATION RELEASE***

WESTBOROUGH HIGH SCHOOL  
90 WEST MAIN STREET  
WESTBOROUGH, MA 01581

#### **R E L E A S E   F O R M S P O R T S**

To: Principal /Athletic Director at Westborough High School

I hereby give my permission to release my student, \_\_\_\_\_ from school control at the conclusion of the school activity listed below:

\_\_\_\_\_ to be held at \_\_\_\_\_  
on \_\_\_\_\_.

I understand that this action means that I will not hold the Westborough Public Schools or its employees or School Committee liable for providing transportation for his/her return to Westborough.

\_\_\_\_\_  
Date                                      Parent/Guardian Signature

This form must be returned to the Principal before the group leaves Westborough for this event. A copy must be given to the coach before the student boards the bus for the activity listed.

This form must be signed by either a school principal or the Athletic Director:

\_\_\_\_\_  
Principal or Athletic Director

All coaches must use and distribute this form to any student not returning by school sponsored transportation.

\_\_\_\_\_  
*Coach's Signature*

\_\_\_\_\_  
*Date*





## ***APPENDIX 4- WESTBOROUGH PUBLIC SCHOOLS CHEMICAL HEALTH POLICY***

JICH-R

### **1. STATEMENT OF PURPOSE:**

The purpose of this policy is to protect the health, safety and welfare of all students and to encourage responsible decision-making.

We wish to empower our students with knowledge and skills to make responsible decisions about their behaviors. Much research about alcohol, tobacco and illicit drug use asserts that adolescents who participate in these harmful behaviors and activities have poorer academic performance, unhealthy lifestyles and negative social relationships. Habitual use beginning in adolescence raises the risk of adverse physical and mental health outcomes. We believe that the most effective deterrent to alcohol, tobacco and drug use is openness and communication among students, parents and the school community. This is in keeping with the attitudes and beliefs promoted in our school wellness programs and curriculum. This collaborative effort serves to enhance all aspects of school life in order to develop healthy, productive and high-achieving students.

### **2. ALL STUDENTS:**

In accordance with the Federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Massachusetts Policy on Alcohol and Other Drugs, this policy outlines proper concern and health requirements in regard to chemical health.

#### **A. School Property/School Related Events**

This Westborough Public Schools' Chemical Health Policy, which applies to all students, requires that from the earliest fall practice/tryout date to the conclusion of the academic year or final Westborough Public School's sponsored function or athletic event (whichever comes later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, give away, or "knowingly be in the presence of" a beverage containing alcohol, any tobacco products, marijuana products, steroids, or any controlled substance on the school campus or at any activity which is sponsored by the the Westborough School System. "Knowingly in the presence of" is defined as a student's participation in an activity involving the above substances (whether they consume or not) in which the above infractions occur, without taking steps to leave. Violations are not limited to on-campus behaviors and activities, and will include after school events, weekend events, school activities during vacations and school trips to any destination sponsored by the Westborough Public Schools.

"Knowingly in the presence of and participating" is defined as being or remaining at a site, or in a building, residence, or vehicle in which a controlled substance or alcohol is being used, consumed, or possessed, including alcohol consumed or possessed by a person under the age of twenty one (21) as such possession occurs in the locations considered regulated by the Westborough School District as provided above. "Knowingly in the presence and participating" shall not apply to activities that a student attends with his or her parent(s) or legal guardian(s) where controlled substances are legally consumed as long as the student does not personally consume those substances.

Further, students who by no fault of their own find themselves in a situation in which they are "knowingly in the presence of" the aforementioned substances but who utilize Westborough's PAL program (or any other successor programs) to extricate



themselves from the situation will be immune from punishment under the “knowingly in the presence and participating” clause. These students are exhibiting proper and commendable behavior and by leaving, are not “participating”.

This policy includes such products as non-alcoholic (NA) beer or “near beer”, nicotine products, electronic cigarettes, and any non-FDA approved THC containing products when on property of events under Westborough School District responsibility.

## **B. Non-School Related Events**

This School Policy shall also relate to any documented violations of consumption, use or physical possession under MGL Chapter 138 and/or MGL Chapter 94C or any applicable section therein by any Westborough District student for off-campus non Westborough School sponsored events. Documentation of such violation shall include police reports, court records or records associated with documentation of MGL Chapters 138 and/or 94C violations including records of the Massachusetts Registry of Motor vehicles as they apply to Chapters 138 and/or 94C.

It is not a violation of any part of this policy for a student to be in possession of a drug defined as federally legal that is subject to Westborough Public School’s Prescription Drug Policy specifically prescribed for the student’s own use by his/her doctor.

## **PENALTIES:**

### **A. All Students:**

First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation of this policy has occurred, the student will be immediately ineligible to participate in school related events for a period of six weeks. If he/she agrees to participate in an approved counseling program, the student’s ineligibility will be reduced to four weeks. During their period of ineligibility, students will be allowed to remain at practices, rehearsals or meetings for the purpose of rehabilitation.

Second and Subsequent Violations: When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation of this policy has occurred, the student will be ineligible to participate in any school related events for twelve weeks.

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 as recognized by the School District, the student may be certified for reinstatement in school related events after a minimum period of six (6) weeks . Such certification must be issued by the director or a counselor of a chemical dependency treatment center. During their period of ineligibility, students will be allowed to remain at practices, rehearsals or meetings for the purposes of rehabilitation.

Penalties shall be cumulative through the student’s academic years. Penalty periods will extend into the next academic year, (e.g. if the penalty period is not completed, the eligibility status of the student during the next academic year will be withheld) unless the student chooses to complete an approved community service and an approved counseling program during the summer.

### **B. Student Athletes:**

In addition to the Westborough Public Schools Chemical Health Policy, all student athletes are also subject to MIAA Chemical Health Policy Standards as described in MIAA Handbook Rule 62. Westborough’s student athletes will be subject to the penalties set forth in Section A above for and will be denied contest eligibility according to the MIAA guidelines set forth below.

The MIAA requires that student athletes shall not violate the chemical health policy “from the earliest fall practice/tryout date, to the conclusion of the academic year or final athletic event (whichever is later)”. If an athlete is found in violation (whether in season, or out of season), the student must serve the entire designated loss of eligibility for contests. If the season ends before the penalty is served, the remaining loss of contests will carry over to the next season, even if that is the



following academic year. "Any student athlete who is suspended for any MIAA rule violation (sportsmanship, bona fide, chemical health) must sit out interscholastic competitions that are part of their regular season schedule or in tournament play. They cannot, while ineligible, play in or count scrimmages, play days, and/or jamborees."

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.

From MIAA, Rule 62:

| <b>1st Offense - 25%</b>                                                                       |                              |
|------------------------------------------------------------------------------------------------|------------------------------|
| <b># of Events / Season</b>                                                                    | <b># of Events / Penalty</b> |
| 1-7                                                                                            | 1                            |
| 8-11                                                                                           | 2                            |
| 12-15                                                                                          | 3                            |
| 16-19                                                                                          | 4                            |
| 20 or over                                                                                     | 5                            |
| <b>2nd Offense - 60%</b>                                                                       |                              |
| <b># of Events / Season</b>                                                                    | <b># of Events</b>           |
| 1-3                                                                                            | 1                            |
| 4                                                                                              | 2                            |
| 5-6                                                                                            | 3                            |
| 7-8                                                                                            | 4                            |
| 9                                                                                              | 5                            |
| 10-11                                                                                          | 6                            |
| 12-13                                                                                          | 7                            |
| 14                                                                                             | 8                            |
| 15-16                                                                                          | 9                            |
| 17-18                                                                                          | 10                           |
| 19                                                                                             | 11                           |
| 20 or over                                                                                     | 12                           |
| <b>2nd Offense w/Dependency Program - 40% if in the program throughout the penalty period.</b> |                              |
| <b># of Events / Season</b>                                                                    | <b># of Events / Penalty</b> |
| 1-4                                                                                            | 1                            |
| 5-7                                                                                            | 2                            |
| 8-9                                                                                            | 3                            |
| 10-12                                                                                          | 4                            |
| 13-14                                                                                          | 5                            |
| 15-17                                                                                          | 6                            |
| 18-19                                                                                          | 7                            |
| 20 or over                                                                                     | 8                            |

## ADMINISTRATION PROTOCOL FOR DETERMINATION OF VIOLATION

Investigations when necessary under this policy shall be conducted in a manner which parallels the investigation process outlined in the "Updated Model Bullying Prevention and Intervention Plan" MA DESE, December 2012. All Investigations shall be documented in writing and retained by the Principal or designee. District Policy for investigation if different the MA DESE guideline shall be aligned with written documentation requirement and process of the referenced MA DESE Guidelines.

References:

MIAA rule 62 and all supporting documents can be found at  
[http://www.miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/MIAAHandbook1113.pdf](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1113.pdf)



Westborough Public Schools Medication Policy JLCD-R

Westborough Public Schools PAL

Massachusetts General Laws Chapters 138 and 94C

Westborough School Committee-Approved 6/5/13, revised 1/8/14





## ***APPENDIX 5- TEAM BANQUET GUIDELINES***

### **Guidelines for all Banquets for Westborough Public Schools**

At the end of a year or sport season, banquets may be held on or off campus for the purpose of celebrating student achievement and recognizing all who participate. Westborough High School banquets are school-sponsored events and are governed by school committee policies and regulations.

#### **PLANNING**

- The coach/advisor will make final decisions about any aspect of a banquet.
- The coach/advisor may include captains, team members, parents in the planning.
- Planning meetings will be arranged by the coach/advisor and the banquet committee.

#### **GUIDELINES**

- In order to keep banquets affordable to all students, the cost per ticket/per student shall be kept as low as possible. A maximum cost of \$25 per participant has been established. This cost shall include the funds necessary for purchasing all gifts.
- The individual participant cost will be re-evaluated every other year.
- Alcoholic beverages are prohibited in or in close proximity to the function room where the banquet is being held. (Chemical Health Policy)
- Any team/club/program that violates any of the guidelines will not be allowed to conduct banquets off campus for the next season.
- All participants of the program or varsity, junior varsity and freshmen teams will be encouraged to attend.
- Coach/advisors are responsible for determining students who may need financial assistance and for discretely making tickets available for them to participate.
- Advisors'/coaches' gift must not exceed \$50 including the cost of the ticket to the banquet. (MGL, Chapter 268A)
- When preparing for a banquet, organizers must be sensitive to cultural differences and food allergies. (see sample information attached)
- Money for the banquet will be deposited in the Student Activity Account for each sport or activity. A check will be processed by the school for the caterer/banquet site.
- Private team/ activity accounts are not allowed to pay for banquets.
- The Fine Arts Director/ Athletic Director will send a letter to caterers/banquet facilities that provide services for school banquets, a copy of these guidelines.





## ***APPENDIX 6- PROTOCOL FOR RUNNING IN THE COMMUNITY***

During all seasons there is an expectation that running along town streets and sidewalks of Westborough will take place for training purposes. This training is essential for our athletes to compete in our interscholastic competitions. There may be times, however, when running outside is not an option due to the following weather conditions:

1. Moderate to heavy snow - Visibility is limited for drivers as well as runners thus athletes will not be allowed to run outside on those days
2. Heavy rain/ thunderstorms - Safety is the top priority thus during times of heavy rain and pending thunderstorms/possible lightning, coaches will keep runners inside for the day.
3. Extremely low temperatures/wind chills that may make running in the cold dangerous because of exposure
4. Extremely high temperatures/humidity
5. Snow storms that cause large amounts of snow forced to be piled up on sidewalks and roadsides - Once again poor visibility for drivers and traction could cause this to be a dangerous situation

For outdoor runs, coaches will remind runners to run in groups with reflective clothing or apparel with bright colors. It is our expectation that runners will not run on roads that are narrow and have a high volume of car traffic traveling at high speeds.(i.e. Ruggles Street heading West). Coaches will continue to insist that athletes run on the left side of the road, or the side walk, run in single file, run with a partner or group, and be alert and cautious of all cars. Coaches will visually inspect courses when conditions are in question. Coaches are expected to check in with the Athletic Director or Principal if they are unsure about particular conditions.





## ***APPENDIX 7- DEPARTMENT OF PUBLIC HEALTH REQUIREMENTS***

### **Concussions:**

In the summer of 2010, the Mass Legislature passed a law regarding the management of concussions in Interscholastic Athletics. As a result, the Mass. Department of Public Health put into place a series of Regulations that must be adhered to regarding the law. A component of the law includes educating parents, students, and coaches about concussions. WHS parents and student athletes on an annual basis must view the following sites.

On-line courses can be found at:

[CDC Heads Up Training](#)

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

Written Materials can be found by visiting the DPH Website by clicking [HERE](#).

WHS Concussion Policy- can be found on the WHS Athletics Website

### **Opioid Abuse:**

Beginning in the 2016-17 school year, MA state law also requires parents and students are educated on the effects of opioid abuse. Please visit the DPH website for information on opioid use and prevention by clicking the link below:

[Information on Opioids HERE](#).



## ***APPENDIX 8: PHYSICAL EXAM MEMO- JUNE 26, 2012***



Westborough High School  
Mr. Brian M. Callaghan, Principal  
Mr. Matthew T. Lefebvre, Assistant Principal  
Mrs. Jessica Barrett, Assistant Principal  
Telephone # 508.836.7720



90 West Main Street  
Westborough, MA 01581

Office Fax# 508.836.7723

### **Physical Exam Requirement for Participation in Athletics** **June 26, 2012**

The Massachusetts Interscholastic Athletic Association Board of Directors voted on Thursday June 7, 2012 to adhere to the Department of Public Health's policy regarding the physical exam required for participation in athletics. In order to be in compliance with the state regulation, physical exams will be required every thirteen months to the day of the exam. For example if a student-athlete has a physical exam dated September 14, 2011 that exam will expire on October 14, 2012. Meaning as of October 15, 2012 the student-athlete becomes ineligible to practice or compete until they present proof of a current physical exam to the school nurse. 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 be in compliance with the Department of Public Health and MIAA regulations and not impact your child's eligibility for participation. Physicals from walk in clinics are accepted if you cannot make an appointment to see your physician.

Respectfully,  
Johanna DiCarlo  
Director of Athletics



## ***APPENDIX 9: ACTIVITY FEE MEMO***

### **ACTIVITY FEE PROGRAM 2021-2022 WESTBOROUGH PUBLIC SCHOOL**

DEAR PARENTS/GUARDIANS:

Our goal is to foster and support the participation of all students in a wide variety of student activities such as clubs, organizations, athletics, music, theatre etc. In an attempt to prevent the elimination of some of these activities the School Committee seeks financial support, through an Activity Fee Schedule. In order for a student to be eligible, a payment must be made for each particular sport or activity in which the student participates.

Participation in school athletics/activities is voluntary. This payment is non-refundable, unless the following occurs:

- Student is cut or leaves the team for any reason prior to the first event.
- Student does not participate for more than two weeks in an activity.

\*Payment of the user fee does not guarantee playing time on the varsity level. However, playing time will be as equitable as possible at the sub varsity levels.

**[The 2023-2024 fee schedule has been revised and can be found using this link.](#)**





## ***APPENDIX 10- EQUAL EDUCATIONAL OPPORTUNITIES***

The School Committee 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, the Committee 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. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.

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.

All implementing provisions issued by the Massachusetts Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education, Chapter 766 Regulations 10/74 - amended through 3/28/78

603 CMR [26:00](#)

CROSS REF.: [AC](#), Nondiscrimination





### *Appendix 11- COACHES DIRECTORY*

[Up-to-date coaching staff directory can be found in this linked spreadsheet.](#)





## ***Appendix 12- ANTI-BULLYING POLICY***

### **ANTI-BULLYING POLICY FOR THE WESTBOROUGH PUBLIC SCHOOL COMMUNITY**

#### **I. POLICY**

##### **A. Statement of Purpose**

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

##### **B. Scope**

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

##### **C. Definition of Bullying**

Bullying is defined as repeated acts by a person or group of people which ridicule, humiliate, or intimidate another person or group. Bullying is also characterized by an imbalance in power between the involved parties, whether they are students, parents/guardians, or staff members. Bullying is conduct unbecoming of anyone within the Westborough School Community.

Bullying may include, but is not limited to:

- Physical assaults (pushing, kicking, tripping, shoving, bumping into, etc.)
- Verbal or written threats or insults



- Threatening or obscene gestures or actions
- Harassment
- Name calling
- Racial/ethnic/religious slurs
- Intimidation
- Sexual harassment
- Teasing about clothing
- Practical jokes
- Spreading rumors
- Exploitation
- Extortion
- Vandalism
- Inappropriate peer pressure
- False reporting
- Stealing
- Malicious exclusion (social isolation)
- Singling out for different treatment
- Stalking

**Staff is defined as:** any employee or volunteer of the Westborough Public Schools. This includes any contract employee.

## II. VIOLATIONS OF THE POLICY

Any person who violates this policy will be subject to appropriate disciplinary action, including but not limited to warnings, reprimands, physical restraint/restrictions, discharge, suspension or expulsion. Any disciplinary action against employees of the school system will be taken in accordance with applicable collective bargaining agreements, state, and federal law. Harassment, intimidation, and bullying need not be intentional to violate this policy.



### III. REPORTING BULLYING INCIDENTS

Any person who believes that he or she has been subjected to, or has witnessed acts of harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of an adult or staff member for assistance in resolving the matter. Refer to the attached chart for specific guidance when reporting alleged bullying incidents.

Complainants are not promised confidentiality; however, the district will enforce the anti-retaliation provisions of this policy to protect complainants and witnesses. In addition, the school system will endeavor to involve as few people as possible, with the goal of protecting all parties involved and stopping the behavior.

The school system cannot act on anonymous complaints. It will, however, strive to create an environment where anonymity of complaints is not necessary.

### IV. ANTI-RETALIATION PROVISION

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

### V. RESOLVING COMPLAINTS OF BULLYING

The accompanying chart describes the method within the Westborough Public Schools to resolve complaints of this nature. Within 48 hours, or two (2) full school days, the principal or his/her designee will acknowledge receipt of the complaint. After the investigation is completed, the principal or his/her designee will notify the complainant and the alleged harasser of the outcome.

### VI. ADDITIONAL REFERENCES

- A. Westborough Public School System policy on sexual harassment on file in the Office of the Superintendent of Schools
- B. Student Handbook: Westborough High School, Gibbons Middle School, Mill Pond Intermediate School, Armstrong Elementary School, Hastings Elementary School, and Fales Elementary School



## CODE OF CONDUCT

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

### ***Parent/Guardian***

As a parent/guardian, I will:

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

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

- I will be treated with courtesy and respect by students and staff members
- My child will be treated with courtesy, consistency, and fairness by all members of the Westborough educational community
- My questions and concerns regarding my child's education will be responded to in a timely and professional manner
- My child will be able to work in a school climate that is safe, pleasant, orderly, respectful, and conducive to learning



## ***Student***

As a student, I will:

- Be kind and helpful to my classmates
- Show respect for staff members, parents, other students, the school, and myself
- Obey classroom, school, and bus rules
- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way.
- Show respect for property by not stealing or vandalizing
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein

As a student, I have the right to expect that:

- I will be treated with courtesy, consistency, and fairness by all members of the Westborough educational community
- I will be able to work in a school climate, which is safe, pleasant, orderly, respectful, and conducive to learning

## ***Staff Member***

As a staff member, I will:

- Show respect for each child and for his or her family
- Provide a safe and comfortable environment that is pleasant, orderly, respectful, and conducive to learning
- Communicate and enforce school and classroom rules fairly and consistently
- Provide an environment that will promote self-esteem
- Treat students fairly and consistently
- Respect the rights of all individuals
- Maintain open communication within the entire school community
- Strive to make myself accessible to parents/guardians to resolve questions and concerns in a timely manner



- Not engage in bullying behaviors
- Not expose any member of the Westborough school community to embarrassment, disparagement, or exploitation in any way
- Report all incidents of alleged bullying behaviors in accordance with the procedures established herein

As a staff member, I have the right to expect:

- I will be treated with courtesy and respect by all parents/guardians, students, and members of the Westborough educational community
- Students' behavior will promote a positive learning environment
- School administrators will provide leadership and support
- I will have the support and cooperation of students, parents/guardians and colleagues in the performance of my duties

Approved by School Committee 10/20/2004

Amended 5/13/13, 6/18/13



# BULLYING - GUIDE FOR RESOLVING CONFLICTS

| Alleged Harasser |              | Complainant                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |              | Student                                                                                                                                                                                                                                                                                                                                                                                                       | Staff Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Parent                                                                                                                                                                                                                                                                                                                                                                                               |
|                  | Student      | <ol style="list-style-type: none"> <li>1. Report incident to classroom teacher or staff member available at the time.</li> <li>2. If unresolved, parents report incident to Principal.</li> <li>3. Administrator and parent conference to take action to resolve. Discipline code applied as needed.</li> <li>4. Written report of confirmed incident documented and logged at the building level.</li> </ol> | <ol style="list-style-type: none"> <li>1. Talk with student.</li> <li>2. If unresolved, report to Principal for investigation.</li> <li>3. Principal meets with student to resolve issue and apply Discipline Code as necessary.</li> <li>4. Written reports of confirmed incident logged at building level and Central Office.</li> <li>5. Unresolved issues are referred to the office of the Superintendent.</li> </ol>                                                                                                                             | <ol style="list-style-type: none"> <li>1. Report to Principal.</li> <li>2. If unresolved, Principal contacts student's parent for conference and begins action to resolve.</li> <li>3. Written report of confirmed incident documented and logged at the building level.</li> </ol> <p>NOTE: This refers to a parent complaint against a student who is not the son/daughter of the complainant.</p> |
|                  | Staff Member | <ol style="list-style-type: none"> <li>1. Parent contacts staff member to try and resolve.</li> <li>2. If unresolved, parent may contact Principal.</li> <li>3. Principal investigates, documents incident, takes steps to resolve.</li> <li>4. Written reports of confirmed incident logged in at building level and in personnel file in Central Office.</li> </ol>                                         | <ol style="list-style-type: none"> <li>1. Complainant talks with staff member.</li> <li>2. If unresolved, report to Principal for investigation.</li> <li>3. Principal meets with alleged harasser to resolve issue.</li> <li>4. Written reports of confirmed incident logged in personnel file in Central Office.</li> <li>5. Unresolved issues are referred to the office of the Superintendent.</li> </ol>                                                                                                                                          | <ol style="list-style-type: none"> <li>1. Parent contacts staff member to try and resolve.</li> <li>2. If unresolved, parent contacts Principal for investigation.</li> <li>3. Principal meets with staff member, determine any action if needed to resolve.</li> <li>4. Written report of confirmed incident logged in personnel file in Central Office.</li> </ol>                                 |
|                  | Parent       | <ol style="list-style-type: none"> <li>1. Report to Principal.</li> <li>2. Principal investigates incident and takes steps to resolve.</li> <li>3. Written report of confirmed incident logged at building level and central office.</li> </ol> <p>NOTE: This refers to a student complaint against a parent who is not related to the student (complainant)</p>                                              | <ol style="list-style-type: none"> <li>1. Teacher contacts parent to take action to resolve.</li> <li>2. If unresolved, contact Principal for investigation.</li> <li>3. Principal meets with parent to take action to resolve. If necessary, steps will be taken to ensure appropriate channels of communication are established between parent/guardian and staff members.</li> <li>4. Written report of confirmed incident logged at the building level.</li> <li>5. Unresolved issues are referred to the office of the Superintendent.</li> </ol> | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                       |

NOTES: 1. Any complainant may first seek the advice of the principal and/or his or her designee if they are uncomfortable meeting with the alleged harasser. 2. Issues that are unresolved after following the above steps are to be referred to the Office of the Superintendent by the involved building principal or by the complainant. 3. In cases where alleged harasser is a member of the non-professional staff, the complainant contacts the principal. 4. High School students, 18 years or older, may initiate their own complaint.

