

# ***STUDENT HANDBOOK***

## ***2014 - 2015***

Duxbury High School  
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THE DUXBURY PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, NATIONAL BASIS, SEX, SEXUAL ORIENTATION, DISABILITY, GENDER IDENTITY, OR AGE IN ITS EMPLOYMENT, PROGRAMS, AND ACTIVITIES.

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**MESSAGE FROM THE PRINCIPAL**

Dear Students and Parents:

Welcome to a new school year at Duxbury High School. This handbook is provided to help you become familiar with the policies and procedures that govern the school. Although there are only a few changes this year, you should nevertheless take the time to familiarize yourself with the entire document.

This handbook was created by students, parents, teachers and administrators and has the approval of the School Council and the School Committee. The entire school community is responsible for maintaining a safe and orderly learning environment. In order to accomplish this objective, students must accept full responsibility for their actions and be respectful of others at all times. Although each student is a unique individual and should be treated as such, they also must recognize that they are part of a larger community. This handbook allows the community to function in a manner whereby each individual has the opportunity to reach their full potential.

High school can be a wonderful and fulfilling experience. Yet, four years goes by awfully fast. I challenge each student to take full advantage of all that Duxbury High School has to offer. By doing so, you will someday be able to leave us as a confident, well-rounded young adult, prepared to make your mark on the world.

Each school year brings a fresh start and new opportunities. It is my goal that every student has a successful school year. Please know that my door is always open to you to help make that happen. I look forward to a great school year.

Sincerely,  
Andrew Stephens – Principal

## **DUXBURY PUBLIC SCHOOLS STRATEGIC PLAN 2012-2017**

### **DPS MISSION STATEMENT**

The Duxbury Public Schools engage students in a stimulating and diverse education that challenges all students to excel while developing the competencies and confidence to adapt and contribute their skills in an ever-changing world.

### **DPS CORE VALUES**

1. Take personal **responsibility**
2. Act with **integrity**
3. **Respect** self and others
4. Embrace **diversity**
5. Take **pride**
6. Actively **learn**
7. Foster **hard work and discipline**
8. Cultivate and sustain **collaborations** that promote learning and team work
9. Continuous **improvement**

### **DPS VISION STATEMENT**

Leverage our supportive families, talented faculty, high quality instruction and technologies, meaningful partnerships with our community, our students' natural curiosity, and the gifts and talents that every one of us possesses to enable the children of Duxbury to confidently take their place in the world.

Overarching Goals	Outcome Area (s)
Give academics a higher status	<ol style="list-style-type: none"><li>1. There is increased availability and access to a variety of professional development programs and the necessary funds to support those efforts.</li><li>2. DPS has developed a culture that recognizes academics as a fun, exciting and prestigious activity.</li><li>3. Collaboration is the standard approach for all academic related activities.</li><li>4. Duxbury has developed a culture that has high academic expectations in all activities.</li></ol>
Foster and support a curriculum that is robust, innovative, rigorous, and relevant for all students	<ol style="list-style-type: none"><li>1. Technology and Data are used at all levels to improve instruction and prepare students to be college or career ready by graduation from High School.</li><li>2. Teaching of literacy skills is an integral part of all content areas at every grade level.</li><li>3. Project-based real world learning experiences are integrated into the curriculum.</li></ol>
Forge new ways to provide authentic collaborative experiences and opportunities for our students to become college and career ready and globally astute upon graduation from high school.	<ol style="list-style-type: none"><li>1. Students collaborate with other students and experts from around the world.</li></ol>
Strengthen communication and partnerships with the community.	<ol style="list-style-type: none"><li>1. The Duxbury community supports financial initiatives that strengthen the ability to provide quality instruction and sustained effective leadership at all levels.</li><li>2. School officials will continue to cultivate and expand relationships and partnerships with local colleges and universities, businesses, agencies and town government.</li><li>3. School administrators and faculty actively engage parents and family members in a school culture of learning, safety and mutual respect.</li></ol>

## **DUXBURY HIGH SCHOOL**

**D**etermination

**H**onor

**S**uccess

### **CORE VALUES**

The Duxbury High School community provides students with individual and collaborative experiences that inspire them to approach learning with innovation, motivation, purpose and integrity.

### **BELIEFS ABOUT LEARNING**

- Everyone can learn
- Learning takes many forms
- Learning requires a commitment to hard work and self-discipline
- Learning requires a safe, supportive and engaging environment
- Learning occurs when meaningful connections are made
- Learning is best achieved through an active partnership between the school and the community

### **LEARNING EXPECTATIONS**

Duxbury High School purposefully cultivates a partnership among educators, students, family and community. Through this partnership, all Duxbury High School students are provided opportunities to:

- I. Read, write, and communicate effectively
- II. Work collaboratively and independently
- III. Acquire, apply and integrate knowledge
- IV. Engage in creative, expressive, and innovative learning
- V. Demonstrate personal, social, and civic responsibility

## **ACADEMIC INFORMATION**

### **HONOR CODE**

“Who loses honor can lose nothing else”

--Publilius Syrus

As members of the Duxbury High School community, we must expect the highest standards from ourselves and from each other. Dishonorable behavior, academic as well as non-academic, diminishes us; and those who ignore such behavior are, in fact, giving approval by their silence. Acting responsibly often requires making difficult choices.

Duxbury High School is a place where each of us can learn and grow; where honor is valued in all aspects of our lives. Honesty is, therefore, a fundamental expectation of our school. In addition, cooperation, responsibility, and independence by each member of the school community will insure continued success.

With academic honesty at the center, a “social contract” among teachers, students and parents places responsibilities on each. Teachers must prepare thoughtful and purposeful assignments, which include a clear definition of when sharing work and information is appropriate and when it is not. Students must follow these guidelines. Parents must reinforce these guidelines. Part of the parental message must be a clear statement that a poor grade honestly earned is preferable to a good grade dishonestly earned.

The message that honesty is valued and expected must be sent clearly not only by teachers and parents, but also by the entire community. The schools are at the center of democratic government. An educated citizenry is a necessary condition for success. True education can only take place in an atmosphere of academic honesty.

### **SCHOOL WIDE-RUBIRCS**

Please visit our website at <http://www.duxbury.k12.ma.us/domain/492> to view all of our school-wide rubrics.

### **STUDENT RESPONSIBILITIES**

Students at Duxbury High School are expected to give priority to academic achievement and to assume significant responsibility for learning the content of each course. Classes are taught by competent teachers who design lessons to maximize student learning. Students are expected to work to the best of their ability in all classes. Any student who experiences difficulty in a class should ask the instructor for extra help after school. Students must also complete all classroom and homework assignments daily, demonstrating quality work. Student underachievement is often the result of absence from class and failure to complete assigned work.

### **SCHOOL HOURS**

A warning bell rings at 8:15 AM, however, the school day begins at 8:20 AM and ends at 2:47 PM. The period after school, from 2:57 PM to 3:12 PM, is also considered part of the school day for those students who need extra help. Students may want to make prior arrangements to receive extra help.

1. For those students who have not met their obligations, 2:55 PM to 3:45 PM is the period for general detention and 2:55 PM to 5:55 PM for work details. These times are considered part of the school day.
2. Students who work or have other responsibilities after school must understand that school is their primary responsibility. Students are expected to be in school every day and attend every class. Tardiness to class is highly disruptive. Except in extenuating circumstances, students are expected to be on time for class. Students in grades 9-12 should refer to the Attendance Procedures for further information.

### **GRADING SYSTEM**

Grades of students at Duxbury High School are reported as letter grades on report cards. Each letter grade represents a range of numerical grades as follows:

A+	97 - 100%	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D	65 - 69
B	83 - 86	F	below 65
B-	80 - 82		

**Honor Roll:** **High Honors** consists of a term grade report containing nothing lower than an A- (or 90) in all subjects. **Honors** consists of a term grade report containing nothing lower than a B- (or 80) in all subjects.

### **PORTAL UPDATES**

Teachers are required to update their Aspen online gradebooks and post those changes to the portal at a minimum of every two weeks. Those two-week posting dates are noted on the semester planner (see DHS website under Hot Topics). Some teachers may choose to update more frequently. Students and families are encouraged to log into their portal accounts to monitor student progress.

### **HOMEWORK, TESTS, AND QUIZZES**

Most subjects will require study at home. While the amount of homework or preparation for a test/quiz varies on a nightly basis, an average of two to three hours per night is a reasonable estimate depending on an individual's schedule. In addition to regular assignments, students may need to set aside additional time for the completion of long-range assignments such as research papers, portfolios, projects, college essays, etc.

Because a rotating schedule does not allow for the easy assignment of test days, no specific days will be set aside during which particular departments may test. Instead, tests should be announced by teachers so that one intervening class will occur between the day the test is announced and the day the test is given. A component of a demanding, rigorous schedule may often challenge students to prepare for several exams on one day. However, hopefully, students will not often have three or four tests in one day.

### **MIDYEAR AND FINAL EXAMS**

The departments that give midyears and finals have been studying the examinations, review procedures, scheduling and other aspects of the evaluation of student performances. In December 1991 (and revised in April, 1997), the high school faculty and DHS Leadership Team voted unanimously to accept the recommendations made, and midyear and final exams have reflected those recommendations. Among the recommendations were the development of guidelines for effective study groups and the establishment of a review period (at least one block) before exams. This review time should be used for constructive, student-centered review. No tests or quizzes are to be given during the review time meetings immediately before midyears and finals. This would not apply to exercises such as essays or oral sections that are actually part of exams.

Exams are given to assess the quality of a student's understanding in a course. They are usually given on a departmental basis. Midyears and finals together count 20% of the final grade. **To preserve the academic integrity of midyear or final exams, students are required to take exams at the assigned time.** An exception to this policy is for school-related absences (e.g. Girls' State and/or Boys' State, A.F.S.).

**Only students with an excused absence will be allowed to make up exams.** Students and families should see page 38 of the DHS Student Handbook for an explanation of "Excused Absences."

1. Parents are urged to call the main office on the morning of an exam to speak to an administrator if their child is too ill to come to school.
2. Any unexcused absence from school during an exam will result in the student receiving a zero on that exam.
3. Students who arrive late to school should report to the office for an admittance slip. Proctors should not allow students to enter an exam without such a pass.
4. Once an excused absence has been established, the student must make arrangements with an administrator to make up the exam, with the expectation that it be made up on the day of the student's return to school. This may encompass taking a final exam after the close of school in June.

The School Committee restricts DHS student events on the study nights preceding midyear and final exams. All clubs and practices will end by 5:00 PM in anticipation of the exams on the following days. No games, meets or competitions at home or away will be held. In the event that the exam schedules are changed due to the cancellation of school, the study nights would be changed as well.

### **SENIOR EXAMS**

Seniors who have maintained a minimum of a 90% average and have not accrued more than three (3) unexcused absences in a semester course or five (5) unexcused absences in a year long course will be eligible for exemption from the final exam in that class.



## **MCAS**

No major tests or projects should be assigned to any students participating in the MCAS tests.

**NOTE: Per DESE policy, all cell phones and other electronic devices must be turned off and stored away as directed during the entirety of the testing period. This includes, but is not limited to, before test materials have been distributed and after materials have been collected. Failure to comply will result in school consequences and DESE notification for possible individual and/or group test invalidation.**

## **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes students' outstanding accomplishments in the areas of scholarship, character, leadership and service. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. Members of the Duxbury Chapter are selected by a five-member faculty council, which bases its selection on demonstration of scholarship (which is a minimum grade point average of **3.5** on a four point scale), leadership, character, and service (minimum of 15 documented hours). Academically eligible students are required to submit a packet providing information on their service, leadership, and character.

### ***Leadership***

The student who exercises leadership:

- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

### ***Service***

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students.

### ***Character***

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests integrity in all they do.

Once selected, members have the responsibility to continue to demonstrate the aforementioned qualities.

## **PLAGIARISM & CHEATING**

The school promotes an environment where honesty is valued; students who cheat compromise that environment. Furthermore, to provide the best possible education for each individual student, a student's work must reflect his/her best effort. Cheating seriously hinders the ability of a teacher to diagnose or remediate the work of a student. Therefore, cheating will not be tolerated and will be addressed in the following manner:

1. Tests and quizzes, projects, homework, and other assignments/assessments are designed to evaluate a student's knowledge of a particular subject area. To be fair to all students, the integrity of these assignments must be maintained. Therefore, the following are some examples that will constitute cheating:
  - Looking at another student's paper during any test, quiz, or assessment
  - Copying information from another student on any assessment, including homework
  - Copying from notes on one's person or in one's possession
  - Any talking during a test, quiz, or assessment
  - Having a copy of a test, quiz, or assessment prior to that assessment being administered.
  - Giving or receiving any information among students during any assessment
  - Giving or receiving information about any assessment between or among students who have and have not yet taken the same or a similar assessment
  - Using a cell phone or electronic device during any assessment
  - Work that is submitted in someone else's handwriting (unless explicitly provided for in an educational plan).
2. Writing is an exercise in thinking. When a student writes a response, he/she is compelled to express his/her understanding of an idea or topic in language of his/her own devising, and, thereby, communicate his/her clarified thoughts to another. This is an invaluable learning process. Therefore, thwarting this process by passing the ideas and/or written work of others, as one's own is a form of cheating called **plagiarism**.

**Plagiarism** is the act of claiming as one's own the work of another. The responsibility of each student is to identify the sources of the words, ideas and facts presented in a paper or similar project. Words taken directly from a source must be in quotation marks. Ideas and facts taken from a source must be credited to the author. The only exception to this is factual information that falls into the category of "common knowledge", e.g. that the Declaration of Independence was promulgated on July 4, 1776. The mechanics for citing sources will vary from course to course and teacher to teacher. The responsibility of the student is to follow the rules of citation. Given a choice between over- and under-citation, students should always choose to over-cite and, thereby, eliminate the possibility of plagiarism. However, the basic point for all students to remember is that all work presented without citation is being presented as original work. If it is not in fact original work, it is plagiarism and is subject to the consequences herein described. Consequently, the use of material from Internet sites, which give away or sell research, essays, reports, etc. and claimed as one's own work is plagiarism. Likewise, the use of on-line translators for World Language composition assignments and claimed as one's own work is also plagiarism. The simple rule to follow in all cases is that a student should be able to state honestly, "The words and ideas presented in this paper are my own unless otherwise indicated."

3. All incidents of cheating and plagiarism must be reported in writing to the appropriate administrator. Incidents of cheating and/or plagiarism are a violation of our belief in, and commitment to, academic honesty. They are not considered a violation of the behavior *Code of Conduct*, but rather a violation of our belief in, and commitment to, academic honesty. Infractions will be entered into the computerized behavioral file of the student. These consequences are cumulative for grades 9-12 and are as follows:

### **First Offense**

Zero on assignment, test, project, etc.; notification sent to parents; letter in behavior file describing the cheating incident

### **Second Offense**

Zero on assignment, etc., or quarter grade will be lowered by 10 points, whichever is greater; parent, student, teacher, administrator conference, plus 9-week social probation; letter in behavior file describing the cheating incident

### **Third Offense**

Zero on assignment, credit loss for course; parent, student, teacher and administrator conference; 18 week social probation; letter in behavior file describing the cheating incident

4. In cases where cheating is suspected but not documented, the teacher will discuss the matter with the student(s).
5. All documented offenses will be reported by the teacher to the department head, assistant principal and appropriate

Guidance counselor. A letter documenting the cheating offense will be placed in the student's behavior file in the main office. The teacher will notify parents of all cases of documented cheating, in writing.

6. Students and parents will have the opportunity to discuss all documented offenses with the teacher, assistant principal and/or principal.

### **ACADEMIC AND GRADUATION REQUIREMENTS**

Students must carry seven courses (35 credits) unless exempted by the principal or assistant principal. No course may be dropped or added after fifteen (15) school days of a semester have been completed.

Students must earn a minimum of 130 credits to graduate. Credits are accumulated at the rate of 5 credits per yearlong course. The credits must be distributed as follows:

- Four years of English (20 credits)
- Three years of Science and Technology, including one year of Biology (15 credits)
- Four years of Mathematics (20 credits) – Beginning with the Class of 2016. The Class of 2015 still has a three-year (15 credits) Mathematics graduation requirement.
- Two years of United States History (10 credits)
- One year of World History (5 credits)
- Two years of World Language (in a single language) (10 credits)
- Four semesters of Physical Education/Health (10 credits)
- Four semesters in the Fine, Performing, or Practical Arts (10 credits)
- Electives (35 credits)
- Technology requirements

**NOTE: The current graduation requirements are under review and subsequently may change. Notification of any changes will be communicated in a timely manner.**

In order for credits to count for distribution credits, e.g. 20 credits in English, or toward the total number of credits, a student must receive a passing final grade **and** meet the attendance requirements for the course.

All students in grades 9-12 are required, by the Department of Education, to take Physical Education. Students may apply for a course waiver after consulting with their guidance counselor. Waivers will only be granted for extraordinary circumstances and the student must present compelling reasons as to why a waiver should be granted. Application forms for waivers are available in the DHS guidance office. The courses, which may be taken to fulfill each requirement, are listed by department, throughout the *Program of Studies*. Waivers for any requirements must be granted through the principal's office. Please see your guidance counselor for the details. Students and parents should consider carefully the core curriculum requirements. These requirements represent a year of concerted study by the Curriculum Council and have been approved as School Committee policy.

Students who have not fulfilled the academic requirements by the last day of senior final exams may not participate in graduation. The school assumes the responsibility to communicate with senior students and their parents of academic situations that might jeopardize graduation. In addition to phone calls or parent/teacher/counselor conferences, these communications will occur at each midterm through progress reports and at the end of a term through a report card and/or a letter from a guidance counselor and the principal. Students are also encouraged to ask questions of teachers and guidance counselors if they are unsure of their graduation status. This time framework should allow for intervention to assist students in academic difficulty.

### **CREDIT REQUIREMENTS FOR PROMOTION AND GRADUATION**

Beginning with the ninth grade, progress toward graduation depends upon the accumulation of credits. Students' programs have been checked to make certain that each student has adequate subjects to enable him/her to progress with his/her class. Although every effort has been made to protect the students, **MEETING REQUIREMENTS IS THE RESPONSIBILITY OF EACH STUDENT**. Each student's report card indicates the credits that have been accumulated as of the end of the previous year. Students should know their point total to date and be certain that they have sufficient credits for promotion.

The minimum requirements are as follows:

To enter grade 10:	30 credits
To enter grade 11:	60 credits
To enter grade 12:	95 credits
To graduate:	130 credits

**Graduation from DHS will be dependent upon successful completion of our delineated local requirements and successful performance on designated MCAS tests (ELA, MATH, SCIENCE/TECHNOLOGY).**

### **EDUCATIONAL PROFICIENCY PLAN (EPP)**

Beginning with the Class of 2010, the state also requires that students score in the proficient range (240 or higher) on the ELA and MATH MCAS tests. Students who score in the Needs Improvement range in either ELA or Mathematics (220-238) will be placed on an Education Proficiency Plan (EPP) and must satisfy the requirements of this plan by passing a fourth year of the subject in which the Needs Improvement score was earned.

### **GRADUATION ACADEMIC REQUIREMENTS**

All academic responsibilities must be met by the last day of senior final exams to fulfill graduation requirements. Additionally, all obligations must be met, and seniors must attend graduation rehearsal in order to participate in the graduation ceremony.

### **PSAT, SAT, AND OTHER TESTS**

NOTE: Beginning with the 2012-'13 school year, each October all sophomores and juniors will be registered for and take the PSAT during the school day.

Information about PSATs, SATs, Achievement Tests (ACT) and other available testing can be obtained at the guidance office. DHS is a designated testing center - code #22-338; the school code is #220 700.

#### Admissions Testing Program (ATP):

Registration deadlines are approximately one month in advance; dates are available in the guidance office.

**The dates listed are those available at the time the handbook went to print. Be sure to check with the guidance department for any changes.**

<u>Test Dates</u>	<u>Tests Given</u>
September 13, 2014	ACT
October 11, 2014	SAT I/SAT II
October 18, 2014	PSAT/NMSQT
October 25, 2014	ACT
November 8, 2014	SAT I/SAT II
December 6, 2014	SAT I/SAT II
December 13, 2014	ACT
January 24, 2015	SAT I/SAT II
February 7, 2015	ACT
March 14, 2015	SAT I
May 2, 2015	SAT I/SAT II
April 18, 2015	ACT
June 6, 2015	SAT I/SAT II
June 13, 2015	ACT

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT): Saturday, October 18, 2014

ASVAB Career Testing at DHS: To be determined.

Advanced Placement (AP) Examinations: Between May 4-15, 2015.

### **SENIOR AWARDS**

Senior Awards are given at the end of the school year to seniors who have distinguished themselves in a particular academic discipline. Senior Awards night will be on **June 3, 2015**.

Honors, awards and scholarships will be consistent with the laws and regulations that prohibit discrimination on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.

### **THE SUMMA AWARD: A FACULTY AWARD**

The philosophy of the Summa Award for grades 9-11 is to allow the faculty the opportunity to recognize students who improve the atmosphere of the school and to recognize students who realize their scholastic potential. The ceremony is the Monday after graduation, June 8, 2015. This award is based on what the faculty calls the "three A's:"

**Attitude:**

Is the student prepared? Does the student have a positive attitude toward his/her studies? Is the student punctual? Does he/she attend class regularly? Does the student show respect toward members of the school community?

**Achievement:**

Achievement is based on the capability of the student. Some students who are able to get an "A", but are doing "B" work are not put on the list. "C" students are put on the list if it is felt they are doing their best.

**Academics:**

"Academics" is defined as study in the varied subject areas of our comprehensive curriculum. Academics are related to student performance. Academics are measured by looking at the quality of the student's work on tests, research papers, homework and class projects. Did the student do the best job he/she could? Did the student do quality work based on his or her ability?

**GUIDANCE SERVICES**

The Guidance Department is open to all students, parents, guardians, and teachers from 7:30AM to 3:15 PM and at other times, including some evenings, by appointment. To speak with a counselor or leave a message either with a secretary or via voice mail, please call 781-934-7661.

The Duxbury Public Schools Guidance Department offers a comprehensive and developmental school counseling program, which provides services that promote the academic, personal/social, and career/college potential of its students. Counselors work with students to foster independence, life-long learning, personal and civic responsibility, and the ability to navigate an ever-changing world. While students are the primary focus of the counselors, positive relationships with families, teachers, and administrators are also crucial to the success of the program.

Counselors provide academic counseling by monitoring grading portals and report cards of students, participating in various teacher/team meetings, reviewing standardized testing, facilitating course selection meetings, and monitoring student progress toward promotion and graduation requirements. Counselors communicate regularly with teachers in order to ensure that students are reaching their academic potential.

Students are encouraged to meet with guidance counselors to talk about any issues that may arise personally or socially. Portions of the developmental guidance curriculum are infused into the Advisory Program through counselor-led lessons on topics such as relationships, bullying, peer pressure, and other relevant social topics. At the elementary and middle school level, students also have the opportunity to participate in lunch groups, which help teach social skills.

Counselors are trained to provide mediation and crisis intervention as necessary. They coordinate the 504 process and monitor the implementation of the 504 plans. Counselors also serve as members on building-based student assistance/support teams, which meet to share information and develop strategies to meet the specific needs of individual students. Guidance counselors can also make appropriate outside referrals as necessary.

At each school level, counselors provide transition services to assist students as they move on to the next level of their academic journey. Students also explore their skills and talents in a variety of ways and begin to think about what they plan to do after graduation from high school. At the high school, students and counselors use Naviance to explore post graduation options and careers. There are also parent information sessions on college and post-graduate planning and financial aid.

Any student or family who wishes to meet with his or her guidance counselor individually should make an appointment in advance by contacting the Guidance Office or counselor specifically. However, in an emergency students and families should feel free to come in and see the counselor without an appointment. At the high school, guidance counselors each work one flex day (11am-6pm typically) to accommodate appointments. All counselors can be contacted via email or phone. Since most of a counselor's time is spent working with students, it may take up to 24 hours to receive a return call or email.

**OCCUPATIONAL/VOCATIONAL COUNSELING**

The guidance staff includes an occupational/vocational counselor. The services of this person are available to all students, parents and staff. Through the occupational/vocational counselor, the following programs are available:

**Vocational-Agricultural School Opportunities**

*Duxbury High School – Student Handbook 2014 - 2015*

Any student interested in pursuing a program in a vocational-technical or agricultural high school should contact the occupational-vocational counselor for information and an application. Students must apply prior to April 1<sup>st</sup> of the preceding school year for entrance in the following school year.

### **Armed Services Vocational Aptitude Battery Test (ASVAB)**

Any student who is interested in military service or gaining further information about career aptitudes may participate. (There is no obligation to the military.)

### **Working Papers**

All students between the ages of 14-17 must obtain working papers before beginning employment. These may be obtained from the Business Office.

Note: Students who are **not enrolled** at DHS **MUST** bring a copy of a birth certificate or passport and a report card.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

In August 2006, the Board of Education adopted final technical amendments to the Student Records Regulations to make them consistent with G.L c. 71:34H, as most recently amended by Chapter 62 of the Acts of 2006. The state statute and regulations expand the categories of non-custodial parents who are eligible to obtain access to their children's student records and are consistent with the federal Family Educational Right and Privacy Act.

As set forth in the amended regulations, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation states that:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of probate and family court judge, which prohibits the distribution of student records to the parent.

**Non-custodial parents must submit a request for access in writing to the Main Office.**

### **STUDENT RECORDS**

At Duxbury High School, there are several components of the temporary record including attendance records, discipline records, educational records, and health records. Attendance and discipline records are stored in the main office, educational records are stored in the guidance department, and the health record is stored in the nurse's office. Please refer to School Committee Policy JRA: Student Records at <http://www.duxbury.k12.ma.us/Page/1925>

### **VALEDICTORIAN/SALUTATORIAN ELIGIBILITY**

In order to be eligible a student must have been enrolled with a full schedule at Duxbury High School for a minimum of the three (3) consecutive semesters prior to the GPA calculation for valedictorian/salutatorian. GPA calculation is conducted after mid-year. The student(s) will be notified by the end of March if selected as Valedictorian/Salutatorian.

### **HEALTH SERVICES**

#### **STUDENT ASSISTANCE COUNSELOR**

The Duxbury Public Schools employs a full-time Student Assistance Counselor to provide support for students and their families experiencing problems with drug and alcohol use/abuse, as well as other social/emotional issues that may be having an adverse affect on student learning and well being. A student is encouraged to meet with the Student Assistance Counselor when he/she is experiencing difficulty with these issues. Although every effort will be made to maintain confidentiality, students and parents should be aware that the Student Assistance Counselor is a mandated reporter and, by law, must report suspicion of abuse, neglect and/or situations where the health and safety of the student or others is at risk. The Student Assistance Counselor may be reached at 934-7667. This is a direct line for the purpose of confidentiality.

#### **HEALTH OFFICE**

The health office is available to students during the school day. A full-time registered nurse is available for health counseling, emergency health services when a student is ill, and for intervention regarding any student's health concerns. Universal

precautions are used at all times. A list of CPR certified staff is kept by the school nurse. A cumulative health folder is kept for each student in the health office. Access is limited to school health services staff. The release of information is only given by parent/students.

The health office provides emergency care to students who become ill or are injured during the school day. **When a student becomes ill, he/she should obtain a pass from the teacher and go to the health office.** If a student is sufficiently ill, the parent or guardian will be notified and the student dismissed to the parent/guardian or designated adult. In cases of emergency, students should report directly to the health office. Any student released from the health office who does not return to class will be considered as cutting that class and will be subject to the consequences of the Code of Conduct. **Any student who becomes ill during school must see the nurse before dismissal.**

Medication should be given at home. However, if a student needs to take medication during the school day, he/she may do so after consent forms (available at the health office) are filled-out by parent/guardian and the physician, and the medication is brought to the health office by a parent.

Dr. Muido, the school physician, is available on a weekly basis for consultation with students. If a student wishes to meet with him, he/she can make an appointment in the health office. The health office and the nurse are available to students as a resource on any health-related matter. Material is available to students regarding a wide variety of health-related issues and concerns.

Since the attendance procedure has been in effect, a need has been indicated for more communication between parent/guardian and school concerning medical issues. Even for students who have always enjoyed good health, adolescence is often a time of new and/or long-term medical problems (e.g. asthma, bronchitis, mononucleosis, strep throat). Please keep the school nurse informed of any medical problems that arise so that appropriate services can be provided and teachers notified. In special circumstances, such as inhalers and Epi pens, some students may be granted permission to carry such medications. The student may carry no other medication, including over-the-counter medications. The school nurse can then be a liaison for parents/guardians throughout the year.

If a student needs to be dismissed from physical education class for one or two classes, a note from the parent or guardian should be submitted to the nurse. Long-term exemptions from physical education require a doctor's note of explanation. When a student is excused for an extended period, the physician's note is brought to the school nurse, and the nurse refers the student to the library.

If a student is injured and requires the use of crutches, he/she should report to the school nurse. The students will be issued an elevator key to be used during the time crutches are needed. Students will be charged \$10.00 if they do not return the key.

Parents or guardians should notify the school nurse of all extended illnesses. If a student is absent for more than 3 days due to illness, please contact the school nurse who will request homework for your student. The school nurse can be contacted at 781-934-7665.

All students attending school are required to be immunized according to Massachusetts School Law. Any student who does not have the required immunizations will be notified of the situation and will be excluded from school if immunizations are not obtained.

Any student participating in interscholastic sports is covered by the school insurance policy. If a student is injured during a team practice or game and medical attention is required, the trainer makes out an accident report that is submitted to the school nurse. Any medical costs not covered by the student's primary insurance will be covered by the school insurance policy. Insurance forms are available at the health office. They are to be completed by the parent and submitted to the Bob McCloskey Insurance Company.

If a student is injured after school on school grounds, the accident should be reported to the health office as soon as possible after the accident.

## ***ATHLETIC ACTIVITIES AND PROCEDURES***

The Duxbury High School athletic handbook is given to all participating athletes. It is also available for viewing at: <http://www.duxbury.k12.ma.us/index.html>

## **CO-CURRICULAR ACTIVITIES**

### **PHILOSOPHY**

Co-curricular activities are those activities, which, though they are not addressed in the classroom setting, form an integral part of the school's educational program. More student-centered than the rest of the program, co-curricular activities include student government, student publications, music, drama, subject-related clubs, as well as social, political, hobby and service organizations. The co-curricular program provides each student with an opportunity to pursue established interests and to develop new interests.

Through participation, students are encouraged to form productive and satisfying relations with others based on respect, trust and caring. Experiences that foster leadership, cooperation and a sense of community educate young people for citizenship in a democratic society. Co-curricular activities enable students to exercise their creative capacities, to use leisure time wisely, to develop school spirit, to supplement or enrich classroom experiences, and to learn through achievement the respect of peers, school personnel, parents and the larger community. The goal of the co-curricular program is to develop the individual beyond the confines of the classroom.

### **USER FEES**

1. Students in grades 9-12 will pay an annual user fee of **\$110** allowing them to participate in all activities.
2. User fees will be paid prior to participation in any club or activity. By regulation of the Department of Education, a user fee may not be applied to elected activities (student government and class representatives). In addition, we do not charge a user fee for certain community or school service activities such as Link Crew, World of Difference, Best Buddies or Key Club. Further, the School Committee has determined that no user fee will be applied to the National Honor Society.
3. Financial Aid applications are available from the principal's office.

### **STUDENT ACTIVITIES**

The 2014-15 Coordinator of Co-Curricular Activities, DHS Assistant Principal Marc Talbot, is available for anyone that has questions or concerns about policy, activities, or advisors. A list of activities and advisors is posted in the main office.

### **BUILDING USE**

Duxbury High School is a community-owned building and is available to students and townspeople for activities and programs after the normal school day. However, all organizations, individuals, school-oriented or other, must file an "Application for Use of School Facilities" form if that use will occur after 4:00 PM on weekdays, and anytime school is not in session. **This application must be returned to the principal's office first, and then the office staff will return it to the business office at least one week before the scheduled event.** All student groups must have faculty or parental supervision while using the facilities after school and must follow the list of "General Instructions and Regulations" found on the back of the application.

### **COORDINATOR OF CO-CURRICULAR ACTIVITIES, ADVISORS, and ADMINISTRATORS**

Each has the authority to restrict the participation of students in any school activity for reasonable cause. The reason for such action may range from misbehavior, unexcused absence from school or practice sessions, or failure to perform within the guidelines for participation.

### **CONTRACTS FOR SERVICES**

Negotiations on contracts for co-curricular activities, contests, concerts or other events must first be approved by the faculty advisor of the student organization and then by the principal.

### **DUXBURY HIGH SCHOOL CO-CURRICULAR RULES**

1. Because financial resources are limited and parents are asked to provide additional financial support for co-curricular activities, co-curricular activities are available ONLY to DHS students in good standing academically and behaviorally. Upon request of the advisors or coach, the principal may make the following exceptions: a) alumni games, b) younger students in the Duxbury Public Schools, special needs students whose tuitions are paid by Duxbury Public Schools, faculty, alumni and adult residents who may perform in concerts or plays in fill-in or minor roles.
2. A student may not participate in any co-curricular meeting or event on a day when he/she has been absent from school unless exception is made by the coordinator of co-curricular activities or the principal after consultation with the student's parent or guardian.
3. A student must be recorded as present by 8:40 AM, and he or she must remain in school for the day in order to participate in a co-curricular event unless excused by the coordinator of co-curricular activities or the principal.



4. A student will be held accountable for all materials issued and must return said materials promptly at the request of the advisor. A student who does not meet his/her responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made.
5. Co-curricular advisors may make rules governing the conduct of participants and the requirements for membership, rehearsal or performance. These rules must be approved by the coordinator of co-curricular activities and shared with participants in writing before they are in effect.
6. All participants must ride the bus to and from school sponsored co-curricular events unless excused by the coordinator of co-curricular activities or the principal.
7. Students must pass 6 courses per quarter to be eligible to participate in co-curricular activities, unless exception is made by the coordinator of co-curricular activities or the principal after consultation with the student's parent or guardian. (Exempt from this requirement are students elected to represent their peers: members of the Student Council, members of Student Advisory Committee, and class officers.)

### **GUIDELINES FOR CO-CURRICULAR ELECTIONS**

To assure fairness and to facilitate election procedures, elections of co-curricular officers will follow the democratic process:

1. Election of co-curricular officers will be held at the advisor's discretion.
2. Elections will be conducted according to Parliamentary Procedure and voting will be by secret ballot. A student representative will be present during the ballot count.
3. A student who fails to meet the responsibilities of his/her elected position, and/or who violates *Group A of the Code of Conduct* and/or the *Code of Conduct for Co-Curricular Participation*, will be removed from that position by the advisor.
4. In the event that an officer is removed, a new election will be held.

### **CODE OF CONDUCT FOR CO-CURRICULAR PARTICIPATION**

The Duxbury High School standard is designed to encourage responsible and safe decision-making by all students and to promote a positive learning environment within the Duxbury community. The Duxbury Public Schools maintains that the possession and/or use of illicit drugs and unlawful possession and/or use of alcohol and tobacco by minors is wrong and can be physically and/or emotionally harmful to students. **Therefore, Duxbury High School has strict rules against being knowingly in the unlawful presence of and/or possession, sale, transfer and/or use of these substances on or off campus whether or not students are on school property, and whether or not they are at a school function.** Duxbury High School, as a member of MIAA, meets or exceeds their standards for code of conduct and discipline.

1. Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the *DHS Student Handbook*. All participants are reminded that they must be good school citizens in order to represent their school and community in co-curricular and/or athletic activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular and/or athletic activities for the length of the suspension and any associated social probation. Students that hold leadership positions in co-curricular organizations risk the loss of said leadership position.
2. The Education Reform Bill, effective June 18, 1993, Section 37H1/2 of Section 35, states that any student in grades 9-12 who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, steroids, cocaine and heroin, may be subject to expulsion from the school in accordance with procedures established by state and/or federal laws.
3. **At any location**, from the first allowable day of co-curricular activity, through the end of the academic year or final co-curricular activity of the year, whichever is later a student will not, regardless of the quantity, use or consume, possess, be knowingly in the unlawful presence of, buy/sell or give away any marijuana or any other controlled substance, steroids, or any beverage containing alcohol. A drug specifically prescribed for the student's own use by his/her doctor must be kept and administered by the school nurse (see School Committee policy JFCI).
4. Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they might come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing, or failing that, to remove one's self from the group as soon as possible without putting one's self at risk.

### **MINIMUM CONSEQUENCES**

#### **First Violation**

The student participant will lose eligibility for the next four (4) consecutive weeks of the participation period.

If, after the first violation, the student of his/her own volition participates in a risk assessment with the Student Assistance Counselor, the student may be certified for reinstatement in co-curricular activities after a minimum period of two weeks. The risk assessment consists of at least two (2) different sessions of at least 45 minutes per session and are to be scheduled at a time

mutually convenient between the student and counselor but not during the school day, unless approved by an administrator. If, in the opinion of the counselor, the student has met the goals of the assessment, the counselor will certify such and formally recommend the reduction of the suspension. The principal must approve of the reduction in suspension.

### **Second and Subsequent Violation**

The student participant will lose eligibility for the next twelve (12) consecutive weeks of the participation period.

If, after the second or subsequent violations, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may request reinstatement in co-curricular activities after a minimum period of six (6) consecutive weeks. Requests for reinstatement must include certification by the director or a counselor of a chemical dependence treatment center to the principal. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

### ***PROCEDURE FOR REPORT OF VIOLATION***

In all cases, the advisor to the coordinator of co-curricular activities must report infractions of the Code of Conduct for Co-Curricular Participants. The principal/assistant principal will determine if a violation of the rules has taken place. If disciplinary action is taken, a participant may have his/her case reviewed, but in any event, punishment begins immediately upon the students' notification by the advisor.

### ***REVIEW PROCEDURES***

- A. The school pledges to make reasonable efforts to communicate with parents/guardians of student co-curricular participants in violation of the Code of Conduct rules. Parents will be notified by the advisor, coordinator of co-curricular activities, or the principal.
- B. The student and/or parents may ask to meet with the advisor and the coordinator of co-curricular activities. This request must occur within two school days of the disciplinary discussion by the advisor, or the decision is final.
- C. If not satisfied, the student and/or parents may ask to meet with the principal and the coordinator of co-curricular activities within two days of meeting "B". The principal will confirm the decision in writing.
- D. The superintendent of schools will entertain appeals, which are based upon questions of policy only. Fact-finding by the principal in meeting "C" above is final.

Duxbury High School presents a well-round co-curricular program. Opportunities exist for a range of student interests, from artistic and creative talents to service to the school or community. All students are encouraged to join at least one co-curricular activity to enrich their high school experience.

### **Co-Curricular Programs:**

Academic Decathlon (ACADEC)  
American Field Services (AFS)  
American Red Cross Club\*  
Art Club  
A World of Difference (AWOD)  
Best Buddies  
Bowling Club\*  
Debate Club\*  
Drama: Fall Tournament, Senior Class Play, All-School Musical, Spring Festival, All-School Three-Act Play, and One-Act for State Competition  
Economics Club\*  
Environmental Club\*  
Gay-Straight Alliance  
Global Engagement Club (Model UN)  
Key Club  
Link Crew  
The Literary Magazine (*The Ink Blot*)  
Mock Trial\*  
Music: Chamber Orchestra, Jazz Band, Jazz Ensemble, Pep Band  
PACMEN and Madrigals  
Photo Club  
Robotics Club  
Technology Club

\* Denotes clubs that are run by students and volunteer advisors. As a result, they may not run every year.

## **ADDITIONAL INFORMATION**

### **ADDRESSING PARENT OR STUDENT CONCERNS**

Duxbury High School promotes a “Mutual Respect” environment and believes that questions or concerns are best received and resolved on a person-to-person basis as close to the origin of the question or concern as possible. If a student or parent has a question or concern about classroom policy or grades, or if a student feels that he/she has been treated with disrespect, the student or parent has a right to discuss or appeal the issue according to an appropriate procedure. The student or parent should discuss the issue **first** with the teacher, **then** with the department chairperson, and **finally** with an administrator, in a sincere attempt to clarify and rectify the issue. Guidance counselors are available to offer “resolution skills” assistance to any student.

### **NOTE ON EMAIL COMMUNICATION:**

Email is a quick, professional, and effective tool for communicating, but has introduced new challenges to staff and parents alike. At home and in the office, email users are accustomed to receiving immediate replies to their emails. In the classroom setting, this is neither practical nor desirable. Teachers are engaged with their students during the day and might not be able to check email until the end of the school day or the following day.

Please note that, with no visual or verbal cues in an email, the word use chosen sets the tone of the communication and tends to be very impersonal. Communication lines are more open and successful when a positive and encouraging tone is utilized. In email communications, there is no voice tone or body language to assist one in interpreting meaning. One must be aware that a quickly composed and sent email can deliver a message different than one intended by the author. Parents and staff should utilize email for direct, clear, and concise communication and avoid using email for situations open to interpretation. If the email will exceed 6-8 lines, one should email a request for a conference in order to discuss the concerns in person or over the telephone.

### **NOTE ON CELL PHONE COMMUNICATION:**

Parents should note that cell phone use is restricted during the school day. Therefore, parents should not attempt to contact or text message their son/daughter during the school day. If a parent needs to contact a student, he/she should contact the main office at 781-934-7650. Likewise, students should not be contacting their parents via their cell phones during the school day. Once permission has been granted, students should use the phone in the main office to contact parents during the school day.

### **AGE OF MAJORITY**

Students who are eighteen years old or older have the legal rights of an adult. Where the rights or responsibilities of a parent or guardian are referred to in this handbook, it is understood that they include students who are eighteen years old or older. A student who is eighteen years old or older may act with the same rights and responsibilities of a parent or guardian in such areas as:

- Decisions about course selections;
- Decisions about testing available through guidance services;
- Decisions about withdrawal from school;
- Absence, tardy, and dismissal notes and permission slips.

Upon reaching the age 18, a student has the right to take over from his/her parents’ full responsibility for his/her school life. However, unless the student informs the principal or his/her designee of his/her intent to exercise this right, the school will continue to involve the parents in these matters. Students with special educational needs should contact their liaison regarding their options under Special Education.

**Even if a student chooses to exercise his/her rights and responsibilities in these matters, the principal reserves the right to send copies of all school communications (letters, report cards, behavior notices, etc.) to the student's parents. The assistant principal will continue to contact parents regarding discipline issues. The school will provide parents with access to the student's records pursuant to Mass. Gen. Laws, c. 71, S34E.**

## **ALCOHOL AND OTHER DRUGS**

To ensure the health and safety of students in school and at all school functions, Duxbury High School will not tolerate the use of alcohol or other drugs. Our community has paid dearly with the loss of student life, and the school will continue to be aggressive with consequences as well as education, intervention and support.

Staff and students work very hard to promote and to plan activities that are safe, legal and fun. Out of respect for the efforts of the people who have worked so diligently to create these events, and out of concern for the safety of our young people, students need to make a commitment not to use alcohol or other drugs (including prescription drugs) before or during school or school functions. Alcohol and other drugs should never be present at school or any school function including those that take place off campus.

Building administrators reserve the right to breathalyze any student that appears to be under the influence of alcohol during the school day or at any school function. Refusal to submit to a breathalyzer test will be considered the same as a failed test.

## **ANIMALS**

If students wish to bring animals to school for educational purposes, they must obtain permission from the classroom teacher and an administrator. If permission is granted, the animal will be kept in a cage or appropriate container. After the animal has been shown in a class, its owner should bring it to the main office and take it home at the conclusion of the day.

## **ARMED SERVICE RECRUITERS**

The No Child Left Behind Act (NCLB) contains a provision regarding the disclosure of secondary students' names, addresses and telephone numbers to military recruiters and institutions of higher education provided that the school notifies parents and students of their right to request that this information not be released without their prior written consent and that the school complies with such requests.

## **ASSEMBLIES**

Assemblies are designed to be enrichment activities that support and supplement normal school functions. All students are expected to attend. Attendance at assemblies is a privilege and student conduct should be courteous and respectful. At designated assembly times, the classroom teacher will escort the class to the assembly area.

1. Teachers will remain with and be responsible for students throughout the assembly.
2. Students will enter the assembly area in accordance with directions given by teachers and the administration.
3. Student misbehavior at an assembly may result in immediate removal from the program, exclusion from future assemblies, and other disciplinary action.

## **BOOKS AND MATERIALS**

**Books and materials are loaned to students by the school and must be returned in good condition or paid for before the final course credit is given.** Books lost during the year must be paid for before new ones can be issued. The school cannot assume responsibility for books that are lost or stolen. Students should not leave books and materials lying around unattended, especially in the cafeteria.

Books and materials that are lost must be paid for according to the replacement cost to the school. All outstanding debts to DHS must be paid before participation in graduation will occur.

## **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information and specific instructions will be read in each classroom at the end of block one. Last minute cancellations and important notices will be read at the end of the school day, only when absolutely necessary. Strict attention should be given to these bulletins as they contain important information. An advisor and/or an administrator must approve all announcements. The principal must approve posters displayed within the school.

## **CARE OF SCHOOL PROPERTY**

The appearance of the school building and grounds should reflect the quality and amount of responsibility that is assumed by the Duxbury High School community.

## **CELL PHONE/PED USE**

To maintain the integrity of the educational environment, the use cell phones and/or other personal electronic devices (PED) is prohibited in the classrooms unless explicitly permitted by the classroom teacher for a specific educational purpose.

Cell phones and PEDs are allowed during passing time and in the cafeteria during lunch. Students should be sure to turn off their devices and store them away once they have entered the classroom.

An important distinction is made between “passing time” between classes and hallway use during classes. Cell phones and PEDs are not to be used in the hallway during class time (i.e when using the restroom).

Students are expected to engage in appropriate cell phone/PED etiquette when using their devices, which includes, but is not limited to, using appropriate language and refraining from taking photographs or audio recordings of people without their permission.

Violators risk confiscation of cell phone or PED and/or further disciplinary action including a discipline referral.

If a reasonable suspicion exists that a student's cell phone or PED was used to violate any element of our Code of Conduct, including but not limited to cheating or harassing/embarrassing any member of our school community, the student will be asked to surrender the cell phone or PED so that its contents may be inspected as part of a thorough investigation. The inspection of the device will be carried out immediately to minimize the risk that relevant content is deleted, thus compromising the integrity of the investigation. In the context of an investigation by school administrators into cheating, harassment or other violations of the Code of Conduct, a request for the surrender of a student's cell phone or PED is considered reasonable by the school administration and is sanctioned by existing law. Therefore, students are expected to comply with the teacher or administrator making the request or face consequences as outlined in Appendix I.

### **CLASSROOM AREA RESTRICTIONS**

A good school climate provides education free from distractions. Students should avoid being in unauthorized areas and/or corridors when classes are in session. An unauthorized area is defined as any area in school which is unsupervised or in which the student does not have permission from a staff member to be, such as the loading dock or the parking lot. If students cause distractions to classes during lunch or at any time of day, appropriate disciplinary action will be taken.

### **CLASSROOM GUIDELINES/REGULATIONS**

1. Teachers have the authority to establish classroom guidelines and rules and regulations governing student behavior, provided that these limits do not violate any portion of this handbook nor violate a student's Constitutional rights.
2. Teachers have discretion to establish classroom expectations and to implement measures to maintain a positive classroom atmosphere. Each teacher will explain these standards at the beginning of the school year. Students have the obligation of fulfilling all academic and behavioral expectations from each of their teachers.
3. Every student must report on time to every class with the necessary materials to participate in the class.
4. The Duxbury Public Schools have contracted with *Connect-ED*®, a service that allows families to be contacted simultaneously by telephone and/or email with reminders about scheduled events, notifications of important announcements (e.g. school cancellations/delayed starts/early release) and reports of student absence.

### **DANCES**

1. Dances are school-sponsored events that are held to enhance the social life of students. Duxbury High School students who wish to **bring a guest** to these dances must obtain **permission** from an administrator and the administrator of the guest's high school **no later than one week prior to the dance. The guest must obtain a permission slip from his/her high school and approval from his/her building principal.** The same Code of Conduct as that of other school activities governs the behavior of students at dances.
2. The Student Council, in an effort to increase participation at dances and to provide entertainment on different weekend nights, has requested that dances sometimes be held on Friday and/or after certain school activities such as basketball games. For those dances, the hours would be modified (e.g. 8:30-10:30 PM) and announced to students and parents prior to the dance. Dances will generally take place, however, between 7:00 and 10:00 PM. No student will be allowed to return after having left the dance. Students will not be admitted after 8:00 PM without the approval of the sponsoring organization's advisor.
3. Any student found drinking, possessing, or under the influence of alcohol or drugs will be removed from the dance in the custody of his/her parents. In the event parents cannot be notified, students will be taken to the police station by a police officer and the police will notify parents. Emergency medical treatment may be necessary and the ambulance will be called to transport the student to the emergency room. Applicable school consequences will be applied.
4. Building administrators may breathalyze students that appear to be under the influence of alcohol during the school day or at any school function.

5. Advisors and chaperones reserve the right to ask anyone who, at any time, engages in inappropriate behavior to leave the dance. Parents will be notified that students are being asked to leave and may be asked to pick up their son/daughter at the school.
6. Chaperones, who volunteer their time as a favor, should be treated with consideration and appropriate courtesy.
7. Students are to dress appropriately and dance in good taste. Dancing that simulates sexual activity, grinding, or “twerk” dancing is prohibited. Students that do not dress or dance appropriately will be given an opportunity to correct the behavior, but failure to do so will result in a student’s dismissal from the dance.
8. Students will not be allowed to loiter on or around school grounds outside of a dance.

### **DETENTION**

There are two types of detentions assigned to students, a teacher detention and a general detention. A teacher detention can be assigned whenever a teacher feels that student behavior is not appropriate, or when academic work is not complete. A general detention is assigned only by an administrator for behavior, which violates the Code of Conduct. A student may either attend the assigned, supervised study, or receive extra help with his/her academic teacher. All general detentions will be served from 2:55 to 3:45 PM.

If students are unable to serve the teacher or general detention on the day assigned because of a family responsibility it is the student’s responsibility to address speak with the teacher or administrator **before the detention is scheduled to be served**. The teacher or administrator determines when and/or if the detention can be rescheduled. Student failure to address this responsibility prior to the detention being served can result in a “detention cut” with additional detentions being assigned as a consequence.

Students do have the privilege of signing out of a general detention to get extra help from a classroom teacher or to make up a test or a quiz. In this case, the student must report to the detention room first, wait for attendance to be taken, and sign out of detention with the permission of the teacher monitoring the detention. The privilege of signing out of detention to receive extra help can be lost if a student misuses or abuses it by not reporting to the area/teacher the student has signed out to see.

### **DRESS**

Students are expected to dress as appropriate to a school setting. Students who meet this expectation not only assist in creating an environment that is conducive to learning, but also demonstrate and develop appropriate judgments that will assist them in moving from school to a variety of work environments. Essentially, students should consider school their place of employment and dress accordingly. In general, hoods are not to be worn at any time once a student has entered the building. This is a security requirement, as the hood often makes identifying an individual difficult. Also, clothing with spaghetti straps, or which is strapless, backless, low-cut, see-through, or which reveals the midriff or undergarments should not be worn in school. Shorts, skirts, and dresses need to be of an appropriate length for school.

Clothing that is not in keeping with concerns of health, safety or cleanliness relating to various activities that comprise a school day, or which is disruptive or causes disorder in the school environment, is strictly prohibited. Examples of such clothing may include those set forth above, and particularly include clothing with messages advocating violence, weapons, alcohol or other drugs, illegal behavior, or expressing vulgarity, whether at school or school sponsored events. Students are also reminded that state law prohibits students from going barefoot. The Principal and/or his designee are responsible for determining whether a student’s attire is within policy standards. A student not attired in accordance with this policy is expected to correct the violation or risk further consequences.

### **DUXBURY SCHOOL COMMITTEE**

A five-member elected School Committee oversees the Duxbury Public Schools. The policies as established by the School Committee are available in the Superintendent’s Office, the Principal’s Office, the school website, and the Town Library for your reference. Selected policies are found in the appendix of this handbook.

### **FEES**

The following is a summary of some school fees:

Athletics:		\$225 per student per sport (family cap of five sports)
Co-Curricular:		\$110 annually
Parking:	Sept. 1- Dec. 31:	\$100
	Jan. 1 – March 1:	\$50
	April 1 – June 1:	\$25
Yearbook:	Sept. 1 – Dec. 1:	\$75
	Dec. 1 – May 1:	\$85
Bus:	Prior to June 15, 2014:	\$250 per child per year (Family Cap \$500)

After June 15, 2015: \$270 per child per year. (Family Cap \$540)

**NOTE: Parking availability may be limited during school construction.**

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, everyone must obey orders promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

### **FOOD AND DRINK**

Generally, food, candy, and drink should be consumed in the cafeteria. **Food and drinks are not allowed in the Gymnasium, Library, Presentation Hall or the Performing Arts Center.** At the discretion of the classroom teacher, snacks may be eaten within the classroom. A teacher may decide to allow for food to be brought into the classroom for a special occasion, such as a pizza party.

### **FUND RAISING**

All student and parent groups raising funds in support of Duxbury High School must first obtain permission from the building principal and the assistant superintendent of schools prior to initiating such activity. This request must be made at least two weeks in advance of the activity. All requests must be made on the *Fund Raising Request* form and be consistent with School Committee policy.

### **LIABILITY**

Students are personally liable (responsible) for their actions, which result in the loss or damage of property of others or the school, and for behavior, which interferes with the rights, civil rights, and education of other students. Any student experiencing or witnessing such violation of rights or property is requested to report such incidents to a member of the faculty or administration.

### **LIBRARY MEDIA CENTER**

The library/media center is located on the third floor of the building, and is open from 7:45 AM to 3:30 PM. It has a collection of approximately 14,000 books and periodicals, as well as computer access to extensive electronic databases and the Internet. Several computers are available to students and staff for word processing and other computer tasks. Staff members regularly assist students with research and other library needs. The media center supplies commercial videotapes and audiovisual equipment for classroom use, and provides photocopying, videotaping, and other AV services for the school community, both for classroom needs and for those of extracurricular activities. No food or drink is allowed in the library.

### **LOCKDOWN PROCEDURES**

Duxbury High School has in place lockdown procedures for specific sets of circumstances. Generally, the lockdown procedures will be invoked if there is a threat to the safety of students and staff either within or outside the building.

### **LOCKERS**

All students will be assigned a locker and generally students will have the same locker until graduation. Students are expected to store all valuables and other belongings in their lockers during the school day. Students should be sure that their lockers are secured when not in use and should not share combinations with anyone. Should a school locker become inoperable, students should report the problem to the main office as soon as possible. Safety regulations require that the school have access to all lockers that are loaned to students.

### **LOST AND FOUND**

Students who find lost articles should take them to the office, where owners can claim them. Periodically, unclaimed items will be donated to a local charity.

### **LUNCHES**

Due to space restrictions, students may not bring their backpacks to lunch. Students should store their backpacks in their lockers during their lunch period.

### **OUTDOOR RESTRICTIONS**

During the school day, students are not to be in areas outside the school building unless accompanied by a teacher for a specific educational purpose or during lunch, where upperclassmen will be welcomed to eat on the outdoor patio. During lunch, students are expected to remain on the patio and maintain the grounds.

## **PARKING REGULATIONS**

On campus, parking spots will be assigned to seniors first and available spots will be assigned to juniors on a lottery basis or based on attendance from the previous year. During school hours, students may park their car **ONLY** in the parking space assigned to them on school property. After school hours, students may park anywhere except on athletic fields or by the loading dock. Special consideration will be given to underclassmen with extenuating circumstances. The principal will make that determination. A temporary decal will be issued for a specific time period and the student will be assigned a visitor spot.

**NOTE: Parking availability will be limited during school construction.**

## **PARKING REGISTRATION**

- Students **MUST REGISTER** in the main office any car they intend to park on campus during school hours.
- Parking Fees:

August 29 - Dec. 31:	\$100
Jan. 1 – March 1:	\$50
April 1 – June 1:	\$25
- Cars must display parking decals. Parking decals are available in the office.
- When registering, students will receive the rules and regulations pertaining to parking on school property, as well as a parking contract.
- Students must show their license and registration and submit a signed parking contract when registering a car.
- Only DHS students who are given decals are allowed to park their cars at school. Unauthorized students caught parking at school will lose the privilege of parking at school for the rest of the current year and be subject to disciplinary action. Students who are dismissed from school and transport other students who do not have permission to leave school will lose their driving privileges for two weeks.
- **Students driving to school who are tardy more than 10 times during the year will lose their parking privileges for twenty school days.** Students may petition for reinstatement of their parking privileges with a demonstration of improved attendance. Students who continue to be tardy to school risk loss of parking privileges for the year.
- **Students who are tardy more than ten (10) times will not be issued a decal if they have not already received one at the start of the school year.**
- Students are not to be in, on, or around any automobile during the school day. They are expected to observe safe and courteous driving practices on school property at all times.
- Students are not to use the driveways adjacent to the high school and industrial arts area because these are fire lanes and driving is prohibited there for safety reasons. Students who do not have parking privileges, or who have had them revoked may not bring a car to school during school hours. Such offenses will be treated as violations of the Code of Conduct in a progressive fashion.

## **PASSES**

To ensure the safety and security of students, all students in grades 9-12 are required to the pass system that has been established within the school. At no time should a student be in the hallway during class time without a pass. Upon request, students are expected to produce their pass.

## **POSSESSION AND/OR DISSEMINATION OF SEXUALLY EXPLICIT PHOTOGRAPHS OR VIDEOS (“sexting”):**

It is against school rules to possess and/or disseminate sexually explicit photos or videos while on school property. It is also against the law and such acts can be charged as a felony. Students found to be in possession of sexually explicit photographs or videos or who are found to have solicited and/or disseminated those items will receive appropriate disciplinary consequences including police notification.

## **SCHOOL COMMUNITY**

In a democratic society, citizens have an obligation to help protect the rights and property of others. Students witnessing acts of vandalism or theft are encouraged to report such behavior to a staff member.

## **STATEMENT OF NON-DISCRIMINATION**

Duxbury Public Schools does not tolerate discrimination based on any non-merit factor, including race, national origin, color, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.



## **STUDENT INTRODUCTIONS**

The climate of a classroom is clearly enhanced when students know and accept one another. Students who are new to Duxbury and the school should be formally introduced and have the opportunity to meet others. Whenever a new student joins a class, teachers will initiate a meaningful introduction of the new student. This practice will help to promote mutual respect.

## **STUDENT SEARCHES**

When a reasonable suspicion exists, students' personal belongings may be subject to search. This includes, but is not limited to, backpacks, lockers, vehicles, pockets, and/or personal electronic devices, including cell phones.

If a reasonable suspicion exists that a student's personal belongings were used to violate any element of our Code of Conduct, the student will be asked to surrender any belongings believed to be involved in the violation as part of a thorough investigation. The inspection of the personal belongings will be carried out immediately to protect the integrity of the investigation. In the context of an investigation by school administrators into the violation the Code of Conduct, a request for the surrender of an item is considered reasonable by the school administration and is sanctioned by existing law. Therefore, students are expected to comply with the teacher or administrator making the request or face consequences as outlined in Appendix I.

## **TOBACCO AND NICOTINE PRODUCTS**

No student may be in possession/use of a tobacco or nicotine (Electronic Cigarettes) product on school property or within 300 yards of school property. Students who are seen in possession of any form of tobacco or nicotine product will be subject to disciplinary consequences. Smoking is prohibited at all times, within all facilities, on the school bus, at all school-sanctioned events, and anywhere on the grounds of Duxbury High School.

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business to transact in the school. Visitors must register in the office and obtain a visitor's badge. Students wishing to bring a guest to school must obtain prior approval from the office at least three days in advance and secure a pass. No visitor pass will be granted to former students who have been excluded from the school, or previous visitors who have been uncooperative with school personnel or regulations. School security is the responsibility of all members of the school community. For further information, please refer to School Committee policy KK.

## **HARASSMENT**

Please visit <http://www.duxbury.k12.ma.us/Page/7404> for information and all Duxbury Public School Committee Policies on Harassment, Bullying, Bullying Prevention, Hazing, and the Prohibition of Hazing.

## **DUXBURY PUBLIC SCHOOLS ACCEPTABLE USE GUIDELINES**

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Duxbury Public School (DPS) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. DPS electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for Millennial Learners' to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Guideline is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Guideline is written for all those who use school provided Network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. It is provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the DPS community (students and staff) will be held accountable.

## **USAGE GUIDELINE**

DPS provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. DPS uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

**Student Safety.** Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Images and products of K-12 students may be included on district/ school/ classroom websites without identifying captions or names unless parental permission is denied.

**Extended Safety K- 5.** Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

**Password Protection.** Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

**Privacy.** E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

**Online Etiquette.** Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

**Messaging.** Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

**Blogging/Podcasting.** Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

**Plagiarism/Copyright/Licensing.** Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons agreements to share, remix, and reuse media.

**Proxies.** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

**Illegal Activities.** Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f)

uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

### **TERMS OF AGREEMENT**

The Duxbury Public Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Duxbury Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

### **RESPONSIBILITIES & EXPECTATIONS OF THE SCHOOL, STUDENTS AND PARENTS**

Learning needs to be valued as an ongoing process that requires the daily interaction of students with their peers and teachers. Student absences do affect this learning process. While a student may make-up the paperwork missed, he/she can rarely duplicate the learning experiences lost by that day's absence. Absence from a class for any reason is academically detrimental to students. Since education is a cooperative effort and students gain from their interactive discussion with one another, their absences also hinder the class.

### **ATTENDANCE PROCEDURES**

#### **ABSENCES**

##### *Duxbury High School*

Regular and punctual school attendance is essential for success in school. It is also a requirement of state law. All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.

1. Students may be excused temporarily from school attendance for the following reasons:
  - A. Medical excuse (with date specific medical documentation)
  - B. Bereavement or serious illness in family
  - C. For observance of major religious holidays
  - D. Legal (with documentation from the court, lawyer etc.)
  - E. College Visits – High school seniors may be excused for up to four days for college visits. High School juniors may have two days excused for college visits during the second semester of their junior year. **Verification from the colleges must come within five (5) days of the students return to school and must come in the form of an official school document (either hard copy or electronic) with school letterhead, the signature of a school official, and the date(s) that the student attended. Emails confirming the date of a college visit will not suffice, as the documentation must show that the student attended, not that they will attend**
  - F. Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences must be provided to the school principal or designee within five(5) school days of the absence. Failure to submit documentation within five (5) school days will result in an unexcused absence.

2. The administration is authorized to implement a procedure that will result in the loss of credit:
  - For unexcused absences in excess of five (5) classes in a one-semester course and in excess of ten (10) classes from a full-year course.
  - Faculty members will send a warning notice, through the administration, to parents when a student has been absent three (3) times in a one-semester course, and five (5) times in a full-year course.
  - Please see **Hearing Procedure** regarding credit loss procedures.
3. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with state law. State law requires the school system to investigate cases of excessive school absence. Interventions may include contact with parents, school conferences, case management services and service referral.

In extreme situations in which attendance does not improve despite intervention, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent will be sought at Plymouth District Court
- A 51A for parental neglect will be filed with the Department of Social Services
- A CRA petition will be sought at Plymouth District Juvenile Court.

#### *Students*

- Every student shall regularly attend all sessions. They should make good choices so as to not miss so much school that course credit is in jeopardy.
- Students should keep record of absences in classes.
- Students should inform teachers about impending absences.
- When a student returns to school after having been absent, he/she is to have a note from his/her parent or guardian explaining the absence and any appropriate documentation (see #1 A-F). This note should be taken to the main office within five (5) days of a student's of return to school.
- A student who is absent from school may not participate in or attend any athletic or co-curricular activity unless he/she has received permission in advance from an administrator.

#### *Parents*

- Parents should encourage their students to have good school attendance habits and support the DHS attendance procedure.
- Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents should provide a written explanation for the absence of a child and/or call to report a child's absence. When your child is absent, you will receive a computerized message from *ConnectED*® confirming the absence.
- **Parents and/or students must submit appropriate documentation (See #1 A-F) to the Main Office in order to have a student absence be considered as excused.**
- Parents should communicate with the school in the event of an extended absence from school. Any medical documentation explaining a long-term absence may also be submitted at this time.

### **EXTENDED ABSENCE**

#### *Duxbury High School*

The school nurse will act as a liaison, if necessary, between home and school in the event of illness or injury.

#### *Students/Parents*

After students have been absent for 3 consecutive days, parents/students should request homework by calling the school nurse at 781-934-7665. Work will be available in the main office the day following the request. Please refer to School Committee Policy JH at <http://www.duxbury.k12.ma.us/Page/1925>

### **IMPENDING ABSENCES**

In order to ensure that students who must be absent from school for prolonged periods of time, due to illness or travel, will have the opportunity to fulfill course requirements, the following guidelines will apply:

1. If a parent knows in advance of impending absence and chooses to request work through the guidance department, it will be the responsibility of the parents or student to give one week's notice to the assistant principal to allow adequate time for the preparation of assignments in writing by the faculty.
2. Any work requested during an extended absence will be due the day of return to school.
3. If a parent chooses not to request advance work, it is the responsibility of the parent or student to make certain that all missed work be completed. The time limit for the submission of school assignments should be equal to the time absent (i.e. one week absent, one week to make-up work).
4. The school calendar is constructed so that many religious holidays are not school days. DHS will not schedule field trips, special presentations or speakers, evening events, tests or due dates for major assignments on holy days. Parents should notify the school in advance of upcoming absences for religious observance.

**NOTE: Parents must provide the school with appropriate documentation (see ABSENCES #1 A-F). Upon receipt, prolonged absences may be considered excused.**

### **FIELD TRIPS/SCHOOL-RELATED ABSENCES**

#### *Duxbury High School*

Field trips and scheduled, school-related absences will not be counted toward the allowable limit set for losses of course credit.

#### *Students*

Students know that not all field trips are compulsory and should choose carefully and not jeopardize coursework. Students should notify teachers of impending absence.

### **“20 MINUTE RULE”**

**NOT BEING PRESENT EITHER BECAUSE OF TARDINESS TO, OR LEAVING FROM CLASS FOR 20 MINUTES OR MORE, IS CONSIDERED AS AN ABSENCE FROM THAT CLASS.**

- Students called out of class by administration, guidance, or other student support personnel are not to be considered absent from class.
- Students returning to class with a note from an administrator, guidance, or other student support personnel are not to be considered absent from class.

### **DISMISSAL**

#### Duxbury High School

The administration may refuse dismissal from school pending parent/guardian verification. A student who is dismissed from school may not participate in or attend any athletic or co-curricular activity unless he/she has received permission in advance from an administrator.

#### Students

**Students must take dismissal notes to the office before school on the day of dismissal and provide appropriate documentation whenever possible.**

#### Parents

**Dismissal notes must be taken to the office before school on the day of dismissal.** Dismissal notes should include the same information as absence notes, and should indicate if a student plans to return to school that day. Student dismissals raise safety concerns to the school and disrupt the academic work of the classes. Therefore, dismissals shall be confined to those of medical, legal or emergency nature.

### **RETURN TO SCHOOL FOLLOWING DISMISSAL**

#### Duxbury High School

The administration may refuse a student’s return to school if procedure is not followed.

#### Students

If the student plans to return to school following a dismissal, that intent should be indicated in the dismissal note. Students must sign-in upon return to school. Students who do not follow this procedure may not return to school that day. Students who miss an announced quiz, test, writing assignment, etc., due to a dismissal and who return to school, must report to the teacher **that day** after school to make-up the work missed. If there are extenuating circumstances that prevent the student from making-up the work that day, the student must see the teacher before leaving school to explain. If the student fails to see the teacher, the teacher may choose not to allow the student to make-up the work. Upon return to school, students should provide appropriate documentation whenever possible (see Absence procedure)

### **TRUANCY/CUTTING CLASS**

#### Duxbury High School

Teachers will not provide make-up work for classes cut.

#### Students

Students may not make-up work missed. Students will receive a zero (“0”) for class work missed due to cutting class.

#### Parents

Parents have the responsibility of assuring that students between the ages of 7 and 16 years of age attend school regularly during the hours and terms of the school as required under Massachusetts General School Law.

### **RELIGIOUS HOLIDAYS**

Please refer to School Committee policies ICA and JED-1 School Committee Policy Manual available online at:

<http://www.duxbury.k12.ma.us/schcomm.html>

### **MAKE-UP**

#### Duxbury High School

Teachers will provide one class day to make-up work for each day of absence. In some circumstances teachers are asked to use their own discretion. The school nurse will act as a liaison, if necessary, between home and school in the event of illness or injury.

#### Students

In the event of absences from school, it is the student's responsibility upon return to school, to arrange to make-up work with the teacher. Students should contact fellow classmates for homework when absent for 3 days or less.

#### Parents

Parents should contact the nurse's office if student is absent for more than 3 days.

### **INCOMPLETE GRADE**

When an "incomplete grade" is received at the end of terms 1, 2 or 3, all make-up work must be completed within three weeks of the end of the previous term. It is the student's responsibility to arrange a schedule with the teacher for the completion of the necessary work and submission by the deadline. A new grade will be issued within two weeks of the date that the completed work is given to the teacher. For any coursework not completed during the allotted time period, the grade will become a "0" (zero).

A midyear exam must be taken within one week of the beginning of the second semester. The teacher will then grade all exams, within one week, and a new grade will be issued. Fourth term and final exam incompletes must be made-up by August 1<sup>st</sup>.

The principal, due to special or unusual circumstances, can grant exceptions to these dates.

### **MAKE-UP TESTS/QUIZZES**

#### Students

Announced tests, quizzes and writing assignments, etc., are to be completed the day the student returns to school, at the discretion of the teacher. Absences from a class do not alleviate responsibility for long-term essays, term papers, projects, etc., with previously established due dates.

### **LOSS OF CREDIT**

#### Duxbury High School

The administration will advise parents of the possible loss of credit in a course and present options for an appeal or a hearing.

#### Students

Students will not earn credit in any course upon exceeding the maximum number of absences.

#### Parents

Parents will be advised by mail and provided with information about the hearing procedures.

### **HEARING PROCEDURE**

The student and parent or guardian will be provided with an opportunity for a hearing when credit will not be earned due to excessive absences.

1. Upon notification by the school that credit for a course or courses will not be earned due to excessive absences, the parent(s), or guardian(s), or student (if 18) may request a hearing on the matter. **The request must be made to the assistant principal within fifteen (15) calendar days of notification. For students that receive notification with fewer than 15 school days remaining, parents must contact the assistant principal as soon as possible so that a hearing can be held before the end of the school year. Students and/or parents who do not request an absence appeal within the above time frame risk loss of credit.**
2. The assistant principal will convene the hearing and collect data from the teacher(s) in the course(s) where loss of credit is imminent (the student's attendance files, nurse, etc.) and review the student's complete attendance record in that course. Any absence from the class resulting from cutting or truancy will preclude the reinstatement of credit.
3. The hearing board **may** consist of the principal and/or assistant principal, guidance counselor, a teacher appointed by subject supervisors, and the school nurse.
4. The initial appeal hearing will be held during school working hours.
5. The student's parent(s) or guardian(s) and student will have the opportunity to present information in support of their appeal.
6. Under extraordinary circumstances, a contract may be written between an administrator and a student to improve attendance and reinstate credit.
7. The assistant principal will render a decision within three (3) school days after the conclusion of their hearing and will notify the parent(s) and guardian(s) and student of the decision.
8. If the matter is not resolved by the assistant principal's decision, a parent or guardian may then appeal to the principal. This appeal must be made in writing **within ten (10) days of receiving notification** of the decision.
9. Students whose credit has been reinstated in a full year course, and who continue to accumulate absences in that course, may lose credit during the second semester.

## **TARDINESS**

### Duxbury High School

Being on time for one's obligations is an essential skill. In a school setting, students that arrive late to class cause a disruption to the learning environment and miss out on valuable learning opportunities. Therefore, all students must be seated in their assigned location by the beginning of the school day (**8:20 AM**). All tardiness (even when authorized by parents) is considered unexcused unless the required documentation is provided to the Main Office within five (5) days of the tardy. Failure to do so will result in a tardy not being excused. A student who arrives to school after 8:40 AM may not participate in or attend a co-curricular unless that tardy is excused (see #1 A-E).

1. Student tardiness will be excused for the following reasons:
  - A. Medical appointment (ex. Doctor, Dentist, Physical Therapy) with date specific documentation;
  - B. Illness [with a doctor's note that specifies the date(s)];
  - C. Bereavement or serious illness in family;
  - D. Legal (with documentation from the court, lawyer etc.); or
  - E. Other – a student may be excused for other tardiness only with approval from a school administrator.
2. Students who have more than five (5) tardies per five-month semester will require intervention by the school. Interventions will include:
  - A. Parent contact.
  - B. School conferences.
  - C. Progressive disciplinary action (see Group D -- Appendix I: 9).
3. In extreme situations when tardiness does not improve despite the above-mentioned school interventions, the school can take one or more of the following additional actions: Note:
  - A. A "Failure To Send" Complaint, against the parent may be sought at Plymouth District Court;
  - B. A 51A for parental neglect may be filed with the Department of Social Services;
  - C. A Child Requiring Assistance (CRA) petition at Plymouth District Juvenile Court

NOTE: A "Pre-CRA meeting" with parents, the School Resource Officer, Administrators, and the Plymouth County youth Probation Officer may be held as a final intervention before filing a CRA.

### Students

- Students that are tardy, but arrive to school **prior to 8:30 AM must report directly to their class**, and teachers will mark students tardy and post to the daily attendance. It is the student's responsibility to provide appropriate documentation to the Main Office (see #1 A-E) within 24 hours in order for the tardy to be considered as excused.
- Students who are tardy **after 8:30 AM must report directly to the main office** to sign in and receive a pass to class.
- Tardiness after **9:15 AM** constitutes extreme tardiness and requires parental verification before students are allowed to class. In addition to documentation outlined in #1 A-E, a phone call or a note written by a parent (complete with telephone number for immediate verification) that explains (but not excuses) the tardy are the only acceptable form of "parental verification." Because of the anonymous nature of an email, such correspondence will not suffice in these instances.
- Students are expected to make up missed work (i.e. tests, quizzes, writing assignments, labs, etc.) on the day of the tardy.
- If there are extenuating circumstances that prevent the student from making-up the work that day, the student must communicate directly with his/her teacher before leaving school on the day of the tardy and arrange a make-up time with the teacher.
- If the student fails to see the teacher, the teacher may choose not to allow the student to make-up the work.

### Parents

- Parents should submit appropriate documentation (See #1 A-E) within 24 hours to the Main Office in order to have a student tardy be considered as excused.
- Parents should communicate (via note or phone call. Email is not an acceptable form of communication in this instance) with the main office if a student is not going to be in school after 9:15. Students must remain in the main office until parental communication has occurred.

## **DUXBURY HIGH SCHOOL EXPECTATIONS FOR STUDENT BEHAVIOR**

### **Introduction**

The Duxbury High School community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential to maintaining an environment that encourages learning and promotes a safe and positive climate.

The school community includes students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors. Each person in the school must have the opportunity to grow personally, socially, and intellectually; as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property. This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off campus. A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Student co-curricular participants and athletes are also subject to the respective Code of Conduct for Athletes and Co-Curricular students.

**Duxbury High School students are expected to:**

1. Demonstrate respect for oneself and others in the school community.
2. Comply with reasonable requests made by school personnel.
3. Come to school and class on time and prepared to learn, with all required materials assignments and supplies.
4. Demonstrate an attitude that contributes positively to the classroom environment and enhances their ability, as well as the ability of others, to learn.
5. Be truthful and honest at all times, and not lie, cheat, willfully deceive, forge, misrepresent, or act in any way that is dishonest.
6. Demonstrate respect and tolerance for the diversity of others.
7. Respect the property of the school and others, and not steal, possess stolen property, nor destroy, deface, or abuse school or private property.
8. Dress appropriately.
9. Refrain from using vulgar and obscene language or gestures, or language that is otherwise harassing or hurtful to others.
10. Refrain from any and all acts of hazing and/or bullying.
11. Refrain from the possession or use of alcohol, unlawful drugs, and tobacco.
12. Refrain from using personal audio devices, cell phones, laser pointers, or any other instrument that disrupts the educational process during school hours (8:15AM – 2:47PM).
13. Not verbally or physically threaten the safety and welfare of faculty and staff.
14. Not misuse school facilities or equipment.
15. Not possess guns, knives, explosive devices, or any other weapons.
16. Participate in and demonstrate positive respectful behavior at all school functions.
17. Follow all other policies and procedures of Duxbury High School as stated in this handbook, in the DHS Athletic Handbook, as well as policies that may be set by individual teachers, coaches, and advisors.



# APPENDIX 1

## **CODE OF CONDUCT**

Revised June 2014

### Introduction

The Duxbury Public Schools community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential to maintaining an environment that encourages learning and promotes a safe and positive climate. The school community includes students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors. Each person in the school must have the opportunity to grow personally, socially, and intellectually; as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property. This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off campus. A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Student co-curricular participants and athletes are also subject to the respective Code of Conduct for Athletes and Co-Curricular students.

The Duxbury Public Schools does not tolerate discrimination based on race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.

### Disciplinary Procedures:

The Code of Conduct of the Duxbury Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

In an effort to maintain the quality and integrity of programs throughout the school year, infractions of school rules which occur after May 1st of any school year may be subject to further consequences in addition to those listed below, which include but are not limited to, removal from school activities, senior/promotion class activities and/or participation in graduation/promotion activities or ceremonies.

All rules and regulations are subject to review through the Handbook Committee and School Council. Students and teachers are encouraged to discuss the rationale and enforcement of our rules that are intended to make the school a humane and rational institution.

The types of behavior that will not be tolerated have been categorized into four groups (A through D), based on the seriousness of the consequences.

## Types of Behavior:

### **GROUP A – Excluding Drugs and Alcohol**

1. Assault and/or battery of any member of the school community.
2. Threat of violence directed toward any member of the school community.
3. Possessing, selling, giving or distributing weapons, fireworks or any other contraband.
4. Obtaining money, material goods, or favors by threat of physical harm.
5. Willful destruction of, or damage to, school or personal property.
6. Act of arson (i.e. setting something on fire), use or possession of a weapon (including knife, club, slingshot, or other article that can be deemed dangerous), use of explosives (including fireworks).
7. Bomb threat or fire alarm (false included).
8. Participation in the act of hazing, harassment, and/or bullying.

**Consequence:** Minimum - five (5) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine weeks.

(Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) Leadership roles in athletics, co-curricular and school offices will be terminated.

Parking decals will be forfeited for the remainder of the school year.

Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

**Additional Action:** Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on “Suspension”, “Expulsion”, and “Felony Complaint/Conviction” as well as the School Committee policy J for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

### **GROUP A – Drugs and Alcohol**

1. Use or being under the effect following use of alcoholic beverage.
2. Possessing an alcoholic beverage. The operator of the car is considered to be in possession if alcohol is found in the vehicle whether or not the driver is in the vehicle. Passengers are considered to be in possession if alcohol is found in the passenger area of the vehicle or if it is established that the passenger knew that alcohol was being transported in any area of the vehicle other than the passenger area. This applies to any vehicle on school grounds or at a school-sponsored activity.
3. Use or being under the effect following use of a controlled substance.
4. Possessing a controlled substance.

**Consequence:** Five (5) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of five weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) In most cases, a first time offense will result in a five (5) day suspension with social probation for five (5) weeks. Counseling will be strongly recommended. (As with all medical treatment, the school is not responsible for the costs associated with these treatments.) Leadership roles in

athletics, co-curricular and school offices will be terminated. Parking decals will be forfeited for the remainder of the school year. A second offense will result in a minimum 10- day suspension with social probation for 9 weeks. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

**Additional Action:** Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on “Suspension”, “Expulsion”, and “Felony Complaint/Conviction”, as well as the School Committee policy J for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

5. Selling, giving or distributing an alcoholic beverage.

**Consequence:** Ten (10) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) During the 10-day suspension, a hearing will be held with the Principal to determine further action. Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals will be forfeited for the remainder of the school year.

Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

**Additional Action :** Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on “Suspension”, “Expulsion”, and “Felony Complaint/Conviction” as well as the School Committee policy J for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

6. Selling, giving or distributing a controlled substance.

**Consequence:** Ten (10) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine (9) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) During the 10-day suspension, a hearing will be held with the principal to determine further action. Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals will be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

**Additional Action:** Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on “Suspension”, “Expulsion”, and “Felony Complaint/Conviction”, as well as the School Committee policy J for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

**If a student is suspected of violating a Code A offense, the most serious and potentially dangerous of offenses, immediate action is taken by the school administration to insure the safety of all students and**

## **staff at Duxbury Public Schools.**

### **GROUP B**

1. Fighting: “Self-defense” may be used as a defense in a hearing procedure. However, it is the responsibility of the person claiming self-defense to prove that he/she had no route of escape.
2. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property.
3. Leaving school without permission: Once students are present in school or on school grounds, they may not leave without permission. This issue presents a serious safety issue to the school. If students need to leave school for any length of time due to an emergency, they must first ask the permission of an administrator. A student leaving school in a car will lose his/her driving/parking privileges for twenty school days. A second violation would result in losing driving/parking privileges for the remainder of the school year.
4. Theft of school or personal property or receiving such stolen items (including possession of answer key, teacher manual, test not yet taken, etc.).

**Consequence:** Minimum – three (3) days of suspension from all classes and school activities and/or three (3) work details (work details may be substituted for suspension and/or assigned in conjunction with the suspension days), restitution for any damage, reporting to the police and/or fire departments as appropriate.

**Additional Action:** Consequences noted under Group A above.

### **GROUP C**

1. Behavior that disrupts the educational process (e.g., inappropriate classroom behavior, inappropriate physical contact, making excessive noise and misuse of school equipment, etc.).
2. Non-compliance with any reasonable request from any member of the school staff and/or deliberately giving false or misleading information. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a department head or school administrator after compliance with the request.
3. Knowingly forging or willfully using a school-related forged document, tampering with a school record or misrepresentation of parental communication.
4. Use of profane or obscene language or gestures, which substantially disrupts the good order of the school or offends those to whom such offenses are directed, will not be tolerated. Likewise, use of slurs based upon religious, ethnic, racial, gender or sexual orientation will not be tolerated.
5. Failure to attend an assigned class will also receive a zero for class work due to cutting a class.
6. Embarrassment or harassment of any student, staff member or other member of the school community.
7. Truancy.
8. Being in an unauthorized area (e.g., any area in the school which is unsupervised or in which the student does not have permission from a staff member to be at that time).
9. Smoking on school buses, school property before or after school, anytime during the school day, or at co curricular or athletic activities. Smoking includes the use of tobacco or herbal products in any form (e.g. smokeless tobacco). Tobacco products and smoking paraphernalia are not allowed on school grounds and will be confiscated. The Student Assistance Counselor is available to provide information and insight concerning tobacco addiction and to explain the range of smoking cessation programs available.

**Consequence:** Minimum – suspension from all classes and school activities not to exceed three (3) days and/or work detail (work details may be substituted for suspensions and/or given in conjunction with

suspensions).

**Additional Action:** Consequences noted under Group B above.

#### **GROUP D**

1. Excessive Tardiness: More than five (5) tardies per semester.

Students who arrive before 8:30 AM will report directly to class. Students who are tardy after 8:30 AM will report to the main office to sign in and receive a pass to class (DMS and DHS).

2. Failure to sign into school after 8:30 AM (DMS and DHS)

3. Failure to attend assigned discipline.

4. Students who drive to school will lose their driving/parking privilege for twenty (20) school days upon the accumulation of 10 tardies. Students who are tardy ten (10) times prior to being issued a decal will not be able to receive a parking decal within the given year.

5. Failure to operate a motorized vehicle in a safe manner on school property.

6. Failure to follow the student driving/parking regulations.

7. Being in, on, or around an automobile during school hours without an authorization from the principal or assistant principal.

#### **Consequence:**

Tardiness (DHS ONLY): all students who exceed 5 unexcused tardies in a semester will be subject to progressive discipline for each successive tardy.

- On the sixth (6th) tardy students will be assigned a General Detention (2:55 - 3:45 PM) .

- On the seventh and eighth and ninth (7th, 8th, & 9th) tardy, students will be assigned two General Detentions each.

- On the tenth (10th) tardy, students will be assigned a Work Detail. Parking privileges will also be revoked where applicable after the tenth (10th) tardy (see parking privileges procedure).

- Subsequent tardies will result in more severe consequences and administrative review.

- One or more of the following: conference with an administrator, detention, work detail and/or suspension at the discretion of the administrator; revocation of driving privileges. .

**Additional Action:** Revocation of driving privilege for a longer period of time (up to remainder of year), action noted under Group C above.

#### **SUSPENSIONS**

The Duxbury Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H ¾ and 603 CMR 53.00 et seq.

#### ***IN-SCHOOL SUSPENSION PROCEDURES (When available):***

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.

The principal or designee shall notify the superintendent of an exclusion imposed on a student enrolled in kindergarten through grade 3 prior to such exclusion taking effect, describing the alleged misconduct and reason for exclusion.

Notice of In-School Suspension:

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The principal or his designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

***OUT-OF-SCHOOL SUSPENSION PROCEDURES:***

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:
  - 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
  - 2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity

for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR.

53.08(3)(b);

(b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);

(c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

### **SHORT-TERM SUSPENSION PROCEDURES:**

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

#### **Principal Hearing - Short-term Suspension:**

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.



(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

**LONG-TERM SUSPENSION PROCEDURES:**

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

Principal Hearing - Long-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal

shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or his/her designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

#### Superintendent's Appeal Hearing:

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for

up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

**A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.**

**EXCLUSION/EXPULSION:**

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

**FELONY COMPLAINT OR CONVICTION:**

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an

alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.
- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

**EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the

primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

**SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:**

The School-Wide Educational Services Plan for each school is found on the district website. Written copies are available at the Superintendent's Office located at 93 Chandler St, Duxbury, MA

**ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS**

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Duxbury Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Duxbury Public Schools is limited to students who are currently enrolled in and attending Duxbury Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H  $\frac{3}{4}$  (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.