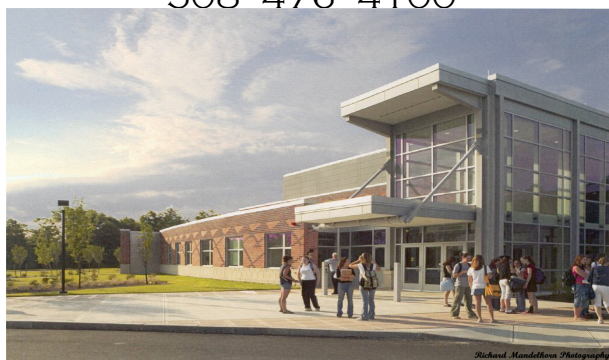


2014-2015

HANDBOOK FOR STUDENTS & PARENTS

DOUGLAS HIGH SCHOOL
33 DAVIS STREET
DOUGLAS, MASSACHUSETTS
01516

508-476-4100



DOUGLAS PUBLIC SCHOOL DISTRICT
WWW.DOUGLASPS.NET



Kevin G. Maines, Principal

Desi Vega, Assistant Principal

Mission Statement

Douglas School District offers diverse learning experiences that meet the academic, social, physical, and emotional needs of all students. We provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth. Decisions are made in the best interest of our students.

Dear Parent/Guardian:

This handbook will serve as one of the many methods we use to create and strengthen the home/school communication partnership. Communication between home and school is extremely important, and we encourage you to read through the handbook with your child, as well as all the information in their first day packets. After reviewing the handbook together, please sign and return the form in your child's opening day packet, indicating that you have done so, no later than September 8, 2014.

HIGH SCHOOL

(Handbook sign-off sheet)



September 3, 2014

Please return this form by 9/8/14

Handbook Receipt

Dear Parent(s)/Guardian(s):

Each Douglas High School student is to read the student handbook, which is available electronically on the school's website. If you would like a hard copy of this document, please have your son/daughter request one with the staff in the main office. This handbook covers the policies and procedures to be followed throughout the year. Please take the time to review this handbook with your child. The handbook is reviewed with students during class meetings held during the opening of school. It is at this time that changes or additions to the handbook from previous years are reviewed.

Please complete the form below and have your son or daughter return it to his/her B Period teacher by September 9, 2013. I have received a copy of the school handbook.

I have read and I understand the School Committee's policies regarding:

- Harassment (Pg. 13)
- Hazing (Pg. 10)
- Internet Safety & Acceptable Use Policy (Pg. 18)
- Weapons (Pg. 11)
- Drugs and Alcohol (Pg. 15)
- Violence (Pg. 12)
- Bullying Prevention Policy (Pg. 53)

Student's Name _____ Gr: _____

B Period Teacher: _____

Signature of Student _____

Parent's Signature _____

Date _____

DOUGLAS PUBLIC SCHOOLS SCHOOL COMMITTEE

Sonya Buchard, Chairperson
Gina Muscatell, Vice-Chair
Melissa Morrison, Secretary
Scott Yacino

CENTRAL ADMINISTRATION

Interim: Nancy Spitulnik <i>Superintendent of Schools</i>	476-7901
Cindy Socha <i>Director of Curriculum & Instruction</i>	476-4065
Cortney Keegan <i>Business Manager</i>	476-4037
Nealy Urquhart <i>Director of Student Support Services</i>	476-4034
Donna Sousa <i>Director of Technology</i> <i>District-Level Supervisors / Directors</i>	476-4100
Lisa Leon <i>Director of Food Services</i>	476-3332

DOUGLAS HIGH SCHOOL ADMINISTRATION

Kevin Maines <i>High School Principal</i>	476-4100
Desi Vega <i>High School Assistant Principal</i>	476-4100
Genie Stack <i>Director of Guidance</i>	476-4100
Robert Doyon <i>Director of Athletics</i>	476-4100

ABA

Charlene Hammond
Carol Manning
Meggie Morel

Art

Amy Bollin-Stand

Business

Lynne Gaskell

Custodial Staff

Jeffrey Kollett, Facilities Manager
Luke Beauchemin
David Manning
Adam Morton
David Pope, Facilities

English

Emily Costa
Courtney Lavin
Emily Mayo
Krista Petrelli
Corey Stefan

Family and Consumer Sciences

Laura Coffey

Guidance

Genie Stack, Director of Guidance
Jill Carpenter
Jessica Hurley

History

Carolyn Fitzpatrick
Todd Babola
Paul Leonard
Brian McGrath
Jarred Stand

Industrial Arts

John Gionet

Instructional Aides

Thomas Bolio
Daniel Carelli
Mary Delphos
Shauna Harrington
Mary Hawkesworth
Julie Owsik

MATHEMATICS

Kevin Riordan
Carolyn Braney
Christie Cote
Ryan Dugan
Julie Remillard

Media Center

Anne Hackett, Librarian
Sue Nichols, Librarian

Music

Al DeNoncour
Gery Elliott

Nurse

Patricia Valliere

Physical Education

Lou Colabello
Brian Ginisi
Mary Sokol

Science

David Galetzer-Levy
Robert Goss
Jeff Thayer
Eric VanInwegen
Jonathan Waggenheim

Secretarial Staff

Kathy Brosnahan
Elaine McDermott
Lauren Tibbetts

Special Education

Anne Marie Adamson
Denise Mulligan
Emily Pemberton
Charity Wong-Kam

Technology

Lynne Gaskell
Ed LaChapelle

World Language

Kim Cicero
Dylan Nauss
Molly Smith
Laura Turner

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DOUGLAS HIGH SCHOOL CALENDAR 2014-2015

September	2	Full Day Teacher Professional Development Day-No School
	3	School Opens/All Students Report
	10	Elem Open House (6:00-7:30 PM) ½ Day Elem Only
	11	IES (5:30-7:00 PM) Open House 1/2day IES Only
	17	HS (6:30-8:00 PM) Open House ½ Day HS Only
October	10	½ Day/Professional Development Day
	13	Columbus Day – No School
November	11	Veteran’s Day—No School
November Parent Conferences		
Nov 20 – High School – evening 6-8 p.m. - ½ day HS only		
Nov 21 – Primary, Elementary, Middle – afternoon		
½ day Primary, Elementary, Middle only		
Nov 24 – Primary/Elementary/Middle – evening 6-8 p.m.		
Nov 25 – Primary/Elementary/Middle – afterwrnoon		
Nov 24 & 25 – ½ day Primary/Elementary/Middle only		
	26	District 1/2day
	27-28	Thanksgiving Recess — No School
December	23	District ½ day
	24	Begins Holiday Recess – No School
January	5	Classes Resume for All Students
	19	Martin Luther King Day — No School
February	16-20	Winter Recess—No School
March	20	Professional Development Day – No School
April	3	Good Friday – No School
	20-24	Spring Recess — No School
May	25	Memorial Day — No School
June	5	Douglas High School Class of 2015 Commencement Ceremony
	18	180th Day (1/2 Day) Last Day if no Cancellations
	25	Last Day (5 Snow Days)

ACCREDITATION STATEMENT

Douglas High School is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation of an institution by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance concerning the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school. Individuals may also contact the Association.

Statement of Beliefs about Student Learning

The Douglas High School community believes in a learning environment that is safe, supportive, and intellectually challenging. We maintain high expectations for all students and emphasize the skills necessary to be college and career ready. We encourage students to be informed citizens and lifelong learners.

21st Century Learning Expectations:

The DHS student will:

- read critically and write effectively
- speak confidently and convincingly
- listen for understanding
- demonstrate critical thinking; gather and analyze information to solve problems
- develop skills necessary to lead a healthy and balanced physical and emotional life
- engage in creative, expressive, and innovative learning through art, music, drama, and/or technology
- demonstrate personal, social, and civic responsibility

The Douglas High School community believes:

- that all students have the ability to learn
- in providing a comprehensive, challenging, and engaging curriculum
- learning is most effective when meaningful connections are made
- students learn best when they are encouraged to think, work, and communicate effectively
- in exposing students to intellectual and cultural experiences
- in respect for diverse cultural and individual differences
- in equal opportunity to succeed academically and develop socially

Core Values:

Respect Integrity Excellence Perseverance Achievement Responsibility

I. Legal Issues Affecting Students

A. POLICY ON NON-DISCRIMINATION

The Douglas Public School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Douglas Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. (As mandated by Chapter 622 of the Massachusetts Acts of 1971 and Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5; and Chapter 199 of the Acts of 2011, amended statutes G.L.c. 76, & 5)

All inquiries regarding compliance with Title IX and Chapter 622 should be made to Nancy T. Lane, Superintendent of Schools, or may be reported directly to the director of the Office for Civil Rights, U.S. Department of Health and Human Services, JFK Federal Building Room 1875, Boston, MA 02203, (617) 565 1340, 617 565 1343 (TDD).

In addition, no person between ages three and 21 will be denied a free, appropriate, public education in the least restricted environment, as required and mandated by Massachusetts Regulation 603 CMR 28.00 and IDEA, 2004.

Section 504 of the Rehabilitation Act

Section 504 is a Civil Rights Law which prohibits discrimination based upon disabilities and requires that schools as well as other publicly funded organizations make reasonable accommodations to ensure equal participation by individuals with disabilities. The spirit and intent of the law is to remove barriers to employment, education, and communication.

Students who have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, and/or are regarded as having such an impairment are eligible. Section 504 calls for a committee of individuals (parents, teachers, administrator, nurse...) knowledgeable about the student to make the determination that:

- (1) there is a disability, or it is suspected or assumed that there is a disability, and
- (2) the disability **substantially** (as opposed to mildly or moderately) limits a major life function. It is important to note that learning is considered a major life function

The student's Guidance or School Adjustment Counselor, based upon the input of the aforementioned group, writes the plan. This plan is provided to the parent and all school system personnel who will provide the accommodations outlined in this plan. A copy of this plan is placed in student record and reviewed whenever there is a significant change.

B. DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA

Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their disability or impairment. In addition to those rights set forth in this handbook, the following procedures will be implemented to comply with state and federal laws and regulations regarding students with disabilities. Procedures for students eligible for special education services are set forth in "Discipline of Special Needs Students" in this handbook.

1. Definition

A student with a disability is a student who has had or is perceived to have a physical or mental impairment that substantially limits one or more major life activities. This category includes students who are found to

currently have such an impairment, have a record of having such an impairment, or who are perceived as having such an impairment.

2. Procedure

In the event that a student is found to have violated a school rule after implementing the general due process procedures (notice and hearing) provided in this handbook or under other school policies, the Principal or his/her designee shall ascertain whether the student has been identified as a student with a disability under Section 504.

- a. If the student has not been identified as disabled, the Principal or his/her designee must consider whether the circumstances surrounding the disciplinary incident suggest the existence of a disability.
- b. In the event that the Principal or his/her designee concludes that there is no reason to suspect a disability, the student may be disciplined according to the regular disciplinary sanctions of the Douglas High School Student Handbook.
- c. If the circumstances suggest that the student may be disabled, the Principal or his/her designee shall refer the student to the 504 Committee to evaluate whether the student has a disability.
- d. If the student is identified or has previously been identified as a student with a disability under Section 504, prior to taking disciplinary action which would result in a suspension of one (1) to ten (10) days, the Principal or his/her designee shall determine whether the student's misconduct is a manifestation of his or her disability and assure that all disciplinary actions are consistent with the mandates of Section 504.
- e. If the student is identified or has previously been identified as a student with a disability under Section 504 and/or is so identified upon an initial 504 evaluation and the disciplinary sanction or cumulative disciplinary sanction could result in a suspension from school for more than ten (10) days and the 504 Committee determines that:
 - i. the student is or continues to be disabled and his or her misconduct has a direct and substantial relationship to his or her disability
 - ii. the violation of school rules is a direct result of a failure to accommodate the student's disability or an inappropriate or unimplemented 504 plan

then the student will not be suspended from school provided, however, that the 504 Committee may determine that the student's 504 plan should include modifications to address the student's misconduct including but not limited to delivery of educational services at an alternative site, behavioral modification plans, or any other appropriate modification or accommodation of disciplinary consequence consistent with Section 504.

- f. In the event that the student previously has been identified as a student with a disability under Section 504 and/or, upon an initial 504 evaluation, the 504 Committee determines that the student is or continues to be disabled but his or her violation of school rules is not related to his or her disability, a failure to accommodate, or an inappropriate or unimplemented 504 plan, regular disciplinary sanctions under the Douglas High School Student Handbook may be imposed.

3. Evaluation / Re-evaluation

Initial evaluation pursuant to this policy and re-evaluation of students with disabilities under Section 504 who may be subject to suspension or expulsion for more than ten (10) cumulative days shall be conducted pursuant to Section 504. Determination of disability and disability relatedness under subpart 2(a), 2(c), 2(d), and 2(e) of this policy by the 504 Committee will be made prior to the imposition of disciplinary sanction.

C. DISCIPLINE OF STUDENTS WITH DISABILITIES

1. The Principal or his/her designee will notify the Special Education Office of any offense committed by a student with a disability warranting suspension. A record will be kept of such notices.

2. When it is known that the suspension of a student with a disability may accumulate ten (10) days in a school year, a review of the IEP for sufficiency as required by Federal Special Education Regulations (IDEA 2004) will be held to determine the appropriateness of the student's placement or program. The Team will make a finding as to the relationship between the student's violation of the discipline code and his or her disability.
 - a. If the IEP Team finds that the student's violation of the discipline code is related to his or her disability or the Team determines that the current IEP is inappropriate, the Team will develop an amended IEP.
 - b. If the student's violation of the discipline code is not related to his or her disability or to an inappropriate IEP, a suspension may be imposed. The Team will determine a placement in which the student will receive services during periods of suspension beyond ten (10) days, which provides access to the general curriculum and addresses his or her IEP goals. All required regulatory procedures will be followed should further disciplinary consequences become necessary.
 - c. If a student carries a weapon to school or to a school function, or if the student possesses or uses illegal drugs, drug paraphernalia, or sells or solicits the sale of a controlled substance while at school or a school function, the Principal may order the change of placement for forty-five (45) days. The placement will be determined by the IEP Team.
 - d. In cases where a student's violation of the discipline code presents a danger to other students, staff, or the student himself/herself, and the parent or guardian does not accept the proposed placement, the School Committee will immediately seek court approval to suspend or exclude the student from Douglas High School.
 - e. Any dispute regarding the IEP will be resolved through the special education dispute resolution process. If a hearing is requested, the student will stay in his or her current placement unless a court determines otherwise or the parent agrees to an alternate setting pending resolution of the dispute.

D. HAZING

CH.269,S.17. CRIME OF HAZING: DEFINITION: PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665

CH.269,S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH.269,S.19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of post secondary education shall issue to every group or organization which is part of such institution or is recognized by the institution or permitted

by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education -shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c.536; amended by St. 1987, c.665.

E. TOBACCO USE BY STUDENTS

CH.71, S.2A PROHIBITION AGAINST THE USE OF TOBACCO BY STUDENTS

It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth to possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. **This includes *electronic cigarettes* as well.** "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. Consequences for possession or use of tobacco products on school grounds or at school-related functions are outlined in the discipline chart.

F. WEAPONS

In all weapons cases, the police will be notified and legal action will be initiated.

A student shall not possess, use, or attempt to use any weapon on school premises or at a school-related function. In order to protect the students of the Douglas Public Schools, the building Principal and/or Superintendent of Schools will expel for a minimum of one calendar year any secondary school student in possession of a gun or a knife on school premises or at a school-sponsored function.

All lockers available to students are the property of the Douglas Public Schools. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration at any time. Any weapon found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code. For security reasons, students are not permitted to wear or carry outerwear (coats, jackets, hats) or book/gym bags during the school day. Students

must store books, bags (including oversized pocketbooks), gym bags, and outerwear in lockers during the school day.

For purposes of this policy, a “weapon” includes, but is not limited to, a gun, a bullet, knife, slingshot, blowgun, blackjack, metallic knuckles, including a ring intended to be worn on more than one finger (fused rings) or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points, or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikiguisari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

This policy will be implemented according to the due process provisions of the Douglas Public Schools discipline code applicable to general and special education students. Students will acknowledge receipt of the policy by signing a receipt form stating knowledge of the weapons policy (JICI) from the Douglas School Committee and have read its contents. This form will be included in each student’s first day informational packet and is available at the Douglas High School main office. The receipt card/form will be kept on file in the Principal’s Office.

CHAPTER 269, S.10 PROHIBITION AGAINST FIREARMS IN SCHOOLS

Whomever, not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “Firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of misdemeanor and punished by a fine of not more than five hundred dollars.

Amended by St. 1987, C.150, S.2; St.1989 C.648

General Laws: CHAPTER 71, Section 37H3/4

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

See the following link for complete details.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3~4>

G. ARTICLES PROHIBITED FROM SCHOOL

Problems arise each year because students bring articles to school that are hazardous to the safety of others or interfere in some way with school procedure. Items such as playing cards, toys, toy guns, water pistols, spray paint, explosive devices, and tobacco products and weapons are prohibited. Pornographic materials are also prohibited. These items will be confiscated and will only be returned to a parent.

*** The following items, if brought to school, must not be visible, must be shut off and secured in students’ lockers or on their person. These items include, but not limited to, radios, tape players, cameras, beepers, MP3 players, and iPods. Hats (worn, carried, or secured on a belt) must also be secured in students’ lockers during school hours.

Please note: The school is not responsible for personal items brought to school that are lost or stolen.

H. VIOLENT BEHAVIOR, ASSAULT

Violent behavior is inconsistent with an educational environment. Violence disrupts learning and can result in serious - even fatal - injuries to students, faculty, administrators, and other staff. Consequently, the Douglas Public

Schools will not tolerate violence of any kind, in its schools, on its grounds, or at school-related events. The following conduct is prohibited:

Assault

Assault is intentional physical or verbal conduct by a student directed at another person, which results in unwanted contact with that person, or reasonably places that person in fear of imminent, unwanted physical contact. Examples of assault include striking another person, shoving another person, attempting or pretending to strike another person, brandishing a fist or weapon, or moving close to someone in a threatening manner.

Threats of Violence

Threats of violence include any written or spoken words, pictures, symbols, or anything else that can reasonably be interpreted as expressing an intention to commit a violent act against another person. This includes any threats of violence that are electronically transmitted. Any explicit or implicit verbal threat to the safety of a staff member (including his/her possessions) will result in a five-day suspension from school. This matter will also be reported to the police. An expulsion hearing may be held at the discretion of the principal. Any explicit or implicit threat against another student will result in disciplinary action and/or possible legal action.

Possession or Use of Weapons

See the policy on possession or use of weapons in this handbook.

Property Damage

Property damage is considered violent behavior when carried out as a means to threaten, intimidate, or harm another person.

I. STEALING

Stealing and pilfering are crimes and may be reported to the Police Department. Disposition of such incidents may be handled by the police in conjunction with school officials. See discipline chart.

J. VANDALISM

Any pupil who willfully damages or destroys school property or the property of others on school grounds shall, through his parents or guardian, be held liable for such damage or destruction. See discipline chart.

K. HARASSMENT

Harassment is repeated misconduct directed at another person, with the intent or effect of unreasonably interfering with that person's legitimate activities. Harassment may involve any of the behaviors listed above, as well as other behavior, such as verbal abuse, inappropriate or unwanted telephone calls, inappropriate or unwanted text and voice messages, inappropriate or unwanted messages on on-line social networking sites (for example, Facebook, MySpace, etc.), inappropriate or unwanted notes, and "stalking." Furthermore, harassment directed at one's race, gender, ethnicity, sexual orientation, age, religious beliefs (or lack thereof), political viewpoints, physical appearance, and physical/mental disabilities is unacceptable and will not be tolerated. Incidents of harassment will result in disciplinary action including but not limited to suspension and or expulsion. Depending upon the nature and severity of the harassment, law enforcement may become involved.

Reporting and Investigation

Students are encouraged to report violations of this policy to the assistant principal. However, if a student reports an incident to a teacher or guidance counselor the teacher or guidance counselor must report it to the assistant principal. The school will thoroughly investigate reports of violent behavior, as defined in this policy, and will keep reports confidential to the extent consistent with a thorough investigation.

Discipline

Students who violate this policy may face suspension or expulsion, depending upon the severity of the conduct. Suspension or expulsion will be handled in accordance with the discipline procedures in this handbook. In appropriate cases, the police or other governmental agencies may be notified.

L. PREGNANCY

Any student who becomes pregnant will be provided an equal educational opportunity at Douglas High School. Pregnant students will be permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy and, after giving birth, will be permitted to return to the same academic and extracurricular programs as before their leave.

The Douglas Public School District *does not* require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school. The school's administration and faculty, in collaboration with the student, the student's family, and physician, will work to create a supportive environment in which the student can succeed. The school nurse and the guidance department staff also serve as resources for the student and family. In addition, any student with medical complications arising from pregnancy and documented by her physician will be provided with tutoring.

M. SEXUAL HARASSMENT

Introduction

The Douglas School Committee (the "Committee") depends upon an environment of tolerance and respect for the achievement of its goals. The Committee is committed to provide an environment that is free of all forms of abuse or harassment. The Committee recognizes the right of all employees as well as students to be treated with respect and dignity. (For purposes of this policy, the word "employee" means anyone in the service of the Committee, either on a paid or volunteer basis.)

Sexual harassment is a form of behavior that adversely affects the employment and/or student relationship. It is prohibited by State and Federal law. The Committee also condemns and prohibits sexual harassment by any employee or student.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee or student, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee or student to function normally.

Sexual harassment includes such unwelcome actions as:

- sex-oriented verbal abuse;
- sexual remarks or jokes;
- physical contact including patting, pinching, or constant brushing against another's body;
- demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's status as an employee or student; and
- assaults or molestation.

The Rule

It is, therefore, against the policies of the Committee for any employee or student of the school department, male or female, to harass another employee or student, sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either implicitly or explicitly a term or condition of an employees' employment or a student's status;
- submission to, or rejection of, such conduct by an individual is made the basis for employment or student status decisions affecting the employee or student;
- such conduct has the purpose or effect of interfering with an individual's work or student performance;
- retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his/her work or school performance; or
- a hostile or intimidating environment is created for the employee or student.

Violation of Policy

Any employee or student violating this policy will be subject to appropriate discipline, including possible discharge for the employee by the Superintendent and expulsion for the student.

Committee Procedures for Complaints

The Committee has designated Sexual Harassment Grievance Officers. The current Sexual Harassment Grievance Officers are as follows:

Nancy Spitulnik, Interim Superintendent of Schools
Alternate: Cortney Keegan, Business Manager
High School: Kevin Maines, Principal
Alternate: Desi Vega, Assistant Principal

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any incident of alleged harassment. The employee or student should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the charge. Employees or students will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

Investigation:

Investigation: On receiving the complaint, the Sexual Harassment Grievance Officer or Alternate will promptly have a confidential preliminary investigation of the matter. If, after the completion of this preliminary investigation, it is determined that there is reasonable cause for finding a violation of this policy, the complainant and the charged employee or student will be notified of the finding orally. The charged employee or student will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.

Decision

After the response of the charged employee or student has been made, and any further investigation that may be warranted has been carried out, the Superintendent will make a final decision. If the Superintendent finds that the allegations in the complaint have been established by the investigation, the Superintendent will initiate discipline of the charged employee or student. Discipline will be appropriate to the offense and employees or students involved, and may include discharge or expulsion. The complainant will be notified of the disposition of the investigation.

Acknowledgment of Receipt of Policy

Staff members and students acknowledge receipt of this policy by signing a receipt form stating, "I acknowledge receipt of this policy from the Douglas School Committee and I have read its contents." Students acknowledge this policy by signing off that they have read the student handbook. The receipt form will be kept in the Principal's Office.

N. ALCOHOLIC BEVERAGES AND DRUGS

The Douglas Public Schools will not tolerate the use, possession, distribution or manufacture or being under the influence of any illegal drug, drug paraphernalia, or alcoholic beverage, in school, on school property, or at any school-related activity. This policy also applies to prescription drugs when they are not turned in to the school nurse.

The Douglas Public Schools encourages students with drug or alcohol problems to seek voluntary assistance, and the school will endeavor to provide assistance to any student voluntarily seeking drug or alcohol treatment or advice.

Prescription drugs for which the student has a valid prescription must be deposited with the school nurse during school hours and administered by the nurse as necessary. In cases where this is impossible for health reasons, students must present certification to this effect to the school nurse as soon as possible after the drug has been prescribed. In cases where the school nurse may not be available to administer a student's prescription (after-school activities, field trips, etc.), a parent must be present to dispense the prescription. No over-the-counter drugs are to be carried by the student. If these drugs are necessary, they must be maintained in the school nurse's office.

Any student who, while in school, on school property, or otherwise engaged in or attending a school-related activity, (1) uses or is under the influence of any illegal drug or alcohol, (2) has an illegal drug or alcoholic

beverage in his/her possession, or (3) buys, sells, manufactures or distributes an illegal drug or alcoholic beverage or attempts to do so, is subject to discipline, up to and including expulsion and referral for prosecution.

Definitions:

“Drug,” “illegal drug,” and “controlled substance” shall include, but is not limited to:

- Any substance regulated or controlled pursuant to M.G.L.C. 94C, including but not limited to, cocaine, marijuana, hashish, amphetamines, methamphetamines, and heroin.
- Drug paraphernalia as defined below.
- Any prescription drug obtained, carried, or distributed on school grounds other than through a valid prescription.
- Other substances used to produce euphoria or a “high,” such as glues, paint, aerosols and other office or cleaning products.

“Drug paraphernalia” shall include, but is not limited to:

- Pipes, bongs, roach clips, rolling papers, needles, syringes, spoons or tubes used for sniffing powdered drugs, or baggies, capsules or other devices used for storing drugs; and
- Any other object or substance used for the ingestion, possession, transportation, distribution, or manufacture of illegal drugs.

Investigation

Students can expect the school to conduct a vigorous and thorough investigation when school officials receive reports concerning illegal drugs or alcohol on school premises or at school-related activities. Students are expected to cooperate fully with school officials investigating drug abuse or any other matter outlined in this policy. Failure to cooperate with an investigation may be grounds for discipline.

Students Under the Influence of Alcohol or Drugs

If the school suspects that a student is under the influence of alcohol or drugs, while in school or at a school-related event, the student may be referred to the school nurse, if available, for an evaluation. If necessary for the student’s safety, paramedics and/or police will be called to take the student to the hospital for medical evaluation. The student’s parents will be notified immediately in the case of such an event.

Students Seeking Assistance

The school encourages students to voluntarily seek the assistance of a school administrator to obtain drug or alcohol treatment or advice. Parents will normally be involved as part of the team of adults enlisted to consider the best possible means of helping the students.

Disciplinary Consequences for Violation of Drug Policy

School: Students who violate the school’s drug policy are punishable by immediate out-of-school suspension for not less than **three (3)** days, nor more than ten (10) days, the maximum time period allowed. Loss of privileges (ex. Parking permit, extra curricula’s, etc,) as well as expulsion will be at the discretion of the administration.

Police: The Principal, immediately after finding a student in violation of the drug policy, will furnish the police department with a complete report, including, if any, the controlled substances, alcoholic beverages, and other physical evidence obtained for analysis and such criminal action as the police department may determine.

Other Agencies: In appropriate cases, the school may file a **CRA, Child Requiring Assistance** Petition with the appropriate court, or report violations of this policy to the Department of Social Services.

O. SCHOOL SEARCHES

Desk and Locker Searches

Desks and lockers assigned to (or used by) individual students by the school remain school property and may be inspected or searched by school officials at any time in the performance of their duties. Items found in a student's locker or desk will be treated as though they are in the possession of the student.

Searches of the Person

School administrators may search a student (including pockets, book bags, purses, etc.) upon reasonable suspicion that the student is in possession of illegal drugs or any other contraband. Reasonable suspicion can be gained by observation of the student's behavior, information from reliable sources, or other facts leading the school to believe that drugs or contraband will be found in the place to be searched. Students returning from suspension for drug or violence-related offenses should expect to be searched prior to being readmitted to school.

Searches of Cars on School Property

Upon receiving a parking permit at DHS, students agree to allow the administration to search cars if there is suspicion of drugs, alcohol, weapons, or any other contraband.

II. ACADEMIC ISSUES

A. ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

Academic dishonesty (cheating and plagiarism) will not be tolerated. **Cheating** includes (but is not limited to):

- the use of unauthorized papers or copying from another student's paper during a quiz, test, exam, or other assignment, regardless of the subject / content
- unauthorized access to old quizzes, tests, or exams
- unauthorized access to a quiz, test, or exam given to another section of the class
- unauthorized access to a quiz, test, or exam you must make up due to an absence
- copying or turning in a photocopy of another student's homework
- paying someone else to complete an assignment of any kind (i.e. term paper, project, etc.)
- buying an assignment of any kind (i.e. term paper, project, etc.)
- using inappropriate technology to assist in the completion of an assignment (online translators, etc.)
- text messaging during exams, tests, quizzes, etc.

Plagiarism includes copying any sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.) or passing off someone else's work as your own (i.e. printing an article from an online resource and turning it in as your own). Even when paraphrasing, a complete reference must be provided to the paraphrased sentences. If two assignments show enough similarity such that the instructor has reasonable cause to believe cheating or plagiarism has occurred, both will be penalized.

The academic dishonesty policy also applies to extra credit assignments. Penalties **for all parties involved** for academic dishonesty:

- Loss of credit for the quiz, test, exam, or other assignment
- Notification of the incident to the student's parents, guidance counselor and the assistant principal by classroom teacher
- Loss of academic honors and awards, if applicable
- Loss of National Honor Society eligibility, if applicable

➤ **On the second offense the student will receive an in-house suspension.**

***The administration has the right to increase or modify the above discipline code if deemed necessary.

B. COMPUTER AND INTERNET ACCESS

The Douglas Public School District offers a multitude of computer technology resources and Internet access points in each school and classroom. The purpose of this technology and the Internet access is to enhance education and research by providing students and faculty with a means to access online resources and increase communication.

The use of all computer technology resources and Internet access must be consistent with the educational objectives of the school district and within guidelines detailed in our Internet Safety & Acceptable Use Policy (AUP) which is compliant with the Children's Internet Protection Act (CIPA). All users who use the Douglas Public School's computer technology and/or Internet access are expected to read the AUP and then sign and return the agreement page. Adherence to the AUP and the return of a signed agreement page is a condition for the privilege of computer usage and/or Internet access.

The Internet is a global network linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential will assist in preparing your child for success in life and work.

Since the Internet contains a broad spectrum of resources, there are many avenues for potential misuse and abuse. As a result, Congress passed the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) in December 2000. CIPA and N-CIPA are federal guidelines for establishing a minimal Internet Safety and Acceptable Use Policy for the protection of minors in school and library facilities. Our school district has revised our AUP to comply with the FCC's CIPA and N-CIPA rules. By complying with CIPA and N-CIPA, our district will continue its eligibility to receive federal (ERATE) funding for Internet access. In brief, the CIPA rules state that an Internet Safety Policy is established which enforces monitoring online activities of minors and that a technology protection measure is implemented which blocks or filters visual images that are:

- Obscene
- Child Pornography
- Harmful to Minors

The N-CIPA rules further state a policy must also address the following:

- Address and restrict access to materials on the Internet "inappropriate for minors," which is determined by the local school district.
- Safety and security "monitoring" of minors using E-mail, Chat rooms, instant messaging, etc.
- Unauthorized access, including hacking, and other unlawful activities on-line.
- Unauthorized disclosure, use, and dissemination of personally identifying information about minors.
- Measures designed to restrict minors' access to "materials harmful to minors."

The Douglas Public School District has implemented a network firewall solution that will provide URL content filtering/blocking using the Cyberpatrol® database, port filtering and/or blocking plus monitoring of internet traffic. No content filtering solution can claim it blocks 100% of the "harmful" material on the Internet, but our district is trying to provide the safest possible computer environment through the use of technology with systemic updates and faculty supervision of your child.

We would like to encourage you to use this as an opportunity to discuss computer and Internet safety with your child. The Massachusetts Attorney General's Office has published two helpful publications on Internet Safety: ***The Internet, Your Child and You: What Every Parent Should Know*** and ***Internet Safety: Advice from Kids Who Have Faced Danger Online***. These publications may be found online at: <http://www.ago.state.ma.us/> or you may request a copy from any administrative office.

You have the opportunity to request restricted access to the computer technologies and/or Internet for your child. To exercise this option, please notify the district technology director and your child's school principal in writing. You and your child must sign the enclosed Internet Safety & Acceptable Use Agreement before your child is allowed to utilize the computer resources provided.

Please contact your child's building Principal if you have any questions or concerns.

INTERNET SAFETY AND ACCEPTABLE USE AGREEMENT FOR THE DOUGLAS PUBLIC SCHOOL DISTRICT

Revised April 2008

File: IJNDB

Introduction

The purpose of the Douglas Public School's Internet Safety & Acceptable Use Policy is to provide guidelines for using computer technology while complying with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act. Throughout the course of this document, both of the protection acts will be referred to jointly as CIPA. The Internet Safety & Acceptable Use Policy will be referred to as the AUP.

The Douglas Public School District offers access to computer technologies, the Internet, and electronic communication to students, employees, and patrons, provided that these resources are used in a responsible, legal and ethical manner to enhance educational learning.

The term "user" includes - but is not limited to - students, teachers, staff members, administrators, and members of the community who use the District's computer resources.

It is the policy of the Douglas Public School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

"Inappropriate Material", materials "harmful to minors" and the technology protection measure will be further defined within this AUP in section *B - Access to Inappropriate Material*. Prevention of unauthorized access and other unlawful online activity will be further defined within this AUP in section *C - Network Usage - Part 4 - Illegal Activities*.

Prevention of unauthorized online disclosure, use, or dissemination of personal identification information of minors will be further defined within this AUP in section *C - Network Usage - Part 1 - Personal Safety, Security and Privacy*.

Computer Technologies and Internet Access

Access to computer technology resources and the Internet are **privileges, not rights** offered to users at the discretion of the school and District administrators. Only authorized users may log on using the District's computer technologies and/or Internet access connections.

Any technology connection physically on district premises, remote connections (RAS, VPN, etc.) or wireless technologies which utilize district resources and/or an Internet connection are subject to the policies stated within this AUP and CIPA.

A. Educational Purpose

1. Computer technology resources and Internet access have been implemented for the purpose of educational enhancement. The term "educational enhancement" includes support of classroom activities, assignments, curriculum development, enrichment, and career development, as determined by the classroom teacher or administration.
2. The computer technology resources and Internet access have not been established as a public access service or a public forum. The District has the right to place reasonable regulations on the material accessed or posted through these resources.
3. The Internet may not be used for non-authorized commercial purposes; therefore, non-authorized products or services must not be offered, provided, or purchased through the Internet.
4. Computer technology and/or the Internet may not be used for political lobbying. However, resources to communicate with elected representatives and to express opinions on political issues may be utilized.
5. Computer technology and/or the Internet may not be used for any unlawful or criminal activities, including violation of any criminal or civil laws or regulations.

B. Access to Inappropriate Material

1. Technology Protection Measures

- a. To the extent practical, technology protection measures shall be used to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to:
 - i. visual depictions of material deemed obscene as the term is defined in section 1460 of title 18, US Code
 - ii. child pornography, as the term is defined in section 2256 of title 18, US Code
 - iii. Material deemed "harmful to minors"
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or

excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts (refer to section 2246 of title 18 US code), or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- b. In addition to blocking of materials that are “harmful to minors” as described above and within CIPA, the District will enable blocking protection measures for additional web sites and materials that are not within the District’s educational curriculum. Blocking protection shall be applied to materials that are illegal, promote violence, profanity, intolerance or violates District/school policies. This may include any site that does not contribute to educational pursuits.
 - c. Blocking of additional websites will be maintained by the Technology Director.
 - d. The technology protection measures may be temporarily bypassed when requested by staff only for bona fide research or other lawful purposes. Only the District technology administrators will have the authority to disable filters for adult bona fide research.
 - e. District administrators may request proof of age identification for users before disabling filters for “adult bona fide research.”
 - f. Inadvertently blocked web sites that conform to the policies stated in this AUP and CIPA may be unblocked by the technology administrators after a thorough review by school and District administration for educationally suitable, age appropriate content.

2. User Policies Concerning Access to Inappropriate Material

- a. Computer technologies and/or the Internet may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people.
- b. If a user mistakenly accesses inappropriate information, he/she should immediately notify the technology administrators and appropriate faculty members in order to be protected against a claim of intentional policy violation.
- c. Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate and inconsistent with family, religious or ethnic values. Any web site or e-mail message that is inappropriate or inconsistent with these values should be promptly disclosed to faculty or school administration.

C. Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Douglas Public School District’s computer technologies and Internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

1. Personal Safety, Security and Privacy

- a. Users will not disclose, use and disseminate personal identification information regarding minors. Personal identification information includes: address, telephone, {photograph, and school records.}
- b. Users will not post personal information about another person. This includes physical or sexual harassment or cyber-bullying.
- c. Users will not agree to meet with someone met via the Internet.
- d. Users will promptly disclose to faculty or school administration any Web site or E-mail message that is inappropriate or makes them feel uncomfortable.
- e. Passwords are not transferable. A user account is limited to use by the person to whom it is issued. Use of another person’s account or providing unauthorized access to one’s account constitutes grounds for termination or restriction of access privileges. Users should take precautions to keep their passwords confidential.

2. E-mail & Electronic Communications

When using E-mail, chat rooms or other forms of electronic communication; users should be aware that their messages are the property of the Douglas Public School District. All messages are archived. They may also be copied, printed or forwarded by recipients. E-mail users should use professionalism and maturity in composing or distributing messages. Under Massachusetts law, all electronic messages received or sent by school employees are considered public records and are subject to the requirements of the Public Records Law. M.G.L. Chapter 66.

The technology administrators will assign E-mail accounts to employees at the request of school administration. Student E-mail accounts will be allowed only if an account is needed to perform communications for a currently enrolled course. Faculty members offering courses that require student E-mail addresses must provide the technology administrators with a formal request for an account.

Students must request consent from faculty before each usage of E-mail, chat rooms, blogs, instant messengers, or other forms of electronic communications. **Students are not to use electronic communications unsupervised.**

Any user who observes another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or an administrator.

3. Use of Personal Computer Technology

- a. Students may not use any personal accounts to communicate on the Internet unless the accounts have been assigned by District faculty or the technology administrators.
- b. Students may only use District-approved computer resources to access the District's network or Internet connection(s). Students must request approval for each connection time when the computer equipment being connected to the District's resources is not owned or leased by the District. Approval will be determined by the Technology Director. This equipment must be used in accordance with network security policies established by the District technology administrators.
- c. Employees, students, and visitors who wish to use personal equipment or accounts to communicate through the district's Internet access must also comply with the policies stated within this AUP, CIPA and any other network security policies established by the District technology administrators. This includes - but is not limited to - cell phones, personal music devices, handheld computing devices, and other evolving technologies.
- d. The use of any recording devices to record or broadcast the activities of any person on school property without the express knowledge and consent of the subject is strictly prohibited. This prohibition does not apply to performances, sporting events, and other publicly attended events.
- e. Those students who follow an IEP or 504 plan may use their own personal computer or an Alpha Smart (supplied by the district) computer if it is a response to their IEP or 504 plan.

4. Illegal Activities

- a. **Hacking** - Users will not attempt to gain unauthorized access or go beyond their authorized access when connecting to technology resources available in the Douglas Public School District or to any other computer system through the use of the Internet so called "hacking".
- b. **Eavesdropping / Wiretapping "sniffing"** - Users will not listen to or decrypt any electronic communication that is not meant for their attention.
- c. **Spoofing** - Users will not attempt to use the computer technologies to illicitly impersonate or assume the name of another computer system.
- d. **Port Scanning** - Users will not generate an attack on any host for the purpose of finding vulnerabilities in active ports.
- e. **Viruses** - Users will not make deliberate attempts to disrupt the computer system or destroy data by uploading, downloading or spreading computer viruses by any other means. The District has implemented virus protection software; users must not uninstall or disable this software. District virus protection

procedures must be followed in order to prevent the inadvertent spread of computer viruses.

- f. **Denial of Service (DOS)** – Users will not generate an attack by monopolizing system resources so that other users can not gain access to technology resources and the Internet.
- g. **Other Illegal/Non-authorized Activities** - Users will not use the District's computer resources to engage in any other illegal/non-authorized acts such as - but not limited to - arranging for a drug sale or the purchase of alcohol, entering into criminal gang activity, threatening the safety of a person, and gambling.

5. **System Security**

- a. Users must immediately notify a technology or school administrator if they have identified a possible security problem. **USERS MUST NOT** intentionally search for a security problem because this activity may be construed as an illegal attempt to gain access.

6. **Dial-In Access**

- a. VPN, RAS or any other dial-in means is restricted to Douglas Public School District employees and authorized students for the purpose of distance learning.

D. **Inappropriate Language**

- 1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- 2. Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 3. Users must not post information that could cause damage or a danger of disruption.
- 4. Users must not engage in personal attacks, including prejudicial, discriminatory, sexual, racial or religious attacks.
- 5. Users must not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. **If a user is told by another person to stop sending him/her messages, the user must stop!**
- 6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

E. **Supervision and Monitoring**

- 1. It shall be the responsibility of all members of the Douglas Public School District to supervise and monitor usage by a minor of District computer technologies and the access to the Internet through District resources in accordance with this policy and CIPA.
- 2. In addition to supervising and monitoring usage by a minor, the District will continue to monitor District computer and Internet usage of students until the student is no longer enrolled in the District.
- 3. The technology administrators may install and enable devices for the purpose of routinely monitoring network resources and activities.

F. **Data and System Resource Limitations**

- 1. Users must not change copy, delete, read or otherwise access data or software programs without the permission of the owner or the technology administrators.
- 2. Users must not download or save files that will consume **unnecessary** large amounts of data resources. This includes but not limited to music, videos and photographs.
- 3. Users must not post chain letters or engage in "spamming". Spamming is sending or replying to irrelevant or inappropriate messages to a large number of people which may lead to the disruption of services.
- 4. Users must not modify or change computer settings which may affect the functionality or navigation of software when accessed by other users.
- 5. Users must not install software on any computer system without permission of the technology administrators. Software installations must conform to the said vendor's copyright agreement. Software licensing agreements must be provided to the technology administrators.

6. Users may neither install nor have access to any unauthorized executable files.
7. Users must not vandalize or intentionally damage any computer technology.
8. Users must not remove computer technologies without the consent of the technology director and school or District administration. This includes hardware, software and data.

G. Plagiarism and Copyright Infringement

1. The user must not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them without giving proper credit.
2. The user must respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. For example, copyrights may apply to software, documentation, music, video, and graphics. If a work contains language that specifies appropriate use of that work, the user must follow the expressed requirements. If a user is unsure about whether or not he/she may use a particular work, permission must be requested from the copyright owner.
3. Any and all sources used, including multimedia, must be cited in the proper format.

H. User Rights

1. Free Speech

A user's right to free speech applies to his/her Internet communications. Use of technology resources and the Internet from the Douglas Public School District is considered a limited forum, similar to any school publication, and therefore the District may restrict a user's free speech for valid educational purposes.

2. Intentional Violations

The Douglas Public School District is aware that policy violations may occur when a user is involuntarily routed to sites that contain inappropriate material. Therefore, disciplinary action shall only result when the policy is willfully and intentionally violated. The Douglas Public School District reserves the right to discipline any user for violations of this policy when it is apparent that the user knew, or should have known, that a policy violation was likely to occur as a result of the actions or inactions of the user in question.

3. Privacy, Search and Seizure

- a. The District retains ownership and control of its technology resources. Accordingly, all users possess no rights to privacy in regard to their use of District technology resources, including – but not limited to – District computers, the computer network, the electronic mail system (e-mail), the Douglas website, and Internet access. The District does not guarantee - and users should not expect - confidentiality, privacy, security, or ownership of the content of any information accessed, sent, received, created or stored, using technology resources, with the exception of databases storing confidential information. All users should be aware that electronic communications and other information sent via the Internet are accessible by third parties, specifically the Internet Service Provider.
- b. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

4. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District's technology resources and the Internet.
- b. In the event there is a claim that a user has violated this policy and/or the disciplinary code in using the technology resources and/or Internet, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- c. If the violation also involves other violations of the disciplinary code, it will be handled in a manner described in the student or faculty handbooks. Additional restrictions may be placed on a user's use of the technology resources and/or Internet, which may include cancellation of privileges.

5. Disciplinary Action

Student violation of this policy and/or other Douglas Public School District policies shall result in one or more of the following consequences:

- a. Restriction, suspension or revocation of access privileges;
- b. Removal from a class activity;
- c. Removal from an extracurricular activity; **(Removed original “c” removal from a course)**
- d. Detention, suspension or expulsion;
- e. Referral to the appropriate legal authorities for possible criminal prosecution;
- f. Civil liability

Staff violations of this policy shall be addressed by the District Administration.

I. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the computer technology resources and/or Internet will be error-free or without defect. The District will not be responsible for any damage a user may suffer - including but not limited to - loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

J. Adoption

This Internet Safety Policy was adopted by the Douglas School Committee on: 06/26/2002. In compliance with CIPA, a public meeting was held on 05/22/2002, following normal public notice. The policy was revised by the Director of Technology/Technology Vertical Curriculum Team in April 2008, and brought before the Douglas School Committee on May 7, 2008, and again on May 21, 2008. This updated policy was approved by School Committee on June 18, 2008.

K. Signed Agreement

All employees and students must return a signed agreement page. Students must return the signed agreement page to their homeroom teacher within three days of the school year’s start date or time of enrollment.

L. Glossary

Cite – To attribute the source of information

Copyright infringement – Use of copyrighted work without permission or in violation of copyright law.

Cyberbullying – Use of technology such as e-mail, chat rooms, blogs, etc., to harass someone.

Executable file – File that runs or starts a program

Plagiarism – Presenting the work or ideas of others as one’s own.

RAS – Remote Access Server

VPN – Virtual Private Network

III. GUIDANCE

Guidance is a vital part of the Douglas High School educational process that first helps individual students discover their needs and abilities and then assists them in designing a specific plan of action to help them realize their full potential.

All students will meet with their counselor during their years at Douglas High School so they can be assisted in the areas of making good educational choices, career planning, social and personal growth, and crisis intervention.

The goals of the guidance department are:

- To help students realistically appraise their capabilities, achievements, and interests.
- To develop guidance services to meet the needs of all students.
- To provide support for parents in developing the understanding and skills necessary to help their children with educational and career choices.
- To help students, parents, administrators, and teachers deal with problems within the school that may limit the student's ability to take advantage of the school’s educational opportunities.
- To assist students in strengthening their self-awareness and understanding and in seeking services they need.

- To identify a student's personal problems and, if necessary, suggest the use of in-school and/or community agencies.
- To work cooperatively with teachers, administrators, parents, and other school personnel and to act as a liaison with non-school community agencies and organizations.
- To provide students and parents with information useful in immediate and long-term planning.

The Guidance Department also provides financial aid information for students.

A. HONOR ROLL

An honor roll is prepared after each of the four marking periods as well as one at the end of the year based on all previous work. The basic honor roll criteria require grades in all classes to be an 80 or better. Upon meeting the stated criteria, honor levels are as follows:

*****Please note the following are weighted averages. See page 27 for details.**

Highest Honors:	93 overall average or higher
High Honors:	89-92 overall average
Honors:	85-88 overall average

B. ACADEMIC ELIGIBILITY

Students must maintain certain baseline academic criteria in order to gain and/or maintain membership in a variety of extra-curricular activities, clubs, and organizations. Please review the information provided under "National Honor Society", "School Sponsored Activities", and "MIAA Governance" for specific requirements.

C. GRADUATION / ADVANCEMENT REQUIREMENTS

Students are required to accumulate a minimum amount of credits towards graduation. Each core course receives 5 credits. Physical Education and Health combine for 5 credits and are required in 9th and 10th grade. Senior Project is a required course for graduation, receiving 1 credit and physical education for seniors receives 1 credit. The following outlines requirements and credits needed for graduation:

<u>Graduation Credit Requirements:</u>	Class of 2015	122
	Class of 2016 and future classes	124.5

Course requirements needed for graduation:

- English – 4 years, 20 credits
- Math - 4 years, 20 credits
- History – 4 years, 20 credits
- Science – 3 years, 15 credits
- Computers/Technology – 1 year, 5 credits
- Physical Education/Health – 2.75 years, 13 credits
- Senior Project – 1/2 year, 1 credit
- Electives – Minimum of 6 courses / 30 credits

World Language – 2 years, 10 credits, **not required but** strongly recommended to fulfilling college entrance requirements

Community Service Requirement: Students are required to complete community service as part of their graduation requirements. All community service must be approved beforehand by class advisors. If students are not up to date with their community service hours by the end of the school year, they may not be able to participate in any school related activities until their hours are completed. These school activities may include, but not limited to, dances, winter carnival, prom, **and participation in senior week activities including graduation.**

25 total hours (5 hours freshman year, 5 hours sophomore year, 5 hours junior year, 10 hours senior year)

Failure of a Course

Students failing a course or courses will be responsible for making up that course. **If the failed course/courses cannot be put into the student's schedule, students are responsible to make the course up in summer school or in night school. If the course is not made up in the summer the course will be put in the student's schedule for the following year.** These options will be at the expense of the student. Failure to meet these requirements may result in the student not graduating with his/her class. Students must meet department requirements as well as credit requirements in order to graduate. A diploma will be granted to seniors only upon evidence of successful completion of the failed course.

Early Graduation

A student who has completed all necessary coursework and has acquired the credits required for graduation (as outlined above) by the end of his or her junior year may graduate at the discretion of the School Committee.

Credit for Foreign Study

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

MCAS

In addition to the graduation requirements established by the Douglas School Committee, as listed above, all students must pass the MCAS competency determination to obtain a Douglas High School Diploma.

D. DOUGLAS HIGH SCHOOL'S DUAL ENROLLMENT PROGRAM

- ❖ Is open only to senior students unless a junior student can demonstrate that the course or courses to be studied are part of what is termed an "Extenuating Curriculum". This is interpreted as a course or courses that are not offered at Douglas High School or are very specific to a higher level field of study. (i.e. – Latin, Advanced Trigonometry etc.)
- ❖ Students will only be allowed to take academic courses that are not offered at Douglas High School. Courses taken at the college can not be taken as a substitute for courses mandated and offered at Douglas High School.
- ❖ While participating in the Dual Enrollment Program, the enrolled student is still responsible for complying with all aspects of the Douglas High School Student Handbook.
- ❖ Students can not participate in this program and take college courses rather than completing their matriculation at Douglas High School.
- ❖ Students to be enrolled in this program must have an overall GPA of 3.0
- ❖ Students must receive the endorsement of the Principal, Guidance Counselor and at least one of their academic teachers.
- ❖ Prior to final acceptance into the Dual Enrollment program, the enrolling student and a parent/guardian must participate in an interview with the Principal, Guidance Counselor and a teacher.
- ❖ The goal of this interview is to review all responsibilities incumbent with a student's participation in the Dual Enrollment Program, including those of the receiving school.
- ❖ Following this interview, all parties must enter into a formal letter of agreement. This agreement will need to be signed by the enrolling student, a parent/guardian, guidance and school administration.
- ❖ Courses enrolled in must be taught by college professors or a faculty member of the college.
- ❖ Students enrolled in this program can receive both high school credit as well as college credit.
- ❖ College courses can not be taken after 6:00 PM when participating in the Dual Enrollment Program.

- ❖ Home educated students are not eligible for dual enrollment unless the student is considered enrolled by the district, having had their program of studies approved by the Superintendent.
- ❖ Eligibility for participation in the Dual Enrollment program is a local decision based on its accepted policy of enrollment.
- ❖ Students can not enroll in college courses that are either remedial or developmental. The same policy is in place for distance learning courses.
- ❖ Students can not use summer or intersession courses as part of their dual enrollment.
- ❖ Students must have attended DHS for their entire junior and senior years to be eligible for Valedictorian, Salutatorian, and Student Achiever status.

E. DOUGLAS HIGH SCHOOL'S TWELFTH YEAR PROGRAM

- ❖ This program will offer qualified students the opportunity to enroll in college level courses while at the same time completing Douglas High School's graduation requirements.
- ❖ The School District of Douglas assumes no obligation for the cost of tuition, fees or materials incurred by the student for participating in this twelfth year program.
- ❖ The student and parent/guardian are encouraged to explore funding by the Commonwealth of Massachusetts through a Dual Enrollment or Twelfth Year Grant.
- ❖ All twelfth year programs must be approved by the district based on the programs' criteria and academic offerings.
- ❖ The twelfth year program is limited to seniors at Douglas High School.
- ❖ Students to be enrolled in this program must have an overall GPA of 3.0 or better.
- ❖ Prior to final acceptance into the Twelfth Year Program, the enrolling student and a parent/guardian must participate in an interview with the Principal, Guidance Counselor and a teacher.
- ❖ The goal of this interview is to review all obligations and responsibilities incumbent with a student's participation in the Twelfth Year Program, including those of the receiving school.
- ❖ Following this interview, all parties must enter into a formal letter of agreement. This agreement will need to be signed by the enrolling student, a parent/guardian, guidance and school administration.
- ❖ The enrolling student must be able to demonstrate that while a student at Douglas High School, they have maintained a satisfactory discipline history.
- ❖ While participating in the Twelfth Year program, the enrolled student is still responsible for complying with all aspects of the Douglas High School Student Handbook.
- ❖ The enrolling student may take college level courses that meet all pre-requisites for graduation from Douglas High School. This would require the enrolling student to participate in courses that satisfy their senior year requirements for English, History and Mathematics. These courses enrolled in must be approved by the Guidance Counselor and Principal as meeting these requirements for graduation.
- ❖ While participating in the Twelfth year Program, the senior student must also comply with and complete all obligations for Senior Project, community service and class dues obligations as part of the Douglas High School graduation requirement.
- ❖ It is the enrolling student's responsibility for meeting these obligations; as well as making the necessary arrangements with the Senior Project coordinator and with the Senior Class Advisor.
- ❖ Failure to complete these graduation requirements may impact the enrolled student's ability to receive their diploma from Douglas High School.
- ❖ The enrolled student is solely responsible for certifying that if enrolled in the twelfth year program, that they will have met all their requirements for graduation from Douglas High School.
- ❖ Eligibility for participation in a twelfth year program is a local decision based on its accepted policy for enrollment.
- ❖ The enrolling student cannot enroll in college courses that are either remedial or developmental. The same policy is in place for distance learning courses.
- ❖ Students cannot use summer or intersession courses as part of their twelfth year program.
- ❖ The grading criteria for a courses taken outside the high school will be graded as follows:

- College credit earned will be seen as accepted credit on their high school transcript in the form of an elective course(s) as well as indicating that they have successfully completed a college course(s) and count towards their final GPA.
- Grades earned will be recorded as either an honors level or A.P. level course depending on the accepted course syllabus. This will be determined at the time of enrollment at the determination of the Principal and the Guidance Counselor.
- All courses enrolled in as part of the Twelfth Year Program must meet the criteria of a high school course offered at Douglas High School as determined by the Principal and Guidance Counselor.
- A course that is failed as part of the student's twelfth year will be indicated on their transcript as well.
- In order to continue in the program, the student must receive a grade of C or better in all courses in which they are enrolled.
- ❖ Students planning to enroll in the Twelfth Year program are encouraged to participate in the PSAT, SAT and ACT testing either prior to or during their participation.
- ❖ The enrolling student and parent/guardian are responsible for insuring that the courses selected meet the requirement for high school graduation at Douglas High School by scheduling a meeting with their building Principal, Guidance Counselor and an academic teacher for formal approval.
- ❖ A student should not enroll in a twelfth year program until they have received formal approval of all selected courses.
- ❖ If the enrolling student engages in the add/drop process while participating in the twelfth year program, then the added courses must be approved following the same process mentioned above. All courses dropped must be made known to the enrolled students' Guidance Counselor so it will be removed from the student's transcript. Failure to receive formal approval for all add/drop courses may jeopardize the enrolled student's ability to meet all requirements for graduation at Douglas High School.
(For example – dropping English 101 and adding Astronomy).
- ❖ It is the responsibility of the student and parent/guardian for meeting the twelfth year application process within the established timelines of the receiving institution.
- ❖ All courses enrolled in must be instructed by a college professor or a faculty member of the college.
- ❖ Students enrolled in this program can receive both high school credit as well as college credit.
- ❖ Students must have attended DHS for their entire junior and senior years to be eligible for Valedictorian, Salutatorian, and Student Achiever status.

Anticipated benefits for participation in the Twelfth Year Program

- ❖ Post secondary readiness can be enhanced by the student's ability to succeed in their post secondary courses of study.
- ❖ Some college admission programs look favorably upon a transcript that indicates a student has successfully completed college work.
- ❖ The program provides the student with a realistic picture of college.
- ❖ The program allows the student to access their ability to handle the pace and intellectual demands of college.
- ❖ Allow the student to assess their ability to manage their time with their commitments both in school and outside of school.
- ❖ Affords current student the opportunity to complete their high school's graduation requirements through an approved concurrent enrollment program.

F. DOUGLAS HIGH SCHOOL GRADING POLICY

- The passing grade at DHS is 65%
- The minimum grade for first quarter is 45%
- The minimum grade for second quarter is 45%
- The minimum grade for quarter three is 45%
- The minimum grade for fourth quarter is 0%

- The rationale of this issue is a failing grade comprises 64 total points; where an A/B/C grade comprises only 10 total points and a D comprises only 5 points for these level of academic success
- This system may keep a failing grade at DHS from being academically destructive where the student mathematically has no chance of achieving a passing grade for the year
- The goal of the policy is not reward poor academic performance, but to minimize the impact of the gradation issue and make the failing grade less destructive and a bit more constructive
- The minimum grade for a student to attend summer school is a 55% - 64%, **or approval from administration**
- If a student receives a teacher issued minimum grade in two of the first three quarters, that student may not be afforded the opportunity to attend summer school
- The building administration and guidance counselors will meet with students who are not meeting with academic success to discuss their academic status and the implication of poor performance at the end of the each of the first two academic quarters
- The guidance office will continue to send notices to parents after each progress report for the first three quarter grades
- The principal will also send letters to parents expressing concern for the student's poor performance and enlisting their support in motivating that student to take advantage of support and assistance including extra-help and tutoring programs, etc.

G. WEIGHTED POINT AVERAGE / CLASS RANK

Courses will be weighted in the following manner in determining class rank:

*GPA and class rank are noted on student's official transcript.

Level 1: Electives and College Preparatory Program = 1.00

Level 2: Honors Program = 1.05

Level 3: Advanced Placement Program = 1.10

H. NUMERICAL GRADE VALUE:

A+	96-100	B	83-85	C-	70-72
A	93-95	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	65-66
B+	86-89	C	73-76	F	0-64

Students must have attended Douglas High School for their entire junior and senior years to be eligible for Valedictorian, Salutatorian, and Student Achiever status.

I. CHANGING CLASSES

Students will not be allowed to change classes after **the first progress report**. **Any Changes to a student's schedule after the first progress report, will require a formal review with guidance, administration, student and parent relative to extenuating circumstances.** Changing or dropping VHS courses will only be allowed if it meets the guidelines set forth by Global Consortium, the company that regulates Virtual High School courses.

K. SUMMER SCHOOL

Per MIAA guidelines, summer school courses have no impact on athletic eligibility.

Students may take up to **three** courses at an approved summer school, if such work is to remove a deficiency for work failed. The summer school grade and the student's final grade from DHS will be averaged together and must be a 65 to receive credit. The minimum grade for a student to attend summer school is a 55%-64%. If a student receives a teacher issued minimum grade in two of the first three quarters, that student will not be afforded the opportunity to attend summer school. This will only be waived by administration in extenuating circumstances.

In order to receive credit for any course failed, the course must be made up in the summer immediately following the failure. It is recommended that any student failing English, history or math make it up in summer school immediately following the course, as scheduling them into the following school year can be difficult and cause a student to not graduate on time.

NOTE: No credit will be given for work undertaken to improve a grade already considered passing. The course and grade will be recorded on the student's transcript.

Other requirements may be established by the school administration in relation to a particular program, otherwise the additional credits needed for graduation may be selected from elective courses.

L. FINAL EXAMS

Unless there is a documented illness, students are required to take their final exams at the regularly scheduled time. Arrangements **will not** be made for students to take final exams early in order to accommodate a vacation trip.

SENIOR EXAMS

All seniors, unless exempt (**which is determined by the classroom teacher**), will take final exams or complete a culminating activity in all courses.

M. ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement Program, provided by the College Board, affords high school students the opportunity to study college-level courses. Through this program, students may earn credit, advanced placement, or both for college. In order for a student to receive AP credit on his/her final transcript, a student is required to take the AP exam. Failure to take the AP exam will result in the student receiving Honors credit, rather than AP credit, on the final transcript.

What Are The Benefits of AP?

AP students learn a subject in depth, develop analytical reasoning skills, and form disciplined study habits at a far greater level than a standard high school course. AP course participation attracts the attention of more selective colleges. The course experience and the exam grade are considered indicators of future success at the collegiate level.

Satisfactory grades on the AP exams may waive the need to take related college introductory courses, thus allowing the student to broaden his/her college experience by exploring additional subjects of interest, participating in internships, and studying abroad.

AP students save money by having college subjects waived, and some students may even be granted sophomore standing if they earn satisfactory grades on enough AP exams to satisfy the freshman requirements of the college. AP students are eligible for AP Scholar Awards.

Who Should Take AP Courses?

Students who like to challenge themselves and want to master college-level work should consider taking AP level courses. Advanced Placement students must be motivated to greatly improve the quality and depth of their schoolwork and be willing to deal with the significant difficulty and stress that can arise when facing a challenge. Students are strongly encouraged to take Honors Level courses whenever possible to prepare themselves for the rigorous demands of an Advanced Placement class.

What Can Parents Do?

Explain to your potential AP student that once he/she has accepted the challenge, he/she must commit to that challenge. In other words, if things get tough, the student gets tougher. Do not expect the AP teacher to lighten the load if the student complains of feeling overwhelmed or over-burdened. Instead, seek advice from the AP teacher

or other school personnel in finding ways to help the student through the struggle. It is this very struggle that separates the successful AP student from the rest of the school population.

What Is The Cost?

Students are responsible for the cost of textbooks. In addition, students taking the AP exams are responsible for the exam fee. Keep in mind, however, that success on an AP exam may result in substantial savings in terms of college courses that are waived.

Advanced Placement exams are graded on a scale of 1 to 5.

5=Extremely Well Qualified

4=Well Qualified

3=Qualified

2=Possibly Qualified

1= No recommendation

Colleges set their own standards in terms of waiving courses and awarding college credits. It is important to note that some colleges choose not to award college credit *regardless* of the student's score on the AP exam.

N. WORK STUDY

Work study internships expose students to areas of career interest and the world of work. Students begin the school year with classroom instruction to investigate career interests and options, create professional resumes, hone interviewing skills, and become familiar with employer expectations for professional behavior and workplace responsibilities. The student will work with the Work Study Coordinator to find a work study placement that best meets his or her interests and needs. Students must obtain pre-approval from the Guidance Department and their parents to enroll in a work study internship.

Students may not alter their schedule for any reason without permission. Failure to inform the Work Study Coordinator may result in disciplinary action.

- Students must maintain passing grades in all subjects. A failing grade, in any quarter, may automatically result in the removal of a student from the program.
- Management of discipline referrals will be the responsibility of the administration and work study coordinator. Responses may include, but are not limited to, a warning, parental notification, discipline response up to and including removal from work study.
- The student is responsible for notifying the job supervisor at the work study site in case of absence, tardiness, or other circumstances that require them not to be at the work site that day. **Skippping work study is equivalent to skipping a class and will be dealt with according to the discipline chart and/or removal from work study.**
- Students are responsible for turning in time sheets to the Work Study Coordinator weekly. Late slips will result in after school detention.
- A weekly log describing the job assignments given and completed for that week must be kept and commented on. This log will be handed in to the work study coordinator one week prior to the end of the quarter.

*Employers require reliable workers. Excessive absences or tardies in a quarter will result in removal from the program.

IV. STUDENT ACTIVITIES

A. NATIONAL HONOR SOCIETY

Holmes Chapter

The National Honor Society (NHS) is a nationwide association sponsored by the National Association of Secondary School Principals (NASSP). It is dedicated to promoting academic excellence and fostering qualities of character, leadership, and service. Membership is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based on outstanding scholarship, character, leadership, and service.

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

Candidates shall be a member of the junior or senior class. Candidates shall have been enrolled for no less than one semester in Douglas High School unless a transfer is made from another chapter. Selection shall be done once a year. Induction of new members will take place in the fall. Candidates shall be notified of their eligibility during the summer.

Candidates eligible for membership shall have a **weighted cumulative overall average of 93.0 for two years**. Candidates who have achieved this GPA will be notified of their eligibility. It shall then be the candidate's responsibility to return the necessary forms and letters of recommendation for admission consideration by the designated deadline. These forms will be reviewed by the faculty council. Decisions made by the council require a majority vote and are final. Candidates are scheduled to be interviewed by the faculty council as part of their consideration for admission to the National Honor Society.

This selection process has been determined by the faculty council and is consistent with the rules and regulations of the National Honor Society. The National Council shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

B. DHS STUDENT ADVISORY COUNCIL

The Student Advisory Council, started by the Massachusetts Department of Education in 1972 to encourage greater student involvement in creating and revising public school policy, involves the following:

- Promoting communication between the school committee and the student body.
- Informing the school committee about the student body's attitudes, interests, and concerns.
- Advising the school committee as part of its decision making process.
- Informing the student body about the school committee's functions and work.
- Serving as representatives of the entire student body.

***The following resources provide helpful information about student advisory councils:

Donna Taylor, Advisor

Central MA Regional SAC

Massachusetts Department of Education

350 Main Street Phone

781-338-6320

Malden MA 02148-5138

Email: dtaylor@doe.mass.edu

American Civil Liberties Union: www.aclu-mass.org/youth/studentrights/stetrgrtssmass.html

Center for Law and Education: www.cleweb.org

Office of MA Attorney General, Martha Coakley.

MA Trial Court Law Libraries: www.lawlib.state.ma.us

Student Press Law Center: www.splc.org

www.studentactivism.org

www.stopthehate.org

www.co-star.net

www.ago.state.ma.us

Once a student has accessed these resources, he/she is strongly encouraged to assess his or her situation. Students may take action by means of many committees in the school and the state of Massachusetts that supports student rights and issues. If a particular type of committee is not available in the school, students are encouraged to investigate related venues, seeking to make them part of the school's extracurricular activities.

Massachusetts State Student Advisory Council: www.doe.mass.edu/stucouncil/sachome.html

C. STUDENT COUNCIL

The Student Council is an organization through which the student may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Council tries to promote leadership, initiative, and self-control among its members. Representatives from each class (grades 8-12) will be elected in the month of September.

V. LIBRARY

Library hours: Monday, Wednesday, Friday: 7:15 AM—**2:30 PM**
Tuesday, Thursday: 7:15 AM—**3:00 PM**

Library Circulation Policies

- The Student ID issued at the beginning of the school year also serves as the library card, which students must show in order to check out materials.
- Students are responsible for all charges incurred on their cards (fines, damages, lost items).
- Only two items may be checked out at one time. This restriction may be waived at librarian's discretion.
- Check-out is not permitted without a card or if there are overdue or lost books on the card.
- Books circulate for two weeks.
- Reference materials are for in-library use only.
- Renewals are allowed if no one is waiting for the books.
- If books are lost or damaged, the replacement cost will be charged.
- Students must have a pass to use the library during school hours
- Students who are disturbing the work of others will be asked to leave
- Students may use the library, with written permission, during their lunch period, but must remain in the library until the dismissal bell

No gum, food, or drink is permitted in the library!

Students may not remove materials from the library without checking them out. Violators may have library privileges revoked.

Reserve Materials:

Learning resources, both print and non-print, will be placed on reserve by teachers at the front desk of the resource center. These materials will have direct application to specific classroom assignments. They must remain in the resource center.

Papers and Periodicals:

Magazines, newspapers, etc. may be checked out overnight.

Reference Material:

Encyclopedias and other reference materials must remain in the resource center. It is the responsibility of the student to return an item to its proper place after use.

Fiction and Non-Fiction:

Students may have the flexibility to go to the stacks and locate materials for checkout use during the _____ period. Checkouts may be done at any time during the period. Checkouts may be done at the front desk. Students are encouraged to take care of this before the end of the period to avoid congestion at the front desk. All books must be signed out. All books should be returned on or before the date due so that other students may use them.

VI. ADMINISTRATION

A. MEDICATION POLICY

Policies have been put into place to ensure the health and safety of children needing medication during the school day. The Massachusetts Department of Health requires that the following information must be on file in the child's school health record before any medication is given at school.

Signed Medication Order-

A *Permission Form for Prescribed Medications* must be completed by the child's licensed health care provider.

Signed Consent by the Parent/Guardian

Found on the *Permission Form for Prescribed Medications* and on the *School Registration Form*.

The parent, or an adult designated by the parent, must deliver the medication directly to the school nurse. All medication (pills, liquids, inhalers, and over-the-counter medications) must be delivered in their original pharmacy/manufacturer-labeled container.

If your child has an inhaler for asthma or an Epi-pen for a serious allergic reaction, the school nurse can authorize the student to carry and self-administer this medication. It is important that you notify the school nurse of these conditions and that the appropriate paperwork is completed.

All students needing to take Tylenol, Advil, or other over-the-counter medications during the school day must bring in their own supply (no aspirin containing products, please) to be kept in the health office. Neither of these medications will be dispensed unless the student has his/her own supply. Parental permission must also be documented by a parental signature on the medication portion of the school emergency card). Generic substitutes are acceptable. These medications must also be brought to the nurse in their original container.

If you need more detailed information or have any questions, please contact the school nurse.

B. LIFE THREATENING ALLERGIES

It is the Douglas Public School system's intention to provide a safe learning environment and well being for all children without discrimination or isolation of any child. There are several students in the Douglas Public School District with life threatening allergies. If your student has a life threatening allergy, please notify your student's Principal and school nurse immediately so that the risk of exposure can be minimized. Exposure to the offending allergen(s) such as latex or peanuts can cause life threatening reactions in these students and require immediate medical intervention. Therefore, the Principal, in conjunction with the school nurse, will set age-appropriate guidelines that minimize the risk of exposure to offending allergens and will designate precautionary procedures regarding known allergens. It is a matter of health and safety and is mandated by School Committee Policy JLCCB. Please be cognizant of the severity of these allergies and refer to the school district's LTA policy for additional information. **Douglas High School is a latex safe facility. The high school uses latex-free supplies (elastics, pencils, erasers etc.), provide a peanut-free lunch table, and provides a special cleaning solution to wipe all lunch tables down to clear any contaminates. There are also signs around the building indicating the high school is a latex-free and peanut product-free building.**

C. ATTENDANCE POLICY

Faculty members will record all absences, tardies, or dismissals from class. As students may miss some classes more frequently than others, each faculty member will be responsible for maintaining daily attendance records. Although all absences will be kept on file, tabulation of absences will begin each semester.

A written or verbal notification is required for a student's absence. A note prior to the student's absence or phone call to the school on the day of the absence is acceptable. A note or phone call does not excuse an absence; it only verifies it and indicates that the student has not been truant.

Vacations taken during school time will be counted as absences. Parents should notify the school in writing prior to any vacation. The student is responsible for any make-up work and must contact each teacher upon his/her return to school. The school does not condone or encourage vacations during school time. All work must be completed in one week or less upon return to school. Extenuating circumstances will be addressed by the administration on an individual basis. Homework assignments will not be prepared for the student prior to vacation. However, students should see their teachers regarding homework before their vacation.

For excused absences, students will have the number of days they are out plus one in which to make up work due to absence.

Excused Absences (include suspensions and absences due to a death in the family)

(*This is not an all-inclusive list, extenuating circumstance may apply with administration approval.)**

- Doctor/dentist appointments - provided the doctor/dentist writes a note indicating when the student's appointment actually occurred. The note written by the doctor/dentist indicating the day(s) in question will be given to the assistant principal upon the student's return to school. At the end of each marking period students/parents have a 2 week period to get any notes into the office that would excuse the student's absence/s
 - School sponsored activities such as field trips, college interviews, job interviews, and armed service interviews previously approved by the administration and verified by the college, employer or military, on stationery with appropriate letterhead.
 - Excused absence for the observance of religious holidays.

Failure Due to Absence

Students who are absent (unexcused) from any class more than **six** times in a quarterly marking period will be assigned an administrative grade of 50 for that marking period as a maximum grade in all subjects. Teachers may assign grades LOWER than 50 in cases involving excessive absences and/or flagrant failures to do required work. Students receiving an administrative failing grade in any of the first three quarters may recover their earned grade by having no unexcused absences during the quarter immediately following the quarter in which the administrative failing grade was assigned. It is the parent/student's responsibility to notify the teacher of his/her intent to recover the earned grade and have the administrative failure removed.

Appeals for Administrative Failure

Appeals for administrative failure may be made in accordance with the school's policy at levels I, II, and III:

- Level I: Parental conference with the principal or assistant principal
- Level II: Parental conference with the superintendent
- Level III: Parental conference with the school committee

D. HOMEWORK POLICY

Homework is an integral part of education for many reasons. It develops self-discipline, reinforces good study habits, and provides students opportunities to practice the material being taught. The amount of homework assigned will be determined and clearly communicated by each teacher, depending on the requirements and level of each course.

The amount of homework assigned is at the discretion of the teacher, and may vary significantly from night to night depending on the course and the type of assignment. Parents and students should review course syllabi and meet with teachers to gain a better perspective on the amount of time that should be devoted to homework. In addition to written assignments, reading, studying and reviewing are expected nightly and are considered as homework.

The student is responsible for determining assignments missed due to **absenteeism** and for making arrangements to complete this work. He/she will have the number of **excused days** plus one to complete class work or tests/quizzes missed *during* an absence. If a student is returning from an **out-of-school suspension**, he/she has only the number of days of the suspension to make up any missed schoolwork/tests.

Work that is sent home for a student is expected to be turned in upon the student returning to school. If a student fails to turn in work that was sent home and there was no correspondence from a parent the work may not be accepted for full credit.

***Long-Term Assignments:** If a long-term assignment (3 or more days to complete) is given, it will be due on the agreed due date. If that student is absent on the date that the assignment is due, the assignment will be due on the day the student returns to class. Extenuating circumstances, that may excuse the assignment from being completed

by the due date, must be communicated to the classroom teacher by the student or the student's parent/guardian prior to the student returning to class.

***Homework Free Vacations:** No long term projects due on the Monday or Tuesday after a vacation. A student should not be required to use their vacation time to complete homework assignments or projects. AP courses may be exempt from this due to the demands of the course.

Homework after Extended Illness

In the event a student is absent due to an illness for an extended period of time (three or more days), a parent may call the guidance department to arrange for homework assignments to be sent home. Please call the guidance office prior to 10 A.M.

E. SCHOOL COUNCIL

Selection Process and Procedures: A mailing goes out to students' parents at the beginning of the school year informing them about the responsibilities and how they can become a member. The selection of school council then takes place on the first open house that Douglas High hosts.

Members of the School Council shall be subject to the provisions of sections twenty-three B and twenty-three C of Chapter thirty-nine.

The School Council shall meet regularly with the Principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan, as provided below.

The Principal of each school, in consultation with the School Council, established pursuant to this section, shall adopt educational goals for the schools consistent with the goals and standards including the student performance standards, adopted by the board pursuant to Section One D of Chapter 69, and consistent with any educational policies established for the district, shall assess the needs of the school in light of those goals, and shall formulate a school improvement plan to advance such goals, to address such needs and to improve student performance. The plan shall include an assessment of the impact of class size on student performance, shall consider student-to-teacher ratios and other factors - such as the support of adult resources, and may include a scheduled plan for reducing class size. The plan shall address professional development of the school's professional staff, the allocation of any professional development funds in the annual school budget, the enhancement of parental involvement in the life of the school, safety and discipline, the establishment of a welcoming school environment characterized by tolerance and respect for all groups, extracurricular activities, the development of means for meeting the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs, within the regular educational programs at the school, and such further subjects as the Principal, in consultation with the School Council, shall consider appropriate. In school districts with language minority student populations, the professional development plan under this section shall specify how the plan will address the need for training and skills in second language acquisition and in working with culturally and linguistically diverse student populations. Each school improvement plan shall be submitted to the School Committee within thirty days of said School Committee receiving said school improvement plan, the plan shall be deemed to have been approved.

Nothing contained in this section shall prevent the School Committee from granting a School Council additional authority in the area of educational policy; provided, however, that School Councils shall have no authority over matters which are subject to Chapter 150E of the General Laws. Added by St. 1993, c. 71, s.53.

F. PUBLICATION RELEASE

There are many opportunities for Douglas High School to display various aspects of our school community to the public through school newsletters, video productions, school web pages, etc. Some of these publications may include the photographs and/or names of students.

If you do not want your child's photograph or name to be used in any of these publications, please complete and return the *Publication Release* form (available in the packet of forms your student will receive on the first day of

school) or send a letter to the Principal's office indicating your wishes. Please be sure to include your child's name and grade.

G. TARDINESS

Students are considered tardy if they report to their **first period class** after 7:20 a.m. Students who come to school after the **start of first period** must report to the office and receive a pass before reporting to class.

Unexcused tardiness to school will be handled by the assistant principal in accordance with the discipline chart. A student who enters their 1st period class after **7:45** will be considered absent unless he/she has a verifiable excuse from the administration.

If a student is tardy due to an appointment (doctor, dentist, orthodontist, court appearance, driver's permit, etc.) he/she should bring in a note signed by the doctor, dentist, etc., to the office upon returning to school, and/or evidence of court appearance, obtaining of permit, etc.

Arriving on time to school is essential for academic success. Once students reach the fourth tardy, they are at significant risk of failing a class or classes, in accordance with the attendance policy. Therefore, when students have been tardy to school for four times within a quarter, they will receive two (2) office detentions and a mandatory parent contact must take place. Failure to serve those detentions may lead to added detentions and/or an in-school suspension.

For those students who drive: Upon receiving the seventh tardy in one quarter the students who drive a vehicle to school may lose that privilege for two (2) or more weeks. Excessive tardiness may result in a loss of driving privileges all together. Parking Fee refunds are not available to those students who lose driving privileges due to excessive tardiness.

H. DISMISSALS

Students and parents should make every effort to avoid dismissals during the school day. All students, regardless of age, cannot sign out without one of the following:

- A note from home indicating the time and reason for dismissal, as well as a phone number where a parent may be reached. This note must be signed by the parent.
- A parent or guardian phone call.
- A parent, guardian, or designated adult person coming into the office to dismiss the student in person.

If a student has a car and will be driving him/herself, this must be indicated in the note or through the phone call with the parent/guardian. A student will not be allowed to ride with another student unless previously approved by the administration and parent/guardian.

If a student is to participate in an after-school function, sport, sports practice, and/or school-sanctioned or school-sponsored activity, he/she should not be dismissed from school. Tardy students must be in school by **10:00 A.M.** in order to participate in activities. Any deviation from this policy should be discussed either with the principal or assistant principal. Any student deliberately violating these standards will be subject to disciplinary action. Classes missed because of dismissal from school will count as absences.

All dismissal notes must be turned in to the office before the start of the school day. Notes must contain parent's signature, reason for dismissal, and phone number where a parent may be reached. Students who become ill after arriving at school may be dismissed after consultation with the school nurse or administration. Any classes missed will be counted as excused absences.

Students are not to call home on a cell phone to get dismissed when they are feeling ill. Rather, they are to report to the nurse who, if necessary, will call the student's parent(s) / guardian(s) to arrange for dismissal.

I. TRUANCY & UNEXCUSED ABSENCES FROM CLASSES

Unexcused absence in a class, study, or activity is a cut and is dealt with according to the discipline chart. Extended time out of class may be classified as cutting class. Truancy from school may result in a school suspension. Frequent cutting of classes and/or school days may result in suspensions and parent conferences. Skip days are strictly prohibited. Students must obtain corridor passes in order to leave classes or study halls.

J. PHYSICAL EDUCATION EXCUSE

Any student, who for health reasons must be excused from physical education class for a day or period of time must present to the teacher a note from the nurse or parent. After one day, a note should be obtained from the nurse or a doctor. Physical education is a class that students take for credit. Full participation is expected in this class on a daily basis. A change of clothing is necessary for gym class.

K. SCHOOL DAY

The building is open at 7:05 AM. During inclement weather, high school students will wait in the cafeteria.

L. CORI INFORMATION

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children, including chaperones. A CORI check must be obtained at least every three years during an individual's term of employment or service. This form is available from the school office. Because CORI forms may take several days to process, please allow sufficient time when planning to volunteer at a school event.

M. SCHOOL DELAY OR CANCELLATION

Please do not contact the police or fire stations to find out about delays and cancellations. If you are enrolled in the Douglas Public School District's *OneCall* System, you will be automatically contacted by telephone in the event of a delay or cancellation. (Please use the Douglas School District's website www.douglas.k12.ma.us/forms.cfm to sign up for *OneCall*). Information about delays/cancellations can also be found on the following radio or television stations:

WBZ TV Channel 4
WBZ (AM 1030)

WXLO (FM104.5)
WSRS (FM 96.1)

WTAG (AM 580)
WCVB Channel 5

In the event a decision is made to release students early, students will be served lunch prior to being dismissed. If proper supervision is not available, students will be allowed to remain at school until arrangements can be made for pick-up. In most cases of inclement weather during the school day, an early dismissal will be no sooner than 10:45 AM. (Severe weather may dictate modification of this policy).

N. LOST AND FOUND

Articles found are to be turned in at the main office. Students should check with the main office for lost articles and claim the same by proper identification.

O. LOCKERS

Lockers are assigned to students for their books and clothing. The school is not responsible for safeguarding the contents of student lockers. The administration reserves the right to search all lockers for reasonable cause. Students are not permitted to visit their lockers without a pass. All lockers must be secure at all times. A warning will be given for the first offense and an office detention for each subsequent offense. For security reasons, students are not be permitted to wear outerwear (coats, jackets, and hats) or carry large book/gym bags with them

throughout the school day. Students must store all books, bags, gym bags, and outerwear (coats, jackets, and hats) in their lockers during the school day.

P. CELL PHONES/ELECTRONIC DEVICES – Chromebook use will be permitted at all times during the school day.

Cell phone, Kindle, IPAD, Nook or any other electronic or tablet computer use will be allowed during non-structured times:

- Before the start of the school day, 7:05-7:20AM – IN THE CAFETERIA ONLY
 - During lunch – IN THE CAFETERIA ONLY
 - Afterschool
- ***Cell phone use, during school hours, would ONLY be for texting and/or checking email. NO PHONE CALLS ALLOWED. Students must go to the main office if they need to make a phone call.

Upon entering the classroom students need to be sure their cell phone/electronic device are off or on silent; cell phones/electronics are prohibited during class time (unless being used to perform a classroom activity with permission by the teacher.) Cell phones/electronics are prohibited in the hallways and lavatories. Parents are asked not to contact students on their cell phones during the school day. If a student violates the Cell Phone/Electronic Device Policy the cell phone/electronic device will be turned into the office and returned to the student at the end of the day. On the second violation and any subsequent violations the student's parent/guardian will have to pick up the phone in the main office. Please note the consequences for cell phone and electronic device usage as outlined in the discipline chart.

Q. FOOD AND DRINK

Candy, food, and drinks are to be consumed in the cafeteria only. Students may carry a water bottle to class only if they have a note signed by the school nurse, stating that they need to carry a water bottle for a medical reason. Chewing gum will not be allowed at any time in the school building.

Please note: Candy, food, and drinks being sold for fundraising purposes must be cleared by administration and when the appropriate time is to sell the items.

R. PARENT DROP-OFF AND PICK-UP

Parents will drop off and pick up high school students to the left of the main entrance. Cars are NOT to enter the driveway where the buses load and unload students. Administration and faculty will provide supervision to manage traffic flow, but **are not** liable for accidents or property damage.

S. BOOKS AND EQUIPMENT

The equipment students use while in school is the property of the Town of Douglas. Each student is responsible for all books issued to him/her. All books issued to students must be covered. If an item issued is misplaced, stolen, or damaged, the student is required to pay for the item on a pro-rated reimbursement based upon the age of the book or piece of equipment. Report cards will be withheld at the end of the year from any student who has an unpaid obligation.

T. LOITERING

Loitering in or near school grounds, before or after school, is prohibited.

U. LEAVING SCHOOL GROUNDS

No pupil shall be allowed to leave the school grounds during school hours without permission of the principal or assistant principal. No pupil shall be released into the custody of any person not known or identified by the

administration/teacher as a parent or representative of the family. No student under 18 shall be released on his/her own recognizance. See discipline chart.

V. ILLNESS IN SCHOOL

Students who are ill should report to the nurse after obtaining a medical pass from their teacher. If the nurse is not available, students should report to the principal's office. Students are not to call home on a cell phone to get dismissed. They are to report to the nurse, and the nurse – if she deems it to be necessary – will call the student's parent(s)/guardian(s) to recommend that the student be dismissed.

W. EMERGENCY PROCEDURES

- **FIRE DRILLS**

The law requires that fire drills be held at regular intervals, since they are an important safety precaution. It is essential that when the fire alarm sounds, students and staff leave the building as quickly as possible by the prescribed route. Corridor exits are clearly marked. Students and teachers are to remain at their designated areas outside until the signal is given to re-enter the school by the principal or assistant principal.

- **INTERNAL LOCKDOWN**

**If you hear announced that;
“We are now in an internal lockdown”**

- ☐ If you are in the bathroom or out of your classroom you need to quickly get into the nearest classroom or office.
- ☐ Students should power down their cell phones, they absolutely must turn to vibrate.
- ☐ Get to the area of the classroom that the classroom teacher has designated as a “safe area”.
- ☐ Remain as quiet as possible.
- ☐ Follow the directions of the classroom teacher to ensure everyone's safety.
- ☐ Support each other.
- ☐ Do not open the door at any time; the First Responders will have a key to open the door.
- ☐ You must ignore the FIRE DRILL warning if it occurs AFTER we have gone into lockdown.
- ☐ Remain within the classroom.
- ☐ If you open the door and leave the classroom you will be seen by First Responders as a possible threat.
- ☐ You will be placed into their custody until the threat is over and ...
- ☐ Wait for an announcement of “We are All Clear – Stay in Place”
- ☐ This means that the threat is over but we are still in a mode of being as quiet as we can be and our movement within the room should also be limited as we wait for First Responders to come to open the classroom and provide further instructions as to what is the next course of action.
- ☐ The classroom teachers will need to take attendance and identify anyone not in the classroom so First Responders & Administration can locate them during the process of opening rooms.

- ☐ The classroom will teacher will also need to generate a list of student names who are in the classroom but are not assigned to that room.
- ☐ Even if you hear movement in the halls you still do not open the door at any time, the First Responders will have a key to open the door.
- ☐ If we are instructed by First Responders that there is a need to evacuate the building and the process is going to take place by specific sections within the building, we will follow their instructions and go where we are instructed to go.
- ☐ This could occur without having heard the announcement that “We are All Clear – Stay in Place”
- ☐ We follow the instruction of the First Responders, and attendance must be taken at this new location so students will need to be grouped with their classroom teacher so we can account for everyone.

NO ONE WILL BE RELEASED UNTIL THE SCHOOL AND THE POLICE CAN ACCOUNT FOR ALL STUDENTS, STAFF, FACULTY AND ADMINSTRATORS

- ☐ We are under the direction of the First Responders from the time they arrive on site until the event is done.
- ☐ If we are going to a re-unification location for students to be reunited with their families, we will follow the directions of the First Responders and we will again need to confirm student attendance before students are released to their families.
- ☐ Anytime we are in a lockdown this will always be the case. Students will not be released to parents until we have confirmed both attendance and that we have confirmed their formal release to their parents by their classroom teachers and administration/guidance and office staff.

Internal Lockdown procedure for some Common Areas

- ☐ The café during lunch has as many as 190-200 students in there at one time. We will need to exit the cafe as quickly and as orderly as we can.
- ☐ The row closest to the entrance of the café from the foyer will go directly to Mr. Gionet’s classroom.
- ☐ The students seated in the middle four rows will go directly into the kitchen itself through the nearest open door. These will need to be locked by staff or administration.
- ☐ The row closest to the gym will need to exit the café and head to the locker rooms.
- ☐ An additional component of this is that when students are released from these locations they will need to return back into the cafeteria so attendance can be taken.
- ☐ The teachers of the classes who were at lunch will report to the cafeteria and complete an attendance check to ensure that all students are accounted for.
- ☐ The Gym –Students in the gym will go directly to the locker rooms and the doors will be locked by staff.
- ☐ The Library – the library will need to get students into the Audio-Visual room within the library.
- ☐ The Auditorium – everyone will remain in the Auditorium.

- ❑ Senior Lunch all students will need to re-enter the building as instructed by the teachers/administrators on duty and they will move directly to Mr. Gionet's room.

- **EXTERNAL LOCKDOWN**

An "External Lockdown" will be issued if there is a threat that exists outside of the school grounds, but will cause the school to take the following responses.

- The school will continue to function as it normally does.
- Administration and office staff will maintain contact with the Douglas Police & Fire Departments as well as the State Police relative to the safety risk.
- Classes will continue to be instructed and students will follow their class schedule.
- Students will not be released from school during an External Lockdown until administration has received confirmation from safety officials that it is safe to dismiss students.
- Administration will endeavor to keep all students and staff informed about the threat and the status of the schools safety.

External Lockdown - Shelter-In -Place

An "External Lockdown-Shelter-In-Place" would indicate that the threat is not on school grounds but safety officials are concerned that the school may be at risk. The school will take the following steps during an "External Lockdown-Shelter-In-Place".

- Students will remain in their present class.
- Students in the Halls or bathroom will need to return to their assigned classes.
- Faculty will need to ensure accurate attendance and contact the Main Office if a student(s) are missing from their classroom.
- Classes can continue, however students must remain in the classroom.
- There should be no one in the halls or moving about outside of the classroom.
- If the class period ends all students and staff will remain in the classroom until notified by the Main Office that we are "All Clear".
- The administration and Main Office staff will be in continuous contact with local police on the status of the threat and will endeavor to keep students and staff as up to date as possible.
- Upon an "All Clear", school will resume as scheduled.
- If the threat escalates and the school is seen as being at risk we would then move to an "external Lockdown".
- If the police feel that the school is unsafe and needs to be evacuated, we will follow the procedures in place for an evacuation.

- **WEATHER ADVISORY**

- The weather emergency procedure will be followed as such:
- All students are to vacate their classroom and follow the evacuation to their designated "safe areas" contained in the school's weather emergency plan as instructed by their classroom teachers.
- Students are to remain with their group and teacher.
- All teachers will have to remain with their group
- Please remain in place until an "all clear" signal has been issued by an administrator or a crisis team member.
- Office staff will report to their secured area with all attendance and dismissal records.

X. VIOLATION OF SCHOOL RULES AT OR NEAR GRADUATION

Any violation of school rules (especially alcohol and drugs) prior to the graduation ceremony will be penalized in accordance with school rules. If any suspension falls during senior activities, the student will not participate in those activities, including graduation.

Y. STUDENT CONDUCT

Disrespect

Disrespectful attitude or language to teachers and students may result in the assigning of office detentions or suspension from school, as determined by the administration. Students are required to act courteously and respectfully during assemblies. Failure to do so may meet with removal from the assembly and disciplinary measures.

Cafeteria Conduct

The following rules are in effect for the cafeteria:

- All food is to be eaten at the tables.
- Line cutting is not permissible.
- Each student is responsible for removing his/her tray and debris from the table as well as the floor around them.
Tables should be left clean for other students.
- **Students violating these rules may be asked to sit in an assigned seat, lose cafeteria privileges, or receive disciplinary response.**

Classroom Conduct

All students must realize that the primary function of Douglas High School is to provide students with an excellent education. This can only take place in a well-structured, well-disciplined classroom setting. Students share equal responsibility with teachers and administrators for maintaining a good classroom atmosphere.

Classroom disruptions on the part of any individual or group of individuals will not be tolerated. Study halls are considered to be classrooms, and rules of conduct apply there as well.

Corridor Conduct

Students are not to linger in the corridors before, between, or during classes. If it is necessary that a student be in the corridors during classes, he/she must have a corridor pass signed by the teacher who issued the pass.

Bus Conduct

All bus students will be dropped off in the parking lot to the right when entering school grounds. Students in grades 8-12 will enter through the main entrance and proceed to their classrooms. Buses will pick students up at the same place. During inclement weather, high school students will wait in the cafeteria.

Students should be aware that to ensure the safety of all passengers, conduct on the bus should be the same as appropriate classroom conduct and the driver should receive the same respect and courtesy due a teacher. Pupils reported for misconduct will be dealt with as follows:

*****Please note: Students may only ride on the bus they are assigned to.**

Loading and Unloading

Riders must be on time; the bus will not wait.

Riders must enter or leave the bus at regular stops only.

Riders must behave in an orderly manner and show respect for private property.

Riders must follow the instructions of the driver when entering or leaving the bus.

Required Conduct Aboard the Bus

Riders must remain seated when the bus is in motion. Whistling, shouting, and singing are not permitted.

Smoking is prohibited. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers in any manner
- Talking to the driver in an annoying manner
- Throwing objects in the bus or out of windows
- Climbing over seats
- Opening or closing windows unnecessarily
- Leaning out of windows (keep hands and arms inside the bus at all times)
- Littering on the bus
- Consumption of food/Chewing gum
- Loud music
- Graffiti

Students will be held responsible for any defacing or damaging of the bus.

First infraction – Parent(s) will be contacted. Discipline may result in temporary loss of bus privileges.

Second infraction - Temporary loss of bus privileges.

Third infraction - Loss of bus privileges for a determined period of time.

***Administration reserves the right to determine the length of time of a suspension and/or revoking bus privileges resulting from any bus infractions.

Z. STUDENT BREAKFAST AND LUNCH

Students may purchase breakfast before school begins for \$1.25. Student lunches are available for **\$2.60**.

8oz milks are available for **\$0.55**.

*****Please note: Lunch deliveries from local restaurants are prohibited.**

VII. DRIVING AND PARKING REGULATIONS

Permission for students to drive a vehicle to Douglas High School is conditional upon the complete adherence to school rules and regulations. A student's parking privileges may be revoked if the administration determines that a student has violated the rules and regulations of Douglas High School. In addition, a student's parking privileges may be revoked if the administration determines that a student has violated state, local, or town laws or ordinances on school property. Any member of the Douglas School District administration may revoke a parking permit.

There will be no expectation of privacy relative to vehicles parked on school property.

All drivers are subject to the laws of the State of Massachusetts Department of Motor Vehicle Registry. Violators of State law may be reported to the local authorities.

The following rules and regulations pertain specifically to those students wishing to drive motor vehicles to school:

- All students using a vehicle as transportation to school must register that vehicle with the administration, pay a \$5.00 fee, and obtain a parking permit. All student drivers must display a parking permit from their rearview mirror. Only students with a parking permit from Douglas High School will be allowed to park in the student lot.
- All vehicles must have a valid state registration and inspection sticker.
- Student vehicles may be subject to search by the administration if reasonable grounds exist to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle. While parents will be notified of the intent to search, the search may take place without their presence.

- **Administration and faculty will provide supervision to manage traffic flow, but are not liable for accidents or property damage.**
- No vehicle shall enter the path of a school bus entering or leaving school. School buses have the right of way at all times on school property. Student must oblige to the directives of the staff on duty during the dismissal process.
- Student drivers must yield to pedestrians.
- Student drivers must drive in a mature and responsible manner. Students are prohibited from speeding, driving recklessly, racing engines, squealing tires, and driving around the school. Students are prohibited from using the fire lane behind the school.
- Student drivers must park only in the lot directly in front of the school and enter the building by the main / front entrance doors.
- While vehicles are on school grounds, stickers and signs on vehicles that bear offensive, vulgar or obscene words or pictures will not be tolerated if such expressions cause disruption or disorder within the school environment. The student will be asked to remove the sticker or signs. Failure to remove the stickers or signs or subsequent occurrences may be subject to disciplinary action or the loss of parking privileges on school grounds.
- While vehicles are on school grounds, stickers or signs on vehicles that promote the use of illegal or controlled substances will not be tolerated. Failure to remove stickers or signs or subsequent offenses will be subject to disciplinary action as well as revocation of student parking privileges on school grounds.
- Students are not permitted to loiter in the school parking lot at any time. Students are to exit their vehicles and enter the school promptly upon arrival.
- The entire parking lot and student vehicles in particular are off limits during school hours (or from the time the student arrives to the time the student leaves school) unless the administration grants permission.
- Douglas High School and the Douglas Public School District are not responsible for student vehicles or their contents.
- According to Massachusetts law, all students must wear their seatbelts.
- Douglas High School reserves the right to tow vehicles at the owner's expense.

Any violations of the above regulations may be subject to disciplinary action, including the temporary or permanent revocation of a student's motor vehicle privileges.

VIII. DRESS CODE

Students should dress appropriately at all times. The Douglas High School dress code is based on the principle of safety, hygiene, and generally accepted standards of propriety. Consistent with the school district's sexual harassment and anti-discrimination policies, the dress code was developed to protect the welfare of all students while they are attending school.

Unacceptable dress/attire is any clothing that is deemed provocative and disrupts the learning environment.

Banned attire includes the following:

- Shirts that imply or denote alcohol, smoking, sex, violence, foul language etc.
- Hats or bandannas

- No excessive torn/holey pants
- Chains, fused rings, studded belts, etc.
- Pajama bottoms/Flannels/Slippers

*****Oversized purses (All purses must be 8 x 10 or smaller)**

*****Both male and female students may carry a “cinch” bag. Female students can carry a purse or**

“cinch” bag but they cannot carry both. There are cinch bags available at the school for purchase.

Students should dress neatly and cleanly. Footwear must be worn at all times; it is recommended that students not wear shower sandals and/or flip-flops. Bare midriffs are not allowed. Tank tops may be worn only with a T-shirt underneath. Chains, brass knuckles, and fused rings may not be worn or carried.

Clothing, jewelry, backpacks and personal items that bear offensive, vulgar, obscene or racist words or pictures, or advocate the use of illegal or controlled substances, may not be worn. Clothing and personal items with words or pictures which refer to sexual activity, tobacco, and drugs or alcohol are not allowed.

This list is NOT all-inclusive. Any clothing or personal item that, in the judgment of the administration, interferes with or disrupts the educational process will not be allowed. This policy is based on principles of safety, hygiene and generally accepted standards of propriety. It is also consistent with the policies on sexual harassment and anti-discrimination.

On first occurrence of a violation the student will be asked to change his/her clothes. If a change of clothing is not available at school, a parent will be called to bring in clothes. Refusal to change, or subsequent occurrences, may be considered insubordination and subject to disciplinary action.

If a student is unable to obtain appropriate clothing that student will not be able to attend class. They will remain in the office or the in-house detention room.

****The dress code applies to all physical education classes. If the attire does meet the dress code, determined by the teacher, the student will be asked to change into something appropriate or they will receive a zero for the class.**

*****The dress code applies to all athletes on game day. They may wear their uniform if it complies with dress code.**

IX. SOCIAL

A. SCHOOL SPONSORED ACTIVITIES

All school rules apply at any school-sponsored student activity - whether on or off campus – for the duration of the activity. Penalties are outlined in the discipline chart. Dances at the Municipal Center are not school sponsored. If administration is not present then the school personnel/chaperones in charge of any and all school sponsored activities/trips have the right to search students’ backpacks and/or luggage.

Student fundraising associated with a student’s senior project or individual interest group is not a fundraising activity of the Douglas Public Schools.

B. PARTICIPATION IN ACTIVITIES AFTER ABSENCE OR DURING SUSPENSION

Students will not be allowed to participate in or be in attendance at an extracurricular event on the same day they are absent from school unless the absence has been excused in advance by the principal or assistant principal. This applies particularly to dances and athletic events. Students who have been suspended from school are required to stay off school grounds until they are allowed by the principal or assistant principal to return.

C. ELIGIBILITY FOR ACTIVITIES, CLUBS, AND NON-ATHLETIC SCHOOL ORGANIZATIONS

- Please refer to page 48 for information regarding athletic eligibility.

- If a student fails two or more courses during any marking period, he or she will not be allowed to participate in *extra-curricular* field trips during the school day.
- Students may regain their eligibility to participate in extra-curricular field trips during the school day (i.e. failing no more than one course) when a following quarterly progress report is issued. A current progress report will be used to determine eligibility.
- Students will not be allowed to participate in field trips of any kind if they have been given an excessive number of classroom or office detentions, if they habitually fail to serve their detentions, if they continually cause classroom disturbances, or if they have been suspended an excessive number of times. These infractions will jeopardize a student to participate in special class events, such as the Jr./Sr. Prom and senior week activities, he/she should be a member in good standing in the class. This includes being up to date with class dues, community service requirements as well as have the potential to meet the minimum credits needed for their class standing. (Good standing would be determined by the administration.)

D. SCHOOL DANCES

No eighth grade students are permitted to attend high school dances/proms. High school students are not permitted to attend dances/activities planned for younger students (unless acting as D.J.). Only Douglas 8th Graders are allowed to attend the Eighth Grade Dinner Dance.

If anyone is absent from school during the day of a dance (other than an absence approved by the administration), he/she may not attend the dance in the evening.

*****Please note** there are no early dismissals for school dances except for Prom Night. **The school day will be an activity day allowing dismissal for Prom Night to be no earlier than 11:07am.**

It is mandated for all dances that the student, parent and guest sign the DHS Dance Contract. This document encompasses what is appropriate attire and behavior. The contract will be available prior to any dance from a class or club advisor or in the main office.

School dances are not open to the public. School IDs or faculty recognition is mandatory. School dances are intended for students in grades 9-12 enrolled at Douglas High School only, with the exception of special dances such as the Harvest Ball, Snow Ball, and Jr.-Sr. Prom, when guests may be invited. Invited guests must submit an approved guest verification form and register in the office or with the class advisor before the dance. Guests must be enrolled in high school (grades 9-12) and in good standing to attend. Guests who are no longer enrolled in high school may not attend unless they have obtained special written permission from the DHS administration.

Absolutely no guests 20 years of age or older will be permitted to attend any Douglas High School sponsored dances. The exception is the Jr. and Sr. Prom: Absolutely no guests 21 years of age or older will be permitted to attend.

Students will not be allowed entrance into the dance after the first hour unless prior permission has been granted. **No student will be allowed to leave a school dance before one hour of its scheduled end times. The exception to this is through parental approval given to administration or faculty supervisor.** If anyone leaves the building at any time without permission of the person in charge, he/she must leave the premises and will not be allowed to return.

The band or D.J. selection must receive prior approval of an administrator.

There will be no slam-dancing, moshing, and provocative/hip hop style of grinding, sexually suggestive dancing, or other dancing that could be considered by the chaperones as having the potential to cause an injury or acting in a socially provocative manner. Students who do not cooperate with this rule will be sent home, their parents will be notified, and their eligibility to attend future dances may be suspended. Students are not allowed in the academic or administrative areas during any dance.

Possession or consumption of alcohol or drugs at any school activity—either on or off of school property—is a

violation of Massachusetts State Law and the DHS drug/alcohol policy. Students under the influence at any school activity—either on or off school property—are in violation of the DHS drug/alcohol policy.

E. EXTRA-CURRICULAR OPPORTUNITIES

Student Council	Field Hockey	Cross Country
School Council	Track & Field	Golf (fall)
National Honor Society	Drama Club	Girls Volleyball (fall)
Boys Volleyball (spring)	Soccer	Math Team
Year Book	Peer Leadership	Softball
Band	Chorus	GSA
Auxiliary (Baton, Rifle, & Flag)	Cheerleading	Baseball
Basketball	Football (Co-op w/Sutton High School)	Indoor Track & Field
	Hockey (Co-op w/Hopedale & Millis High School's)	

F. CLASS DUES

Class dues may be paid weekly, monthly, or annually. The purpose of class dues is to help offset the cost of class activities, such as prom, senior week, etc. Failure to pay class dues by the end of the academic year may result in loss of privileges the following year until dues is paid. If students are not up to date with their class dues by the end of the school year, they may not be able to participate in any school related activities until their dues is paid. These school activities may include, but not limited to, dances, winter carnival, and prom. If this creates a financial hardship to a family, they may schedule a meeting with an administrator to present their concerns.

G. PARENT-TEACHER ORGANIZATIONS (“PTO”)

The purpose of the Douglas High School Parent Teacher Organization is to support Douglas High School by sponsoring fundraising activities, cultural and academic enrichment programs, and other activities to enhance the quality of education offered to the students of Douglas. Parents are welcome to get involved through a variety of volunteer opportunities. A list of PTO contacts is included in each student’s first day package.

H. FIELD TRIPS

From time to time, students will be afforded the opportunity to attend school-sponsored field trips as part of their educational experience. Teachers notify parents / guardians of all details relating to a field trip and obtain parental / guardian consent beforehand. Students will not be permitted to attend any field trips without written consent from their parents / guardians. In some cases, parents / students may be required to sign a release of liability agreement before students may attend particular field trips.

X. ATHLETICS

A. ATHLETIC PROGRAM

Girls: Soccer, Volleyball, Basketball, and Softball

Boys: Soccer, Volleyball, Basketball, and Baseball,

Co-Ed: Field Hockey, Cross-Country, Golf, Track and Field, Football (Co-op with **Sutton** High School)

The athletic program is part of the educational structure at Douglas High School. Each student has the opportunity to participate but also has the obligation to fulfill certain requirements. These requirements are not intended to discriminate against any students, but rather are necessary to protect the school, the athletic program and, most important, foster the development of responsible, educated adults. The cut-off date for students joining a team will be one week after the start of practice **unless having been cut from another sports program**. The cut-off for fall sports will be one week after the start of school.

Participation in Weekend and/or Vacation School Events

Students are eligible for weekend/vacation school-sponsored events if they are absent/suspended on the Friday prior to the weekend, providing contact is made to the school administration on the last school day prior to the weekend/vacation. This rule applies only for suspensions that end on the last school day prior to the weekend/vacation.

B. MIAA GOVERNANCE

Douglas High School abides by all rules which are in the current MIAA (Massachusetts Interscholastic Athletic Association) Handbook of Regulations (“Blue Book”). Please make special note of the following:

Age Limits

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1st of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil’s place of birth.

Academic Requirements

To maintain academic eligibility for any middle level, junior varsity, or varsity athletic team, a student may fail no more than one course, either major or minor.

Eligibility is determined by quarterly report cards. Progress reports and summer school courses have no affect on athletic eligibility. Academic eligibility shall be official on the date report cards for the previous term have been issued; i.e., eligibility for the second quarter is determined the day first quarter report cards are issued.

The fourth term report card shall be used to determine eligibility for the following fall sports season. **Summer school grades have no impact on athletic eligibility.** Incomplete grades may not count towards eligibility for the following fall sports season.

For students who become ineligible due to their second term report cards, the third term progress report may be used to determine *tentative eligibility* for spring season tryouts. The athletic director must certify tentative eligibility before any participation. Students with tentative eligibility may try out and practice for spring teams but may not participate in any athletic contest until they regain full eligibility on their third term report card.

A student cannot, at any time, participate in athletics unless he or she is taking courses that would provide credit equivalent to four 1-year major courses.

A student who repeats a course for which he or she received previous credit cannot count that subject a second time for eligibility.

Previous reference to special education students with 502.4 prototypes is rendered valueless, given current special education law. Academically ineligible special education students may not participate unless a waiver has been requested and granted by the MIAA.

C. CHEMICAL HEALTH

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA” or “near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

The minimum penalties are:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Fractional portions of contests will be dropped when calculating 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. Fractional portions of contests will be dropped when calculating 60% of the season.

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

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

D. STEROID USE

Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004). Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most "get-rich-quick" schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids. The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

E. ATHLETIC REGULATIONS

Athletes who arrive at school late after the start of D Block (10:02 on normal day scheduling, 9:43 on activity day scheduling) are not eligible to participate for that day.

Athletes must ride to and from events on the team bus, follow bus regulations, and dress according to the policy dictated by the respective coach.

Athletes must be in school, and on time, the day following a competition.

Athletes must abide by Douglas High School's rules of behavior as well as the athletic regulations. A student athlete may be suspended or dismissed, resulting in the loss of any individual or team awards for failure to follow these guidelines.

Athletes are responsible for any equipment or uniforms issued to them. They will have to pay the cost of any article not returned at the end of the season.

The following offenses will be dealt with according to team rules or DHS Rules & Regulations:

- Missing or being late for practices or games without prior notification to the coach.

- Disrespect toward a coach or game official.
- Any other actions unbecoming a Douglas High School student/athlete that are not covered by the rules of behavior or athletic regulations.

All students are required to have the following before participating in the Douglas High School Athletic Program. All forms for participation can be found in the high school office.

- Academic eligibility
- Parental / guardian's permission to participate (program participation form)
- A physical exam fewer than **twelve (12)** months old on record with the school nurse
- A parental consent / release from liability and indemnity agreement form
- A signed acknowledgement of the MIAA's state-wide chemical health policy
- An athletic user fee of **\$150**. Please make checks payable to *Town of Douglas*.
- School insurance or some other insurance plan

F. ATHLETIC USER FEE

Fees will be collected by an athletic department representative and deposited in an athletic fund to be used solely by the athletic department. Fees must be paid in full prior to the first practice of the season. Please make checks payable to *Town of Douglas*.

The fee for all levels of each sport offered during the 2013-14 school year is \$150 per student per sport with an annual cap of \$350 maximum per student and \$600 maximum per family. Parents may apply to the High School Principal or Athletic Director for a waiver of these fees if they believe financial hardship will prevent their student from participating. Waivers will be considered confidentially and on a case by case basis. Any player who fails to make a team will receive full refund.

Any player who is removed from a team for disciplinary or academic reasons or who voluntarily leaves a team after making the roster *is not entitled to a refund*.

Paying a user fee in no way guarantees playing time. Every effort will be made to play junior varsity and middle school team members as frequently as possible. No guarantee will be made to ensure playing time on the varsity level in any sport.

XI. DISCIPLINE

A. AFTER SCHOOL DETENTION

After-school detentions will be handled by teachers at their discretion. Teachers will keep records of after-school detentions they have assigned. Office detentions are assigned by the administration and are one hour in length. The Assistant Principal keeps records of detentions. If a student is absent on the day of an assigned detention, he/she is expected to serve detention the next day in attendance. Teachers will be free to administer their own detentions even if the office has assigned a detention for the same offense.

B. SUSPENSION

I. Suspensions of Ten Days or Fewer

Suspension may be imposed in cases of serious misconduct or repeated offenses of less serious misconduct. Unless emergency circumstances dictate otherwise, the following procedure may be followed for suspensions of ten days or fewer.

The student will meet with the assistant principal (or in the absence of the assistant principal, with the principal or his/her designee). At that meeting, the student will be told the nature of the charges, and have an opportunity to respond. The assistant principal will make a decision based upon information presented by the student, further investigation if required, and evidence already known to the assistant principal. If the assistant principal determines that a suspension is warranted, he/she will notify the student of the duration of the suspension, and, if the student

previously denied the charges, the assistant principal will supply an explanation of the basis of his/her finding.

The school will make every effort to notify parents of the suspension by telephone immediately, and will, in all cases, notify the parents in writing. A student returning from suspension must be accompanied by a parent or guardian, and must meet with the assistant principal or principal prior to re-admission to school.

In most cases, suspensions will be based upon the discipline chart. However, the assistant principal retains discretion to impose a suspension of a different length (longer or shorter), or some other penalty based upon the circumstances of the case.

In all cases, once a student has been assigned to suspension, he/she will not be allowed to take part in or attend any school-related function or activity. This remains in effect until the student has officially returned to school from suspension.

Suspension days will be counted as excused absences. Students who are suspended will be given the number of days they are out to make up the work.

II. Suspensions in Excess of Ten Days

For cases involving suspensions in excess of ten days or indefinite suspensions based upon the issuance of a felony criminal complaint, the following procedure will be followed:

The principal will notify the student in writing of the reasons for a suspension in excess of ten days.

The student will be allowed an informal hearing, as set forth in Section I. for “Suspensions of Ten Days or Fewer,” prior to the suspension taking effect except where circumstances make it necessary to impose the suspension prior to such a hearing. (Such circumstances may include, but are not limited to, incarceration of student, refusal of student to attend the hearing, or where the student poses an unreasonable danger to the welfare of the school). In cases involving a felony criminal complaint, the principal may decide to take action without a hearing.

The principal will issue a prompt written decision setting forth findings on whether the student committed an offense and if so, the penalty awarded. Suspensions will be of a definite duration, except when based upon a pending felony criminal complaint.

The student may appeal the suspension to the superintendent by forwarding a written request for an appeal to the superintendent within five days of the effective date of the suspension. In the event of an appeal, the student may request a hearing, at which the student will have the right to present evidence and be represented by counsel. The superintendent will issue a decision within five days of the hearing.

C. EXPULSION

A student may be expelled for unusually serious offenses where the principal determines that the continued presence of the student in school would be detrimental to the welfare of the students, teachers, and administrators in the school.

Massachusetts General Law, c.71, §37H provides for expulsion of students under the following circumstances and after the following procedure:

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 or knife; 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.

Any student who assaults a principal, assistant principal, teacher, teacher’s aide, student 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.

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 at which the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at 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), provided however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

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 10 days from the date of the expulsion in which to notify the superintendent of his 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 definition of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the principal of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said exclusion.

Expulsions for other reasons, such as conviction of a felony, where the principal determines that the continued presence of the student will have a detrimental effect on the general welfare of the school; cases involving violent conduct; and other cases where expulsion is set forth as a possible remedy under another policy in this handbook, will be handled in accordance with the same procedure set forth above.

A suspension may be extended beyond ten days, during the pendency of an expulsion, by following the hearing procedures above, provided the hearing date set by the written notice of charges is before the expiration of the original suspension or immediately thereafter. If the hearing is postponed upon the request or agreement of the student's parents or attorney, the suspension shall continue, pending the outcome of the hearing, unless the principal or superintendent determines otherwise.

BULLYING PREVENTION POLICY

The Douglas Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

M.G.L.c. 71, Section 370, the Bullying Prevention and Intervention Act.

Now, under the amended Act, Bullying is defined as follows: "the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or herself or damage to his property; (iii) creates a hostile environment at school for the victim, (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. For the purposes of this section bullying shall include cyber-bullying." (*Emphasis added*).

"**Cyber-bullying**" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Douglas Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Douglas school district if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as

possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Target Assistance

The Douglas Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Douglas Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary

Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:370

MGL 265:43,43A

MGL 268:13B

MGL 269:14A

CROSS REFS: AC, Nondiscrimination

GBAA, Sexual Harassment

JJICFA, Prohibition of Hazing

JK, Student Discipline Regulations

First Reading: October 6, 2010

Second Reading: October 20, 2010

Third Reading and Adopted: November 17, 2010

APPENDIX OF FEDERALLY MANDATED PROGRAMS

HEARING OFFICERS / CONTACT INFORMATION

The following staff members are hearing officers in charge of mandated programs.

Team Chair	Laura Nasuti	476-4034
504 Coordinator	Nealy Urquhart	476-4034
Title IX	Beverly Bachhelder	476-3332

Title VI	Nealy Urquhart	476-4034
Special Education/ Student Services	Nealy Urquhart	476-4034

Douglas School System does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Douglas School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance coordinator, Shellie Wilson, at 508-476-4034.

Massachusetts Bureau of Special Education Appeals
(781)338-6407

Office of Civil Rights, Region I
U.S. Department of Education
John W. McCormick, POCH
Room 222
Boston, MA 02189-455

STUDENT RECORDS

State regulations governing student records are briefly summarized below. These regulations are available at the school for review.

A student's record consists of his or her school transcript and temporary record. The temporary record includes all information which is organized on the basis of the student's name, is relevant to the educational needs of the student (including special education files when applicable), and is kept by the school. A student's parent or guardian or an eligible student (who is at least 14 years old or has entered the ninth grade), has the right to inspect all portions of the student's record upon request to the school Principal. The record must be made available to the parent, guardian, or eligible student not later than ten consecutive workdays after the request is made, unless the parent or guardian or eligible student consents to a delay. The parent, guardian, or eligible student may request copies of any part of the record. A fee may be charged for the cost of copying. Non-custodial parent access is governed by State Regulation 603 CMR 23.07 (5).

Confidentiality of Records

No individual or organization other than the parent, guardian, eligible student, or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian, or eligible student except in limited instances as specified by federal and state statutes and regulations governing student records.

Amendment or Deletion of Records

The parent, guardian, or eligible student has the right to add relevant comments, information, or other written material to the student's record. In addition, the parent, guardian, or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a Team evaluation. The parent, guardian, or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, her or she may appeal such decision to the school Superintendent and ultimately, to the School Committee.

Destruction of Records

A student's temporary record shall be destroyed no earlier than seven years after the student leaves the school system. A student's transcript may be destroyed no sooner than 60 years after the student leaves the school system. A school principal or his or her designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent, guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Policy on Release of Student Record Information

Pursuant to the federal and state regulations governing student records, Douglas Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent unless you notify Douglas Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "...any person, private or public agency...or organization other than the eligible student, his/her parent, or authorized school personnel." 603, CMR 23.02. For example, third parties to whom Douglas Public Schools may release student record information would include PTOs, the Douglas Schools Foundation, and newspapers which report on student activities, etc.

The information that may be released is limited to the following:

Student's name, address, telephone listing, date and place of birth, Major field of study, dates of attendance, weight And height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please send written notification to the office of your school principal no later than Friday, September 26, 2008. You will be asked to review this policy annually.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Douglas Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible PPRA students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

Protected Information Survey Areas

1. political affiliations or beliefs of student or student’s parent;
2. mental or psychological problems of the student or student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parent; or
8. income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. protected information surveys of students;
2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. instructional material used as part of educational curriculum.

Douglas has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Douglas will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Douglas will also directly notify parents and eligible students, (such as) through either the U.S. Postal Service or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

PRA NOTICE AND CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires that the Douglas Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. political affiliations or beliefs of student or student’s parent
2. mental / psychological problems of student or student’s family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior
5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. religious practices, affiliations, or beliefs of student or parents
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. You will be sent notification prior to any of these activities. (Information from the U.S. Department of Education)

NOTIFICATION OF A PARENT’S RIGHT TO KNOW TEACHER QUALIFICATIONS

The No Child Left Behind Act (NCLB) allows parents or guardians to request information about the professional qualifications of their child’s classroom teachers. The parent/guardian will be provided with the following information on request:

- whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;
- the teacher’s degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
- whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Parents/guardians can request this information from the school Principal.

STUDENT SUPPORT SERVICES: SPECIAL EDUCATION

In Massachusetts, the special education system is based on federal special education law and the Individuals with Disabilities Education Improvement Act (IDEA, 2004 CFR 300) in concert with the state special education law (MGL c. 71B 603 CMR 28.00). These laws protect students with disabilities who are eligible for special education and guarantees them an Individual Education Program (IEP) to meet their unique needs. The Douglas Public Schools provide a full continuum of special education services for students with disabilities ages 3-22 (without a high school diploma) who have been found eligible for special education.

Early Intervening

Early intervening is a response to intervention (RTI). This reflects the school district’s responsibility to make every effort to assist a child before making a referral to special education. A procedure is in place in every school in the district to provide the necessary supports to students prior to referral.

Referral to Special Education

When a parent or professional identifies a child as possibly needing special education and related services a referral is made to begin the special education evaluation process. The evaluation process adheres to specific timelines enumerated in the aforementioned regulations.

Evaluation Process

The evaluation process' data drives eligibility determination. Parental consent is required for trained specialists to complete these evaluations. Parents have a right to the assessment reports two days before the Team meeting.

The Team Meeting

The Team, which consists of parents, special educators, regular educators, the Special Education Coordinator, related service providers, an individual who can interpret the instructional implications of the evaluation results, and the student (where appropriate) meets to decide eligibility, IEP services, and placement.

Eligibility requires a response to the following questions:

Does the child have a disability? If so, what type?

Does this child's disability result in an inability to make effective school progress?

Does the child require specialized instruction to make effective progress or require related services to access the general curriculum?

Disabilities for Eligibility include:

Autism	Developmental Delay	Intellectual Impairment
Sensory Impairment	Neurological Impairment	Emotional Impairment
Communication Impairment	Physical Impairment	Health Impairment
Specific Learning Disability		

Services and placement are decided by the student's educational Team. Students individual needs drive these decisions and are reflected in the development of an Individual Education Program (IEP).

ALTERNATIVE EDUCATION PROGRAM

Purpose and Guidelines

Douglas High School's Alternative Education Program's intent is to meet the individual student's academic, social, emotional, and behavioral needs while maintaining the district's graduation requirements and any other standards established by the school committee in conjunction with all state and federal statutes and laws. The Alternative Education Program serves students in grades 8-12 who demonstrate moderate to significant behavioral, motivational, and/or social issues.

All students enrolled in the Alternative Education Program are expected to adhere to all school rules and standards as described in the Douglas Student Handbook. As such, disciplinary policies and procedures are the same for all Alternative Education Program students that attend Douglas High School.

All students enrolled in the Alternative Education Program are required to abide by MCAS requirements for graduation. Douglas High School's Alternative Education Program's intent is to address and serve the identified needs of the following categories of students:

- A) Students currently and/or found to be eligible for special education services with diagnoses of either emotional impairments, health impairments (such as ADD/ADHD), neurological and/or other disabilities that negatively impact their behavior, motivation, and or social skills/relationships;
- B) Students currently on 504 plans (with qualified disabilities that also negatively impact the previously identified areas); or
- C) Regular education students who illustrate moderate to significant behavioral, motivational, and/or social maladjustment issues.

In all student categories, the degree of issues illustrated must at least moderately negatively impair their own academic progress and /or the academic progress of others. Students will not be considered for placement into the Alternative Education Program unless documented evidence exists of previous attempts to address students' issues AND said attempts were found appropriate but unsuccessful.

The curriculum of the Alternative Education Program is aligned with the state curriculum frameworks. Every attempt will be made to educate each student in the least restrictive environment while maintaining high educational standards.

The academic focus of the Alternative Education Program is to prepare each student to transition into mainstreamed classroom settings when appropriate. Special education students will continue to receive any accommodations and/or other specialized instructions documented in their educational plans.

Consistent and regular monitoring of student progress by program personnel is imperative to assist students in making effective academic and behavioral progress and to modify programmatic approaches as necessary. The monitoring of students is performed via the following:

- Ongoing communication/contact with parents/guardians and school administrators
- Alternative Education Progress Report
- Behavioral/academic rating sheet (The use and design of the behavior-rating format may be modified based on the needs of students.)

Parental Involvement

Douglas High School considers parental/guardian involvement essential to each student's success. Parents/guardians are important members of their student's Alternative Education Program and are expected to work closely with program teachers and related personnel. Each student's performance (both academic and behavioral) will be evaluated and communicated to parents, either through the Alternative Education Program's progress reports or directly through meetings or other communications. Parents are expected and encouraged to review this information and provide program teachers and personnel with any relevant information that might assist their student's progress.

Senior Project/Senior Study/Senior PE **Semester Rotation for "A" period** **2014 - 2015**

Group A: Approximately 25 students enrolled in the following rotation:

Semester 1 –Senior Study (1,3,4) (64712-01) and Senior project (5,6,7)(618A-03)

Semester 2 –Senior PE (1,3,4) (503-05 or 503-07) and Senior Study (5,6,7) (64712-02)

Group B: Approximately 25 students enrolled in the following rotation:

Semester 1 - Senior project (1,3,4) (618A-01) and Senior Study(5,6,7)(64712-03)

Semester 2 –Senior Study (1,3,4) (64712-05) and Senior PE (5,6,7) (503-06 or 503-08)

Group C: Approximately 25 students enrolled in the following rotation:

Semester 1 - Senior PE (1,3,4) (503-01 or 503-03) and Senior Study (5,6,7) (64712-07)

Semester 2 –Senior Study (1,3,4) (64712-04) and Senior project (5,6,7)(618A-04)

Group D: Approximately 25 students enrolled in the following rotation:

Semester 1 - Senior Study (1,3,4) (64712-05) and Senior PE (5,6,7)(503-02 or 503-04)

Semester 2 –Senior project (1,3,4) (618A-02)and Senior Study (5,6,7) (64712-06)

Related Information on Senior Rotation 2014 – 2015

- Students with Senior Project on their schedule during Semester 1 will present their projects to the committee from January 7 – 18
- These students will have the exam days to complete any work determined to have not meet the academic expectations of the class, providing them with the chance to attain the required credit
- Students with Senior Project on their schedules during Semester 2 will present their projects to the committee from May 13 – 24
- These students will have the exam days to complete any work determined to have not meet the academic expectations of the class, providing them with the chance to attain the required credit
- Students will follow the rotation listed by remaining within their assigned group throughout the year
- This will ensure all students have Senior Project, Senior PE and two sections of Senior Study on their schedules
- Senior PE is now a required course for graduation and carries one credit in value
- If a student is not passing Senior PE, they will also have the opportunity to complete any work determined to have not meet the academic expectations of the class, providing them with the chance to attain the required credit in either Semester 1 or 2
- Senior PE will present curriculum that covers the topics of CPR/First Aid, Life Fitness, Golf, Archery and Movement
- Senior PE will also utilize the Fitness Room and its apparatus as well as the Adventure Learning apparatus in the gym
- Students might be scheduled with one study hall teacher in one semester and with a different study hall teacher in the other semester

DHS Daily Schedule 2014-2015

Seven Day/Six period Rotation Schedule

Days:	1	2	3	4	5	6	7
P	A	B	C	D	E	F	G
E	B	C	D	E	F	G	A
R	C	D	E	F	G	A	B
I	D	E	F	G	A	B	C
O	E	F	G	A	B	C	D
D	F	G	A	B	C	D	E
S							
Drops	G	A	B	C	D	E	F

Bell Schedule

1. 7:20 – 8:15 – 55 Minutes
2. 8:18 – 9:31 – 73 Minutes - Morning Announcements / Block
3. 9:34 – 10:29 – 55 Minutes
4. 10:32 – 11:27 – 55 Minutes
5. 11:30 – 12:54 – 85 Minutes – Lunches
 - First - 11:30 – 11:56 – 26 Minutes
 - Second – 11:59 – 12:25 – 26 Minutes
 - Third – 12:28 – 12:54 – 26 Minutes
6. 12:57 – 1:52 – 54 Minutes - Possible Announcements

DISCIPLINE CHART			
OFFENSE	FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
Cell phone/electronic devices for use outside of designated structured time	Warning	2 Office Detentions -and- Parent/guardian will be called to pick up phone.	3 Office Detentions -and- Parent/guardian called to get phone. 4 th Offense–1 day In-school Suspension
Assault	1 – 3 Day Suspension Police Involvement	3 – 5 Day Suspension Police Involvement	5 – 7 Day Suspension Police Involvement
Profanity --- Profanity Directed Towards Adult	2 Office Detentions --- 2 Day In-school Suspension or 1 Day Suspension	1 Day In-School Suspension --- 1 Day Out-of- school Suspension	1 Day Out-of-school Suspension --- 3 Day Out-of-School Suspension
Blatant Disrespect / Opposition to Authority	1 Office Detention/parent communication	1 Day In-School Detention/ parent communication	1 Day In- School Suspension
Vandalism; Breaking or Defacing of School Property	1 Day In-school or 1 Day Out-of-school Suspension Financial Restitution and Court Prosecution at Administrative Discretion at each Occurrence	2 Day In-School or 2 Day Out-of-school Suspension	3 Day In-School Suspension or 3 Day Out-of- School Suspension
Fighting	3-5 Day Suspension	5-7 Day Suspension	7-10 Day Suspension
Stealing	1 Day In-school Suspension 2 Day In-school Suspension 3Day In-school Suspension Financial Restitution, Court Prosecution at Administrative Discretion		
Presence in an Unauthorized Area	1 Office Detention	1 Day In- School Suspension	2 Day In-School Suspension
Alcohol (Use or Possession)	Refer to Pages 14-15	Refer to Pages 14-15	Refer to Pages 14-15
Drugs (Use or Possession)	Refer to Pages 14-15	Refer to Pages 14-15	Refer to Pages 14-15
Skipping: A Class --- A Teacher Detention --- An Office Detention	1 Office Detention Parent communication --- 2 Office Detentions --- 2 Office Detentions	1 Day In-School Suspension --- 1 Day In-School detention for that class --- 1 Day In-School Suspension	2 Day In-school Suspension --- 2 Day In-school Suspension --- 2 Day In-School Suspension
Tardiness to School (Unexcused)	1 st Warning	2 nd Warning	3 rd Warning 4 th Offense – 3 Office Detentions
Truancy	1 Day In-School Suspension or 1 day Out-of-School Suspension	2 Day In-School Suspension or 1 - 2 day Out-of School Suspension	1-3 Day Out-of-School Suspension
Disruptive Behavior	Conference with Administrator & 2 Office Detentions	1 Day In-School Detention for that class	2 Day In- School Suspension
Smoking	1 Day In-School Suspension & Parent Communication	2 Day In-School Suspension & Parent Communication	1-3 Day Out-of-School Suspension
Weapons	Refer to p. 10-11	Refer to p. 10-11	Refer to p. 10-11
Violation of Acceptable Use Policy	Consequences to be determined by the administration		
Leaving School Grounds	1 Day In-School suspension	2 Day In-School Suspension	3 Day In-School Suspension
Harassment	Consequences to be determined by the administration.		
Unauthorized Recording / Videotaping on School Grounds	Consequences to be determined by the administration.		
The Administration has the right to modify the above discipline code if deemed necessary. In addition, the principal or his / her designee reserves the right to waive progressive discipline.			

