

Student Handbook Duxbury High School 2016 - 2017

Duxbury High School
Duxbury, Massachusetts 02332
Telephone: 781-934-7650
www.duxbury.k12.ma.us



School rules adopted by Duxbury School Committee August 17, 2016
Filed with Massachusetts Department of Education September 1, 2016

The Duxbury Public Schools do not discriminate on the basis of race, religion, color, national basis, sex, sexual orientation, disability, gender identity or age in its employment, programs, and activities.

Table of Contents

Message from the Principal	5
Home-to-School Communication	6
Duxbury Public Schools Strategic Plan 2012-2017	8
Mission Statement	8
Core Values	8
Vision Statement	8
Duxbury Public Schools Empowered Digital Use Policy	9
Duxbury Public Schools Statement of Non-Discrimination	11
Duxbury High School Core Values and Learning Expectations	12
Duxbury High School Expectations for Student Behavior	13
General Note on Good Samaritans.....	14
Academic Information	14
Student Rights and Responsibilities	14
Honor Code	14
Plagiarism and Cheating	15
Grading System	16
School Wide Rubrics.....	16
Portal Updates	16
Homework, Tests and Quizzes.....	16
Exams	17
Midyear and Final Exam.....	17
Senior Exams Exemptions	17
MCAS	17
ACT, PSAT, SAT and Other Tests	18
Advanced Placement Exams	18
Academic and Graduation Requirements	18
Credit Requirements for Promotion and Graduation	19
Graduation Academic Requirements	19
Education Proficiency Plan (EPP)	19
Awards.....	19
Academic Excellence Award	19
Senior Awards	20
The Summa Award: A Faculty Award	20
National Honor Society	20
School Hours	21
Athletic Activities and Procedures	21
Attendance Procedures	22
Responsibilities and Expectations of the School, Student, and Parents	22
Absences	22
Extended Absences	23
Impending Absences	23
Field Trips/School-Related Absences	24
“20 Minute Rule”	24
Truancy/Cutting Class	24
Religious Holidays	24
Dismissal.....	24
Returning to School Following Dismissal	24
Tardiness	25
Make-Up Work	26
Make-Up Tests/Quizzes	26
Incomplete Grade	26

Loss of Credit	27
Hearing Procedure	27
Co-Curricular Activities	28
Philosophy	28
Student Activities	28
Coordinator of Co-Curricular Activities, Advisors and Administrators	29
Co-Curricular Guidelines for Participation	29
Code of Conduct for Co-Curricular Participation / Chemical Health	29
Minimum Consequences	30
Procedure for Report of Violation	31
Review Procedures	31
Good Samaritans	31
Guidelines for Co-Curricular Elections	32
User Fees	32
Building Use	32
Contracts for Services	32
Guidance Services	33
Occupational/Vocational Counselling	33
Student Records	34
Rights of Non-Custodial Parents	34
Valedictorian/Salutatorian Eligibility	34
Harassment	35
Health Services	35
School Psychologists	35
Health Office	35
Other Information	37
Addressing Parent or Student Concerns	37
Note on Email Communication	37
Note on Cell Phone Communication	37
Age of Majority	37
Alcohol and Other Drugs	38
Animals	38
Armed Service Recruiters	38
Assemblies	38
Books and Materials	39
Bulletins and Announcements	39
Care of School Property	39
Cell Phone/PED Use	39
Classroom Area Restrictions	40
Classroom Guidelines/Regulations	40
Dances	40
Detention	41
Dress	41
Fees	41
Fire Drills	42
Food and Drink	42
Fundraising	42
Laptops	42
Liability	42
Library Media Center	42
Lockdown Procedures	43
Lockers	43
Lost and Found	43
Lunches	43
Outdoor Restrictions	43
Parking Regulations	43
Parking Registration	43
Passes	44

Restraint	44
Security Cameras	44
Sexting – Possession and/or Dissemination of Sexually Explicit Photographs or Videos	45
School Committee	45
School Community	45
School Council	45
Student Introductions	45
Student Searches	44
Tobacco and Nicotine Products	46
Visitors	46

Message from the Principal

Dear Students and Parents:

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

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

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

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

Sincerely,
Andrew Stephens – Principal

Home-to-School Communication Guide – Whom to contact and when?

Duxbury High School recognizes the importance of cordial two-way communication between families and school. Because there are myriad reasons for that communication, DHS offers this quick-reference guide for assistance.

The DHS Main Office phone number is (781) 934-7650.

ATTENDANCE MATTERS

1.) For all matters pertaining to daily tardies, absences, and documentation to excuse such, please contact:

Carol Sullivan, attendance clerk	cgsullivan@duxbury.k12.ma.us	x4102
----------------------------------	------------------------------	-------

2.) For matters pertaining to Loss of Credit and/or extenuating circumstances for an absence, please contact the appropriate assistant principal:

Jim Donovan (Grades 9 & 12)	jimdonovan@duxbury.k12.ma.us	x4110
Joseph Scozzaro (Grades 10 & 11)	jscozzaro@duxbury.k12.ma.us	x4109

3.) For long-term absences, please contact:

- the child's guidance counselor to arrange for make-up work. The guidance counselor will serve as the liaison to the classroom teacher. Please do not contact the classroom teacher in these instances.

Lisa Dembowski, Director	ldembowski@duxbury.k12.ma.us	x4124
Jon Cucinatto	jcucinatto@duxbury.k12.ma.us	x4128
Kelly Jurgens	kjurgens@duxbury.k12.ma.us	x4134
Patrick Maguire	pmaguire@duxbury.k12.ma.us	x4135
Bridget McDonough	bmcdonough@duxbury.k12.ma.us	x4133
Elizabeth Walsh	ewalsh@duxbury.k12.ma.us	x4126

- the school nurse, so that she can serve as the liaison for all medical needs (if applicable).

Margi Malone	mmalone@duxbury.k12.ma.us	(781) 934-7665
--------------	---------------------------	----------------

CLASSROOM CONCERNS

1.) For all matters involving grades, assignments, student behavior, etc. parents and students should **first** contact the classroom teacher.

- (781) 934-7650 to leave a message
- visit www.duxbury.k12.ma.us/Domain/8 for teacher email addresses

2.) If a matter is not resolved after speaking with the classroom teacher, parents and students should then contact the appropriate subject supervisor:

Karen Baynes, English	kbaynes@duxbury.k12.ma.us	x4316
Stephanie Iacadoro, Math	siacadoro@duxbury.k12.ma.us	x4528
Ric Madru, Music	rmadru@duxbury.k12.ma.us	x8118
Kathy McCarthy, Science	kmccarthy@duxbury.k12.ma.us	x4625
Sarah McGuire, Social Studies	smcguire@duxbury.k12.ma.us	x4216
Diane Mehegan, World Language	dmehegan@duxbury.k12.ma.us	x4329

3.) If a matter is not resolved after speaking with the subject supervisor, parents and students should contact the appropriate assistant principal. Please see contact information above.

PEER-to-PEER RELATIONSHIPS (including bullying/harassment)

For all matters involving student relationships, please contact:

- 1.) the appropriate guidance counselor to inquire about mediation and conflict resolution. Please see the contact information above.
- 2.) If warranted, please contact the appropriate assistant principal to inquire about more serious concerns. Please see the contact information above.

STUDENT DISCIPLINE

For matters involving discipline assigned by DHS Administration, please contact the appropriate assistant principal. Please see contact information above.

NOTE: Disciplinary procedures and information are located in the following areas:

- 1.) Duxbury Public School Code of Conduct (Appendix I) for all matters concerning student discipline – **p. 46**
- 2.) DHS Co-Curricular Code of Conduct for all matters concerning Co-Curricular Activities (excluding Athletics) – **p. 28**
- 3.) Athletic Handbook for all matters pertaining to Athletics – see Athletic Handbook on DHS website

STUDENT HEATH AND WELL-BEING

For all matters involving student health and well-being, please contact:

- 1.) Margi Malone, school nurse. Please see the contact information above.
- 2.) The appropriate guidance counselor. Please see the contact information above.
- 3.) The appropriate school psychologist (for social/emotional well-being)

Alissa Nemzer (grades 9,10)	anemzer@duxbury.k12.ma.us	x4129
Michelle Ryan (grades 11,12)	mryan@duxbury.k12.ma.us	x4132

- 4.) The appropriate assistant principal. Please see the contact information above.

Duxbury Public Schools Strategic Plan 2012-2017

Mission

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

Core Values

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

Vision Statement

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

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

Duxbury Public Schools Empowered Digital Use Policy

The School Committee recognizes the need for students to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment. Our Empowered Digital Use Policy is for all users of the DPS network, including staff, students and guest network users.

This policy is based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Duxbury Public School (DPS) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes any use of network resources, etc. DPS electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Empowered Digital Use Policy is put in place to accommodate for the many education and global changes to date.

The following is a statement of rules and guidelines for the empowered use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the DPS community (students and staff) will be held accountable. The intent of this policy is to ensure that students utilize this access in a responsible manner consistent with the purpose of providing these services.

DPS uses dynamic content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

DPS believes that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages.

Users (staff, students and guests) who use the computer network must abide by the terms of this Empowered Use Policy. Any user who violates this policy will be subject to a disciplinary action in accordance with the district's Code of Conduct.

The use of the network must be consistent with, and directly related to, the educational objectives of DPS.

Student Safety. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet).

Extended Safety K-5. In accordance with Internet search guidelines, teachers of students in grades K-5 will provide access to Internet resources as appropriate for the age of the child.

Password Protection. Passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal, or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the

Network Administrator or the Technology Director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy. Students, staff and guests need to know that all files, including emails, texts, photos and videos, stored on school computers and on cloud-based accounts, such as Google Drive, Evernote, and Dropbox, are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access, including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of “seven years.”

Online Etiquette. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. The Duxbury Public Schools do not discriminate on the basis of race, religion, color, national basis, sex, sexual orientation, disability, gender identity or age in its employment, programs, and activities.

Messaging. Teachers may incorporate various forms of online collaboration for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this Empowered Digital Use policy.

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

District-owned Network and Computing Equipment.

Users of the DPS network and computing equipment will:

- Access only email distribution lists with prior permission and only for appropriate educational use.
- Refrain from mass messaging or mass email distribution.
- Seek, access or download only materials that are relevant to assignments or coursework.
- Use the computer network only for schoolwork. Chat rooms and games will only be used for educationally appropriate schoolwork as directed by teachers.
- Access only programs and applications appropriate for schoolwork and will not override any firewall/web filtering established on the network.
- Be responsible for maintaining a 100% working computer with only the applications installed by the district.
- Keep your data and the district's data safe by keeping passwords private, logging out, and not altering data or installing unauthorized software or games.

DPS assumes no responsibility for:

- Financial obligations arising out of unauthorized use of the system.
- Cost, liability or damages caused by a user's violation of these guidelines.
- Any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a user finds materials that are inappropriate or that make the user feel uncomfortable while using the DPS network, the user should refrain from downloading/sharing that material and immediately report the discovery to her/his teacher or other staff member.

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

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

Illegal Activities. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

Duxbury Public Schools Notice of Non-Discrimination

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

Duxbury High School Core Values and Learning Expectations

DUXBURY HIGH SCHOOL

Determination Honor Success

Core Values

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

Beliefs about Learning

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

Learning Expectations

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

1. Read, write, and communicate effectively
2. Work collaboratively and independently
3. Acquire, apply and integrate knowledge
4. Engage in creative, expressive, and innovative learning
5. Demonstrate personal, social, and civic responsibility

Duxbury High School Expectations for Student Behavior

Introduction

The Duxbury High School community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential to maintaining an environment that encourages learning and promotes a safe and positive climate. The school community includes students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors.

Each person in the school must have the opportunity to grow personally, socially, and intellectually; as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property.

This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off campus. A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Student co-curricular participants and athletes are also subject to the respective Code of Conduct for Athletes and Co-Curricular students.

Students and parents should refer to Appendix 1 – Code of Conduct for information regarding consequence structure for various violations of these expectations for student behavior.

Duxbury High School students are expected to:

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

General Note on Good Samaritans

Students are encouraged and expected to seek help (from administrators and staff, parents, police, emergency services, etc.) when they witness student behavior (acts of harassment, bullying, threatening behavior, drug/alcohol use/abuse) that poses health and/or safety risks for other students and/or members of the school community.

Academic Information

Students' Rights and Responsibilities

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

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

Honor Code

"Who loses honor can lose nothing else" - Publilius Syrus

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

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

With academic honesty and kindness at the center, a "social contract" among administrators, teachers, students and parents places responsibilities on each. Administrators must set the tone by embodying the essence of honor with every decision they make. Teachers must prepare thoughtful and purposeful assignments, which include a clear definition of when sharing work and information is appropriate and when it is not. Students must follow these guidelines. Parents must reinforce these guidelines. Part of the parental message must be a clear statement that a poor grade honestly earned is preferable to a good grade dishonestly earned.

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

Plagiarism and Cheating

The school promotes an environment where honesty is valued; students who cheat compromise that environment. Furthermore, to provide the best possible education for each individual student, a student's work must reflect his/her

best effort. Cheating seriously hinders the ability of a teacher to diagnose or remediate the work of a student. Therefore, cheating will not be tolerated and will be addressed in the following manner:

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

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

3. All incidents of cheating and plagiarism must be reported in writing to the appropriate administrator, and a copy of the written incident will be placed in the student's disciplinary file. Such incidents are not considered a violation of the behavior *Code of Conduct* but rather a violation of our belief in, and commitment to, academic honesty. These consequences are cumulative for grades 9-12 and are as follows:
 - **First Offense:** Zero on assignment, test, project, etc.; notification sent to parents; letter in disciplinary file describing the cheating incident
 - **Second Offense:** Zero on assignment, etc., or quarter grade will be lowered by 10 points, whichever is greater; parent, student, teacher, administrator conference, plus 9 week social probation; letter in disciplinary file describing the cheating incident
 - **Third Offense:** Zero on assignment, credit loss for course; parent, student, teacher and administrator conference; 18 week social probation; letter in disciplinary file describing the cheating incident
4. In cases where cheating is suspected but not documented, the teacher will discuss the matter with the student(s).

5. All documented offenses will be reported by the teacher to the department head, assistant principal and appropriate Guidance counselor. A letter documenting the cheating offense will be placed in the student's disciplinary file in the main office. The teacher will notify parents of all cases of documented cheating, in writing.
6. Students and parents will have the opportunity to discuss all documented offenses with the teacher, assistant principal and/or principal.

Grading System

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

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

Honor Roll:

High Honors consists of a term grade report containing nothing lower than an A- (or 90) in all subjects.

Honors consists of a term grade report containing nothing lower than a B- (or 80) in all subjects.

School Wide-Rubrics

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

Portal Updates

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

Homework, Tests, and Quizzes

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

Teachers will ensure that all homework assignments and the expectations for completing them, including due dates, will be clearly stated before the end of class.

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

In the event of a snow day, all assignments are due the next scheduled class.

Exams

In addition to homework, tests, and quizzes, students at Duxbury High School will also take other types of exams during the course of the school year.

Midyear and Final Exams

The departments that give midyears and finals have been studying the examinations, review procedures, scheduling and other aspects of the evaluation of student performances. In December 1991 (and revised in April, 1997), the high

school faculty and DHS Leadership Team voted unanimously to accept the recommendations made, and midyear and final exams have reflected those recommendations. Among the recommendations were the development of guidelines for effective study groups and the establishment of a review period (at least one block) before exams. This review time should be used for constructive, student-centered review. No tests or quizzes are to be given during the review time meetings immediately before midyears and finals. This would not apply to exercises such as essays or oral sections that are actually part of exams.

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

Only students with an excused absence will be allowed to make up exams. Students and families should see page 19 of the DHS Student Handbook for an explanation of "Excused Absences."

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

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

Senior Exam Exemptions

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

MCAS

As a graduation requirement established by the DESE, all Duxbury High School must successfully earn a score of Needs Improvement or higher on three MCAS exams: Science, Technology, and Engineering (STE); English Language Arts (ELA); and Mathematics.

In general, Duxbury High School students will take the STE MCAS exam, usually Biology, in June of their freshman year and the ELA and Mathematics MCAS exams in March and May of their sophomore years, respectively.

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

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

ACT, PSAT, SAT, and Other Tests

Information about PSATs, SATs, Achievement Tests (ACT) and other available testing can be obtained at the guidance office or by visiting the following websites:

- <https://www.collegeboard.org> - for SAT, PSAT, and other achievement tests
- <http://www.actstudent.org/regist/dates.html> - for ACT testing

DHS is a designated testing center for both the SATs and the ACTs. Registration deadlines are approximately one month in advance; dates are available in the guidance office or at the above websites.

SAT

October 1, 2016
November 5, 2016
December 3, 2016
January 21, 2017
March 11, 2017
May 6, 2017
June 3, 2017 (not at DHS)

ACT

September 10, 2016
October 22, 2016
December 10, 2016
February 11, 2017
April 8, 2017
June 10, 2017

In addition, all DHS sophomores and juniors will take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) during the school day on Oct. 15, 2016. On that same day, all freshmen will take the ACT Aspire testing.

Advanced Placement (AP) Examinations

Students enrolled in an Advanced Placement course will take their respective AP exam during the AP exam testing window, was determined by the College Board. This year, the AP exams are administered from May 1-12, 2017.

Academic and Graduation Requirements

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

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

- Four years of English (20 credits)
- Three years of Science and Technology, including one year of Biology (15 credits)
- Four years of Mathematics (20 credits)
- Two years of United States History (10 credits)
- One year of World History (5 credits)
- Two years of World Language (in a single language) (10 credits)
- Four semesters of Physical Education/Health (10 credits)
- Four semesters in the Fine, Performing, or Practical Arts (10 credits)
- Electives (35 credits)
- Technology requirements

NOTE: Graduation requirements are constantly under review and subsequently may change. Notification of any changes will be communicated in a timely manner.

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

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

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

Credit Requirements for Promotion and Graduation

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

The minimum requirements are as follows:

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

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

Graduation Academic Requirements

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

Educational Proficiency Plan (EPP)

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

Awards

In an effort to promote academic excellence, Duxbury High School students are recognized with several academic awards.

Academic Excellence Award

This award is designed to give each department an opportunity to recognize the one junior that has demonstrated consistent academic excellence, strong commitment to and interest in the subject, high engagement in the subject, class leadership, and exemplary attendance and behavior. Each student selected will have his or her name put on an Academic Excellence banner (one banner for each subject) that will hang above the display cases along Main Street.

Senior Awards

Senior Awards are given at the end of the school year to seniors who have distinguished themselves in a particular academic discipline. Senior Awards night will be on May 31, 2016.

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

The Summa Award: A Faculty Award

The philosophy of the Summa Award for grades 9-11 is to allow the faculty the opportunity to recognize students who improve the atmosphere of the school and to recognize students who realize their scholastic potential. The ceremony is the Monday after graduation, June 5, 2017. This award is based on what the faculty calls the "three A's:"

1. **Attitude:** Is the student prepared? Does the student have a positive attitude toward his/her studies? Is the student punctual? Does he/she attend class regularly? Does the student show respect toward members of the school community?
2. **Achievement:** Achievement is based on the capability of the student. Some students who are able to get an "A", but are doing "B" work are not put on the list. "C" students are put on the list if it is felt they are doing their best.
3. **Academics:** "Academics" is defined as study in the varied subject areas of our comprehensive curriculum. Academics are related to student performance. Academics are measured by looking at the quality of the student's work on tests, research papers, homework and class projects. Did the student do the best job he/she could? Did the student do quality work based on his or her ability?

National Honor Society

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

Leadership

The student who exercises leadership:

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

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition

- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students.

Character

The student of character:

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

Once selected, members have the responsibility to continue to demonstrate the aforementioned qualities throughout the entire calendar year. Because the NHS is a 12-month service organization, NHS members are expected to abide by all school rules, including chemical health expectations, all year long, even during the summer months.

[Link to National Honor Society Bylaws](#)

School Hours

A warning bell rings at 8:15 a.m.; however, the school day begins at 8:20 a.m. and ends at 2:47 p.m. Students needing extra help can do so by making arrangements with teachers, who are available until at least 3:12 p.m.

Students serving detention (2:55-3:45) or work details (2:55-5:55) should know that those times are also considered part of the school day.

Students with other responsibilities after school must understand that school is their primary responsibility. Students are expected to be in school everyday and attend every class. Tardiness to class is highly disruptive. Except during extenuating circumstances, students are expected to be on time for school and class. Please refer to Attendance Procedures (p. 19) for more information.

Athletic Activities and Procedures

Duxbury High School student-athletes are reminded that they should adhere to the expectations set forth in both the DHS Student Handbook and the DHS Athletic Handbook. The athletic handbook, including an overview of what is expected of student-athletes, can be found at <http://www.duxbury.k12.ma.us/Page/1817>

Attendance Procedures

Responsibilities and Expectations of the School, Student, and Parents

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

Absences

Duxbury High School:

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

The terms "excused" and "unexcused" absences pertain only to the accumulation of absences for LOSS OF CREDIT (p. 23). They do not apply to TRUANCY (p. 21), as parent notification of a student absence meets the requirements for truancy. Parents and students are reminded that there is no consequence for an unexcused absence unless a student exceeds the amount allowed under DHS's LOSS OF CREDIT procedures. The procedures for obtaining an excused absence are explained below.

1. Students may be **excused** temporarily from school attendance for the following reasons:

- A. Medical excuse (with date-specific medical documentation)
- B. Bereavement or serious illness in family
- C. For observance of major religious holidays
- D. Legal (with documentation from the court, lawyer etc.)
- E. College Visits – High school seniors may be excused for up to four days for college visits. High School juniors may have two days excused for college visits during the second semester of their junior year. **Verification from the colleges must come within ten (10) days of the students return to school and must come in the form of an official school document (either hard copy or electronic) with school letterhead, the signature of a school official, and the date(s) that the student attended. Emails confirming the date of a college visit will not suffice, as the documentation must show that the student attended, not that they will attend**
- F. Military/College Commencements – Duxbury High School recognizes the importance of graduations from college and/or military commitments to the families of our students. DHS will allow for excused absences on the day of the commencement. Please communicate with the main office prior to the date of the ceremony.
- G. Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences must be provided to the school principal or designee within ten (10) school days of the absence. Failure to submit documentation within ten (10) school days will result in an unexcused absence.

2. The administration is authorized to implement a procedure that will result in the loss of credit:

- For unexcused absences in excess of five (5) classes in a one-semester course and in excess of ten (10) classes from a full-year course.
- Administrators will send a warning notices to parents when a student has been absent three (3) times in a one-semester course, and six (6) times in a full-year course.
- Please see **Hearing Procedure (p.31)** regarding credit loss procedures.

3. The School Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in

accordance with state law. State law requires the school system to investigate cases of excessive school absence. Interventions may include contact with parents, school conferences, case management services and service referral.

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

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

Students:

- Every student shall regularly attend all sessions. They should make good choices so as to not miss so much school that course credit is in jeopardy.
- Students should keep record of absences in classes.
- Students should inform teachers about impending absences.
- When a student returns to school after having been absent, he/she should submit any documentation to excuse the absence to the office. This note must be received within ten (10) days of a student's of return to school.
- A student that is absent from school may not participate in or attend any athletic or co-curricular activity unless he/she has received permission in advance from an administrator.

Parents:

- Parents should encourage their students to have good school attendance habits and support the DHS attendance procedure.
- Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents should call the high school main office at (781) 934-7650 to report a child's absence. When your child is absent, you will receive a computerized message from *ConnectED*® confirming the absence.
- **Parents and/or students must submit appropriate documentation (See #1 A-F) to the Main Office in order to have a student absence be considered as excused.**
- Parents should communicate with the school in the event of an extended absence from school. Any medical documentation explaining a long-term absence may also be submitted at this time.

Extended Absence

Duxbury High School:

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

Students/Parents:

After students have been absent for 3 consecutive days, parents/students should request homework by calling the student's guidance counselor at 781-934-7661. Work will be available in the main office the day following the request. Please refer to School Committee Policy JH at <http://www.duxbury.k12.ma.us/Page/7572>

Impending Absences

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

1. If a parent knows in advance of an impending absence, he or she should request work through the student's guidance counselor.
2. Any work provided for the student during the extended absence will be due the day of the student's return to school or at the teacher's discretion.
3. If a parent does not request work in advance, the student has the responsibility to see teachers immediately upon return so that all work is completed in accordance with the make-up procedures set forth in this handbook (See p. 23 Make-Up Work)

4. The school calendar is constructed so that many religious holidays are not school days. DHS will not schedule field trips, special presentations or speakers, evening events, tests or due dates for major assignments on holy days. Parents should notify the school in advance of upcoming absences for religious observance.

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

Field Trips/School-Related Absences

Duxbury High School:

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

Students:

Because field trips are scheduled well in advance, students are expected to meet with their teachers to get any work that they will be missing during the trip. Any work received should be submitted at a time established by and at the discretion of the teacher.

“20 Minute Rule”

Not being present either because of an unexcused tardiness to or leaving from class for 20 minutes or more is considered as an absence from that class.

Students called out of class by administration, guidance, or other student support personnel are not to be considered under the “20 Minute Rule,” as these are excused. In these cases, students will return to class with a pass.

Truancy/Cutting Class

Duxbury High School:

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

Students:

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

Parents:

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

Religious Holidays

Please refer to School Committee policy ICAA at <http://www.duxbury.k12.ma.us/Page/7571>

Dismissal

Duxbury High School:

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

Students:

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

Parents:

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

Returning to School Following Dismissal

Duxbury High School:

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

Students:

If the student plans to return to school following a dismissal, that intent should be indicated in the dismissal note. Students must sign-in upon return to school. Students who do not follow this procedure may not return to school that day. Students who miss an announced quiz, test, writing assignment, etc., due to a dismissal and who return to school, must report to the teacher **that day** after school to make-up the work missed. If there are extenuating circumstances that prevent the student from making-up the work that day, the student must see the teacher before leaving school to explain. If the student fails to see the teacher, the teacher may choose not to allow the student to make-up the work. Upon return to school, students should provide appropriate documentation whenever possible (see Absence Procedure p. 21)

Tardiness

Duxbury High School:

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

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

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

Students:

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

- If there are extenuating circumstances that prevent the student from making-up the work that day, the student must communicate directly with his/her teacher before leaving school on the day of the tardy and arrange a make-up time with the teacher.
- If the student fails to see the teacher, the teacher may choose not to allow the student to make-up the work.

Parents:

- Parents should submit appropriate documentation (See #1 A-E) by the end of the next school day to the main office in order to have a student tardy be considered as excused.
- Parents should communicate (via note or phone call. Email is not an acceptable form of communication in this instance) with the main office if a student is not going to be in school after 9:15. An administrator may retain a student in the main office until parental contact is made, so parents are urged to contact the office in advance of such a tardiness.

Make-Up Work

Duxbury High School:

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

Students:

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

Parents:

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

Make-Up Tests/Quizzes

Students:

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

Incomplete Grade

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

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

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

Loss of Credit

Duxbury High School:

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

Students:

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

Parents:

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

Hearing Procedure

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

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

Co-Curricular Activities

Philosophy

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

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

Student Activities

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

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Academic Decathlon (ACADEC) | Link Crew |
| American Field Services (AFS) | The Literary Magazine (<i>The Ink Blot</i>) |
| American Red Cross Club* | Math Team |
| Animal Welfare Club | Mock Trial* |
| Art Club | Music: Chamber Orchestra, Jazz Band, Jazz Ensemble, Pep Band, PACMEN, Here Comes Treble, and Madrigals |
| A World of Difference (AWOD) | Photo Club |
| Best Buddies | Robotics Club (Winter and Spring) |
| Bowling Club* | Technology Club |
| Drama: Fall Tournament, Senior Class Play, All-School Musical, Spring Festival, All-School Three-Act Play, and One-Act for State Competition | SADD |
| Frisbee Club* | Senior Seminar |
| Gay-Straight Alliance | She's The First |
| Global Engagement Club (Model UN) | Student Council |
| Helping Hands | Student Government (Class Officers) |
| Humanitarian Club | Ultimate Frisbee Club |
| Key Club | Yearbook |

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

Coordinator of Co-Curricular Activities, Advisors, and Administrators

The 2016-2017 Coordinator of Co-Curricular Activities, DHS Assistant Principal Joseph Scozzaro, is available for anyone that has questions or concerns about policy, activities, or advisors. Club advisors and DHS administrators have the authority to restrict the participation of students in any school activity for reasonable cause. The reason for

such action may range from misbehavior, unexcused absence from school or practice sessions, failure to perform within the Guidelines for Participation, or violations of the Code of Conduct for Participation.

Co-Curricular Guidelines for Participation

1. Because financial resources are limited and parents are asked to provide additional financial support for co-curricular activities, co-curricular activities are available ONLY to DHS students in good standing academically and behaviorally. Upon request of the advisors or coach, the principal may make the following exceptions:
 - a. alumni games
 - b. younger students in the Duxbury Public Schools
 - c. special needs students whose tuitions are paid by Duxbury Public Schools
 - d. faculty
 - e. alumni or other adult residents, who may perform in concerts or plays in fill-in or minor roles.
2. A student may not participate in any co-curricular meeting or event on a day when he/she has been absent from school unless exception is made by the coordinator of co-curricular activities or the principal after consultation with the student's parent or guardian.
3. A student must be recorded as present by 8:40 AM, and he or she must remain in school for the day in order to participate in a co-curricular event unless excused by the coordinator of co-curricular activities or the principal.
4. A student will be held accountable for all materials issued and must return said materials promptly at the request of the advisor. A student who does not meet his/her responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made.
5. Co-curricular advisors may make rules governing the conduct of participants and the requirements for membership, rehearsal or performance. These rules must be approved by the coordinator of co-curricular activities and shared with participants in writing before they are in effect.
6. All participants must ride the bus to and from school sponsored co-curricular events unless excused by the coordinator of co-curricular activities or the principal.
7. Students must pass 6 courses per quarter to be eligible to participate in co-curricular activities, unless an exception is made by the principal after consultation with the student's parents or guardian.

Code of Conduct for Co-Curricular Participation (Chemical Health)

Participation in Duxbury High School co-curricular activities is a privilege and is voluntary; thus, participation comes with an increased standard for behavioral expectations. The Duxbury High School standard for participation in co-curricular activities is designed to encourage responsible and safe decision-making by all students and to promote a positive learning environment within the Duxbury community. The Duxbury Public Schools maintains that the possession and/or use of illicit drugs and unlawful possession and/or use of alcohol and tobacco by minors is illegal and can be physically and/or emotionally harmful to students. **Therefore, Duxbury High School has clear expectations about chemical health. Students that are found to be knowingly in the presence of the unlawful possession, sale, transfer, and/or use of these substances, on or off campus, at a school function or not, violate these expectations.** Duxbury High School, as a member of MIAA, meets or exceeds their standards for code of conduct and discipline.

1. Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the *DHS Student Handbook*. All participants are reminded that they must be good school citizens in order to represent their school and community in co-curricular and/or athletic activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular and/or athletic activities for the length of the suspension and any associated social probation. Students that hold leadership positions in co-curricular organizations risk the loss of said leadership position.
2. The Education Reform Bill, effective June 18, 1993, Section 37H1/2 of Section 35, states that any student in grades 9-12 who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, steroids, cocaine and heroin, may be subject to expulsion from the school in accordance with procedures established by state and/or federal laws.

3. **At any location**, from the first allowable day of co-curricular activity, through the end of the academic year or final co-curricular activity of the year, whichever is later a student will not, regardless of the quantity, use or consume, possess, be knowingly in the unlawful presence of, buy/sell or give away any marijuana or any other controlled substance, steroids, or any beverage containing alcohol. A drug specifically prescribed for the student's own use by his/her doctor must be kept and administered by the school nurse. Please see School Committee policy JLCD at <http://www.duxbury.k12.ma.us/Page/7572>
4. Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they might come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing, or failing that, to remove one's self from the group as soon as possible without putting one's self at risk.

Minimum Consequences - Students are reminded that offenses on campus or at school activities may incur more severe consequences.

First Violation (see Athletic Handbook for Athletic consequences):

Knowingly in the Presence:

Students deemed knowingly in the presence (but not in possession or under the influence) of unlawfully possessed alcohol or other illicit drugs will lose eligibility for the next one (1) week of the participation period.

For students deemed knowingly in the presence, the consequence for National Honor Society membership cannot exceed probation on the first offense.

Students deemed to be knowingly in the presence who hold leadership positions in co-curricular groups, will be suspended from that or those positions for the period of one (1) month.

Possession and/or Use of Alcohol and/or Drugs and/or Tobacco:

For all other violations of the chemical health behavioral expectations, the student participant will lose eligibility for the next four (4) consecutive weeks of the participation period. If, after the first violation, the student of his/her own volition participates in a risk assessment with the appropriate school psychologist, the student may be certified for reinstatement in co-curricular activities after a minimum period of two weeks. The risk assessment consists of at least one (1) 45-minute session, which is to be scheduled at a time mutually convenient between the student and counselor but not during the school day, unless approved by an administrator. If, in the opinion of the school psychologist, the student has met the goals of the assessment, the psychologist will certify such and formally recommend the reduction of the suspension. The principal must approve of the reduction in suspension. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

NOTE: The National Honor Society is bound by its own bylaws, and its Faculty Council is responsible for dealing with matters of student discipline. The Faculty Council has the authority to apply stronger consequences for chemical health violations, including dismissal from the NHS.

[Link to National Honor Society Bylaws](#)

Students who hold leadership positions in co-curricular groups, will be suspended from that or those positions for the period of one (1) calendar year.

Second and Subsequent Violations:

Knowingly in the Presence (second offense):

Students deemed knowingly in the presence (but not in possession of or under the influence) of unlawfully possessed alcohol or other illicit drugs – second offense - will lose eligibility for the next four (4) consecutive weeks of the participation period. If, after the second violation, the student of his/her own volition participates in a risk assessment with the appropriate school psychologist, the student may be certified for reinstatement in co-curricular activities after a minimum period of two weeks. The risk assessment consists of at least one (1) 45-minute session, which is to be scheduled at a time mutually convenient between the student and counselor but not during the school day, unless approved by an administrator. If, in the opinion of the school psychologist, the student has met the goals of the assessment, the psychologist will certify such and formally recommend the reduction of the suspension. The principal must approve of the reduction in suspension.

NOTE: The National Honor Society is bound by its own bylaws, and its Faculty Council is responsible for dealing with matters of student discipline. The Faculty Council has the authority to apply stronger consequences for chemical health violations, including dismissal from the NHS.

Students deemed to be knowingly in the presence (second offense) who hold leadership positions in co-curricular groups, will be suspended from that or those positions for the period of one (1) calendar year.

Possession and/or Use of Alcohol and/or Drugs and/or tobacco (second offense):

The student participant will lose eligibility for the next twelve (12) consecutive weeks of the participation period. If, after the second or subsequent violations, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may request reinstatement in co-curricular activities after a minimum period of six (6) consecutive weeks. Requests for reinstatement must include certification by the director or a counselor of a chemical dependence treatment center to the principal. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

Procedure for Report of Violation

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

Review Procedures

1. The school pledges to make reasonable efforts to communicate with parents/guardians of student co-curricular participants in violation of the Code of Conduct rules. The advisor, coordinator of co-curricular activities, or the principal will notify parents.
2. Upon notification of the decision that a violation has taken place, students/parents may request an appeal to the co-curricular coordinator (if the decision has come from an advisor) or the principal (if the decision has come from the co-curricular coordinator). This request must be made within two-school days of the parental notification, or the decision is final. Once the request for an appeal has been made, the appeal must take place within two school days of the request.
3. The superintendent of schools will entertain appeals, which are based upon questions of policy or procedure only. Fact-finding by the principal in "2" above is final.

NOTE: Regardless of affiliation with co-curricular activities, all students reported to the schools with Alcohol and/or Drug related offenses will be referred to the Guidance Department.

General Note on Good Samaritans

Students are encouraged and expected to seek help (from administrators and staff, parents, police, emergency services, etc.) when they witness student behavior (acts of harassment, bullying, threatening behavior, drug/alcohol use/abuse) that poses health and/or safety risks for other students and/or members of the school community. **In cases where a student actively seeks help for another student in distress, this will be given due consideration in decision-making around disciplinary consequences.**

Guidelines for Co-Curricular Elections

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

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

User Fees

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

Building Use

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

Contracts for Services

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

Guidance Services

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

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

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

Students are encouraged to meet with guidance counselors to talk about any issues that may arise personally or socially. Portions of the developmental guidance curriculum are infused into the Advisory Program through counselor-led lessons on topics such as relationships, bullying, peer pressure, and other relevant social topics.

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

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

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

Occupational/Vocational Counseling

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

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

Armed Services Vocational Aptitude Battery Test (ASVAB): Any student who is interested in military service or gaining further information about career aptitudes may participate. (There is no obligation to the military.)

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

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

Student Records

At Duxbury High School student records are divided into two categories: the temporary record and the permanent record. The temporary record contains information about attendance, health, and discipline. The permanent record contains academic information (i.e. transcripts).

The temporary records are kept in the high school main office and guidance office, and are destroyed three years after graduation. The temporary record is not shared with any outside organization or college, unless there is a specific request from the organization. These requests are made only with permission from the student as part of the application process.

The permanent record is stored in the guidance office and is sent to colleges as part of the application process. These records are stored for 60 years upon a student's graduation.

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

Please refer to School Committee Policy JRA: Student Records at <http://www.duxbury.k12.ma.us/Page/7572>

Rights of Non-Custodial Parents

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

As set forth in the amended regulations, 603 CMR 23.07(5), **Non-custodial parents must submit a request for access in writing to the Main Office.** Then, the school is obligated to determine if non-custodial parents are eligible to obtain access to their children's student records. The non-custodial parent is eligible to obtain access to their children's unless the school or district has been given documentation states that:

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

Valedictorian/Salutatorian Eligibility

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

Harassment

Please visit <http://www.duxbury.k12.ma.us/Page/7404> for the Duxbury Public School District Bullying Plan.

For all other information and all Duxbury Public School Committee Policies on Harassment, Bullying, Bullying Prevention, Hazing, and the Prohibition of Hazing please visit <http://www.duxbury.k12.ma.us/Page/7572>

Health Services

School Psychologists

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

- Ms. Alissa Nemzer (grades 10 and 11) 781-934-7611 ext. 4129
- Mrs. Michelle Ryan (grades 9 and 12) 781-934-7611 ext. 4132

Health Office

The health office is available to students during the school day. A full-time registered nurse is available for health counseling, emergency health services when a student is ill, and for intervention regarding any student's health concerns. Universal precautions are used at all times. A list of CPR certified staff is kept by the school nurse. A cumulative health folder is kept for each student in the health office. Access is limited to school health services staff. The release of information is only given by parent/students.

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

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

Dr. Muido, the school physician, is available on a weekly basis for consultation with students. If a student wishes to meet with him, he/she can make an appointment in the health office. Dr. Muido can also be reached at (781) 934-0172. The health office and the nurse are available to students as a resource on any health-related matter. Material is available to students regarding a wide variety of health-related issues and concerns.

There is always a need for communication between school and families about student health. Please keep the school nurse informed of any medical problems that arise so that appropriate services can be provided and teachers notified. In special circumstances, such as inhalers and Epi pens, some students may be granted permission to carry such medications. The student may carry no other medication, including over-the-counter medications. The school nurse can then be a liaison for parents/guardians throughout the year.

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

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

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

All students attending school are required to be immunized according to Massachusetts state law 105 CMR220.000. Any student who does not have the required immunizations will be notified of the situation and will be excluded from school if immunizations are not obtained.

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

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

Other Information

Addressing Parent or Student Concerns (see p. 6)

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

NOTE: please refer to p. 6 of this handbook for a reference chart for home-to-school communication

Note on Email Communication

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

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

Note on Cell Phone Communication

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

Age of Majority

Duxbury High School, like all schools in the Commonwealth of Massachusetts, establishes rules, behavioral expectations, and procedures that govern all of our students based on the “age of the majority” of the students that attend. As a result, students that reach the age of legal adulthood must still follow the rules, behavioral expectations, and procedures set forth because the majority of our students are under 18. Where the rights or responsibilities of a parent or guardian are referred to in this handbook, it is understood that they include students who are eighteen years old or older.

However, students that exceed the “age of the majority” – 18 years old or older – can request that school officials deal only with that student in all school related matters. A student that is eighteen years old or older may act with the same rights and responsibilities of a parent or guardian in such areas as:

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

However, unless the student informs the principal or his/her designee of his/her intent to exercise this right, the school will continue to involve the parents in these matters. Students with special educational needs should contact their liaison regarding their options under Special Education.

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

Alcohol and Other Drugs

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

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

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

Animals

If students wish to bring animals to school for educational purposes, they must obtain permission from the classroom teacher and an administrator. If permission is granted, the animal will be kept in a cage or appropriate container. After the animal has been shown in a class, arrangements should be made to have the animal picked up as soon as possible.

Armed Service Recruiters

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

Assemblies

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

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

Books and Materials

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

according to the replacement cost to the school. All outstanding debts to DHS must be paid before participation in graduation will occur.

Bulletins and Announcements

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

Care of School Property

All members of the DHS community have the responsibility to show respect for and consideration of our school and school property. All community members should be respectful, clean up after themselves, and be mindful of the needs of others. Littering, vandalism, and disrespect of people and/or property will not be tolerated. Willful destruction of, or damage to, school or personal property is a violation of our Code of Conduct and will result in disciplinary consequences. (See Group A violations, page 41.)

In addition, property loaned for student use is the responsibility of the student and should be treated with care and respect. School-issued laptops are school property and are governed by the agreement signed by students and parents when issued. This agreement can be found at <http://www.duxbury.k12.ma.us/Page/6537>

Cell Phone/PED Use

To maintain the integrity of the educational environment, the use cell phones and/or other personal electronic devices (PED) is prohibited in the classrooms unless explicitly permitted by the classroom teacher for a specific educational purpose. Cell phones and PEDs are allowed during passing time and in the cafeteria during lunch. Students should be sure to turn off their devices and store them away once they have entered the classroom.

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

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

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

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

Classroom Area Restrictions

A good school climate provides education free from distractions. Students should avoid being in unauthorized areas and/or corridors when classes are in session. An unauthorized area is defined as any area in school which is

unsupervised or in which the student does not have permission from a staff member to be, such as the loading dock or the parking lot. If students cause distractions to classes during lunch or at any time of day, appropriate disciplinary action will be taken.

Classroom Guidelines/Regulations

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

Dances

1. Dances are school-sponsored events that are held to enhance the social life of students. Duxbury High School students that wish to **bring a guest** to these dances must obtain **permission** from an administrator and the administrator of the guest's high school **no later than one week prior to the dance. The guest must obtain a permission slip from his/her high school and approval from his/her building principal.** The same Code of Conduct as that of other school activities governs the behavior of students at dances.
2. The Student Council, in an effort to increase participation at dances and to provide entertainment on different weekend nights, has requested that dances sometimes be held on Friday and/or after certain school activities such as basketball games. For those dances, the hours would be modified (e.g. 8:30-10:30 p.m.) and announced to students and parents prior to the dance. Dances will generally take place, however, between 7 and 10 p.m. No student will be allowed to return after having left the dance. Students will not be admitted after 8 p.m. without the approval of the sponsoring organization's advisor.
3. Any student found drinking, possessing, or under the influence of alcohol or drugs will be removed from the dance in the custody of his/her parents. In the event parents cannot be notified, students will be taken to the police station by a police officer and the police will notify parents. Emergency medical treatment may be necessary and the ambulance will be called to transport the student to the emergency room. Applicable school consequences will be applied.
4. Building administrators may breathalyze students that appear to be under the influence of alcohol during the school day or at any school function.
5. Advisors and chaperones reserve the right to ask anyone, who at any time, engages in inappropriate behavior to leave the dance. Parents will be notified that students are being asked to leave and may be asked to pick up their son/daughter at the school.
6. Chaperones, who volunteer their time as a favor, should be treated with consideration and appropriate courtesy.
7. Students are to dress appropriately and dance in good taste. Dancing that simulates sexual activity, grinding, or "twerk" dancing is prohibited. Students that do not dress or dance appropriately will be given an opportunity to correct the behavior, but failure to do so will result in a student's dismissal from the dance.
8. Students will not be allowed to loiter on or around school grounds outside of a dance.

Detention

There are two types of detentions assigned to students, a teacher detention and a general detention. A teacher detention can be assigned whenever a teacher feels that student behavior is not appropriate or when academic work is not complete. A general detention is assigned only by an administrator for behavior that violates the Code of Conduct. All general detentions will be served from 2:55 to 3:45 p.m.

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

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

Dress

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

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

Fees

The following is a summary of some school fees:

Athletics:		\$250 per student per sport (family cap of five sports)
Co-Curricular:		\$110 annually
Parking:	Sept. 1- Dec. 31:	\$100
	Jan. 1 – March 1:	\$50
	April 1 – June 1:	\$25
Yearbook:	Sept. 1 – Dec. 1:	\$75
	Dec. 1 – May 1:	\$85
Bus:	Prior to June 15, 2015:	\$250 per child per year (Family Cap \$500)
	After June 15, 2015:	\$270 per child per year. (Family Cap \$540)

NOTE: Parking availability may be limited during school construction.

Fire Drills

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

Food and Drink

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

Fund Raising

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

Laptops

All information pertaining to laptop use and the iConnect program can be found at <http://www.duxbury.k12.ma.us/Page/6537>

Liability

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

Library Media Center

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

Lockdown Procedures

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

Lockers

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

Lost and Found

Students who find lost articles should take them to the office, where owners can claim them. Periodically, unclaimed items will be donated to a local charity. The school will make a general announcement through the principal's newsletter before the donation is made.

Lunches

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

Outdoor Restrictions

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

Parking Regulations

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

Temporary Handicapped Parking

Occasionally, a student will require a temporary parking spot that is closer to the building due to medical needs. Such accommodations are provided on a case-by-case basis and are based on availability. Students wishing such an accommodation must meet with an administrator and receive an appropriate, temporary hangtag, which should be returned once the accommodation is no longer needed. Medical documentation may be requested to determine the length of time the accommodation should be required.

Parking Registration

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

August 31 - Dec. 31:	\$100
Jan. 1 – March 1:	\$50
April 1 – June 1:	\$25
- Cars must display parking hangtag, which are available in the office.
- When registering, students will receive the rules and regulations pertaining to parking on school property, as well as a parking.
- Students must show their license and registration and submit a signed parking contract when registering a car.
- Only DHS students that are given hangtags are allowed to park their cars at school. Unauthorized students caught parking at school will lose the privilege of parking at school for the rest of the current year and be subject to disciplinary action. Students that are dismissed from school and transport other students that do not have permission to leave school will lose their driving privileges for two weeks.
- **Students driving to school that are tardy more than 10 times during the year will lose their parking privileges for twenty school days.** Students may petition for reinstatement of their parking privileges with a demonstration of improved attendance. Students that continue to be tardy to school risk loss of parking privileges for the year.
- **Students that are tardy more than ten (10) times will not be issued a hangtag if they have not already received one at the start of the school year.**

- Students are not to be in, on, or around any automobile during the school day. They are expected to observe safe and courteous driving practices on school property at all times.
- Students that do not have parking privileges, or that have had them revoked, may not bring a car to school during school hours. Such offenses will be treated as violations of the Code of Conduct in a progressive fashion.

Passes

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

Restraint

Restraint is not a form of treatment or punishment and will only be used as an emergency procedure. Preventative techniques will typically be utilized to avoid the need for restraint. De-escalation techniques including redirection, removal from the situation or offering emotional support from an appropriate adult should be attempted prior to physical contact. Restraint is to be used only as a last resort when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others.

All staff receive an annual review of the school's restraint policy and procedures. Training will include a focus on prevention and behavior support as well as individual crisis planning. A number of staff will receive extended training providing them credentials in both avoiding restraint and its proper implementation should it be unavoidable.

The district complies with all state required reporting. Any restraints lasting longer than 30 minutes will receive approval by the building principal before continuing. Through the principal or designee, reasonable efforts will be made to orally notify a parent within 24 hours of the use of restraint.

Complaints will be received and investigated by the building principal or designee. Parents will be engaged in prevention of restraint through ongoing intervention plans created for individual students that only include restraint in emergency situations.

The following restraints are prohibited: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion and the use of physical restraint in a manner inconsistent with 603 CMR 46.00.

These procedures comply with Duxbury School Committee Policy JKAA and M.G.L. 603 CMR 46.00.

Security Cameras

In order to maintain a safe and secure school environment, security cameras are present throughout the schools. They may be in use in any area, inside or outside of the school buildings, where there is no expectation of privacy. Students identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

Sexting - Possession and/or Dissemination of Sexually Explicit Photographs or Videos

It is against school rules to possess and/or disseminate sexually explicit photos or videos while on school property. It is also against the law and such acts can be charged as a felony. Students found to be in possession of sexually explicit photographs or videos or who are found to have solicited and/or disseminated those items will receive appropriate disciplinary consequences including police notification. Please see STUDENT SEARCHES (p.25) for more information.

School Committee

A five-member elected School Committee oversees the Duxbury Public Schools. The policies as established by the School Committee are available in the Superintendent's Office, the Principal's Office, the school website, and the Town Library for your reference. Selected policies are found in the appendix of this handbook. The School Committee page on the Duxbury Public School's website can be found at <http://www.duxbury.k12.ma.us/domain/79>

School Community

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

School Council

For information on DHS School Council, please visit <http://www.duxbury.k12.ma.us/domain/105>

Student Introductions

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

Student Searches

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

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

Tobacco and Nicotine Products

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

Visitors

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