# Dennis-Yarmouth Regional High School

# Student and Parent Handbook 2018-2019





## PRINCIPAL'S MESSAGE

Welcome to Dennis-Yarmouth Regional High School! The D-Y administration and faculty hope your time here will be academically challenging, rich with accomplishments and filled with many enjoyable and memorable activities and experiences. Our mission steadfastly remains to prepare you intellectually, physically and socially for your role as an educated and responsible citizen. Also, our ongoing goal is to provide a safe environment which respects, accommodates and celebrates diversity. Working together as a community of innovative learners, we can continue to promote a school culture which embraces respect, civility and the principles of a civilized society.

We must all share the common belief that the school community fosters a safe and secure environment which is conducive to learning and ensures the health and productivity of all its members. This booklet was created to make students, parents, staff and members of the community aware of our academic, behavioral and social expectations. Our school will not tolerate dangerous behavior in any form: verbal abuse, intimidation, threats, possession and/or use of weapons, and acts of violence are all unacceptable. Alcohol and drug use will not be tolerated. Everyone in the D-Y learning community should read and know the rules, policies and expectations listed in this handbook. If we cooperate and accept our responsibilities to ourselves and each other, we will make Dennis-Yarmouth a model community of learning, respect and tolerance.

This handbook includes information concerning a wide variety of activities. D-Y offers numerous opportunities for participation in interscholastic athletics, co-curricular activities, and student government. We urge you to become an active member of the D-Y school community. Look over your options, make positive choices and be involved!

We look forward to working with you and encourage you to drop by our offices, introduce yourself and say hello. Don't ever hesitate to see us regarding problems or concerns. Our doors are open and you are always welcome. We wish all of you life's best in the coming year.

G. Anthony Morrison Principal

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# **D-YRHS Core Values/Learning Expectations/Beliefs**

The mission of Dennis-Yarmouth Regional High School is to prepare our students intellectually, physically, and socially for their roles as educated and responsible citizens.

Our school will achieve its mission when students:

- Think creatively and critically
- Communicate effectively and appropriately
- Collaborate for a common purpose
- Respect themselves and others
- Become active citizens
- Practice and demonstrate personal wellness

Approved by Dennis-Yarmouth Regional High School Faculty on February 16, 2011

Approved by Dennis-Yarmouth Regional School Committee on May 7, 2012

# D-Y Learning Expectation: Think Critically

Name:	Class:		
Date:	Teacher:		

Criteria	Exemplary	Proficient	Developing	Beginning
Identifies & Summarizes the Problem/Question at Issue	Accurately identifies the problem/ question and provides a well- developed summary.	Accurately identifies the problem/ question and provides a brief summary.	Identifies the problem/ question and provides a weak summary or identifies an inappropriate problem/question.	Does not identify or summarize the problem/ question accurately if at all.
Identifies and Assesses the Quality of Supporting Data/Evidence	Provides a well- developed examination of the evidence and questions its accuracy, relevance, and completeness. Distinguishes between fact and opinion.	Examines evidence and questions the quality. Distinguishes between fact and opinion.	Merely repeats information provided. Does not distinguish between fact and opinion.	Does not identify or assess the quality of supporting evidence.
Demonstrates higher level thinking by interpreting the meaning or potential bias.	Accurately identifies the meaning and/or potential bias and provides a well- developed explanation.	Accurately identifies meaning and/or bias and provides a brief explanation.	Does not explain, provides inaccurate information, or merely lists potential bias or inferred meanings.	Does not identify potential bias or inferred meanings.
Identifies and evaluates conclusions, implications, or consequences.	Accurately identifies conclusions, implications, or consequences with a well-developed explanation. Provides an objective reflection of own assertions.	Accurately identifies conclusions, implications, or consequences with a brief evaluative summary.	Does not explain, provides inaccurate information, or merely provides a list of ideas.	Does not identify or evaluate any conclusions, implications or consequences.

# D-Y Learning Expectation: Think Creatively

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning
Synthesis	Synthesizes knowledge in unique and innovative ways to generate personal meaning.	Synthesizes knowledge to generate personal meaning.	Incorporates some knowledge to generate personal meaning.	Does not incorporate knowledge to generate personal meaning.
Originality	Provides highly original examples of personal experience to reflect understanding of a topic in curriculum.	Provides examples of personal experience to reflect understanding of a topic in curriculum.	Provides few examples of personal experience to reflect understanding of a topic in curriculum.	Shows little or no understanding of a topic in curriculum.
Application	Uses high level of imagination and flexibility.	Uses imagination and flexibility.	Lacks imagination and flexibility.	Uses no imagination and flexibility.

## D-Y Learning Expectation: Communicate Appropriately and Effectively through Writing

Name:	Class:		
Date:	Teacher:		

Criteria	Exemplary	Proficient	Developing	Beginning	
Thesis	Easily identifiable, original, and/or insightful.	Promising, but may be slightly unclear, or lacking in insight or originality.	May be unclear (contain many vague terms), appear unoriginal, or offer relatively little that is new; provides little around which to structure the paper.	Difficult to identify at all, may be bland restatement of obvious point.	
Introduction	Insightfully introduces and provides a roadmap for the essay.	Introduces the essay and provides a basic roadmap.	Somewhat introduces the essay and/or the roadmap is unclear.	Vaguely introduces the essay and/or the roadmap is unclear or missing.	
Evidence	Passages from cited texts are clearly understood, well expressed or explained, and used appropriately for the development of the thesis of the paper.	Passages from cited texts are understood, but may not be clearly expressed or explained throughout.	Passages from cited texts not clearly understood, expressed or explained. The relationship between the text and the thesis of the paper is not always clear.	Cited texts not understood, explained or expressed. Not related well to the thesis.	
Argument	All ideas in the paper flow logically; the argument is identifiable, reasonable, and sound. Each paragraph insightfully links evidence back to the thesis.	Argument of paper is clear, usually flows logically and makes sense. Each paragraph links evidence back to thesis.	Logic may often fail, or argument may often be unclear. Most paragraphs attempt to link evidence back to thesis.	Ideas do not flow at all, usually because there is no argument to support. Simplistic view of topic. Paragraphs do not always link evidence back to thesis.	

# D-Y Learning Expectation: Communicate Appropriately and Effectively through Writing

Structure	Careful and/or subtle organization that is evident, understandable, appropriate for thesis. Excellent transitions from point to point. Paragraphs support solid topic sentences.	Logical organization that is generally clear and appropriate. Some unclear transitions, or a few paragraphs without strong topic sentences.	Moderate organization that is generally unclear, often wanders or jumps around. Few or weak transitions, many paragraphs without topic sentences.	Rudimentary organization that is unclear, often because thesis is weak or non- existent. Transitions confusing and unclear. Few topic sentences.
Conclusion	Conclusion has undeniable unity, and insightfully links thesis and argument to theme.	Attempted unity, somewhat links to theme.	Rehash of introduction.	Unclear, poorly planned.
Language	Effective/rich use of language.	Appropriate use of language.	Some variety in language.	Simplistic language.
Mechanics	Sentence structure, grammar excellent; correct use of punctuation and citation style; minimal to no spelling errors; absolutely no sentence fragments, run-on sentences or comma splices.	Sentence structure, grammar strong despite occasional lapses; punctuation and citation style often used correctly. Some (minor) spelling errors; may have one sentence fragment, run-on sentence or comma splice.	Problems in sentence structure, grammar, and diction (usually not major). Errors in punctuation, citation style, and spelling. May have several sentence fragments, run-on sentences or comma splices.	Big problems in sentence structure, grammar, and diction. Frequent major errors in citation style, punctuation, and spelling. May have many sentence fragments, run-on sentences and comma splices.

# D-Y Learning Expectation: Communicate Appropriately and Effectively Through Reading

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning
Directions	Consistently processes and implements directions independently.	Frequently processes and implements directions independently.	Processes and implements directions with occasional support.	Processes and implements directions with frequent support.
Main Idea	Consistently identifies main idea of text.	Frequently identifies main idea of text.	Identifies main idea of text with occasional support.	Identifies main idea of text with frequently support.
Supporting Information	Consistently identifies important and relevant information and analyzes significance.	Frequently identifies important and relevant information and analyzes significance.	Identifies important and relevant information with occasional support.	Identifies important and relevant information with frequent support.
Point of View/Bias	Consistently identifies point of view and/or bias.	Frequently identifies point of view and/or bias.	Occasionally identifies point of view and/or bias.	Rarely identifies point of view and/or bias.
Connections	Consistently makes connections between concepts and personal or prior knowledge.	Frequently makes connections between concepts and personal or prior knowledge.	Occasionally makes connections between concepts and personal or prior knowledge.	Rarely makes connections between concepts and personal or prior knowledge.
Compare/ Contrast	Consistently identifies similarities and differences to make judgments and interpretations.	Frequently identifies similarities and differences to make judgments and interpretations.	Identifies similarities and differences with occasional support.	Identifies similarities and differences with frequent support.
Vocabulary	Consistently uses context clues, root words, and/or prior knowledge to understand unfamiliar vocabulary.	Frequently uses context clues, root words, and/or prior knowledge to understand unfamiliar vocabulary.	Occasionally uses context clues, root words, and/or prior knowledge to understand unfamiliar vocabulary.	Rarely uses context clues, root words, and/or prior knowledge to understand unfamiliar vocabulary.

# D -Y Learning Expectation: Communicate Appropriate and Effectively Through Performance

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning
Preparedness	Student is completely prepared and has obviously rehearsed.	Student seems prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to perform.
Expression and Style	Student performs with a creative nuance and in an appropriate style.	Student somewhat performs with a creative nuance and in an appropriate style.	Student rarely performs with a creative nuance and in an appropriate style.	Student does not demonstrate expression or appropriate style.
Tone Quality	Tone is consistently focused, clear, and centered. Tone has professional quality.	Tone is focused, clear and centered. Tone quality typically does not detract from the performance.	Tone is often focused, clear and centered, but sometimes the tone is uncontrolled, Occasionally the tone quality detracts from overall performance.	The tone is often not focused, clear or centered. Significantly detracting from the overall performance.

# D-Y Learning Expectation: Communicate Appropriately and Effectively Through the Use of Technology

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning
Application of Skills	Consistently applies and incorporates appropriate technologies for specific tasks.	Frequently applies and incorporates appropriate technologies for specific tasks.	Occasionally applies and incorporates appropriate technologies for specific tasks.	Rarely applies and incorporates appropriate technologies for specific tasks.
Safe and Responsible Usage	Consistently demonstrates safe and responsible usage of technology.	Frequently demonstrates safe and responsible usage of technology.	Occasionally demonstrates safe and responsible usage of technology.	Rarely demonstrates safe and responsible usage of technology.
Research Skills	Consistently and accurately seeks and retrieves relevant information using appropriate technology. Consistently uses appropriate documentation and evaluates websites.	Frequently seeks and retrieves relevant information using appropriate technology. Frequently uses appropriate documentation and evaluates websites.	Occasionally seeks and retrieves relevant information using appropriate technology. Occasionally uses appropriate documentation and evaluates websites.	Rarely seeks or retrieves relevant information using appropriate technology. Rarely uses appropriate documentation and evaluates websites.

## D-Y Learning Expectation: Communicate Appropriately and Effectively Through Oral Presentation

Name:	Class:
Date:	Teacher:

Criteria	4 Exemplary	3 Proficient	2 Developing	1 Beginning
Purpose	Establishes and maintains a purpose, demonstrates an understanding of audience and task.	Establishes a purpose, demonstrates an awareness of audience and task.	Attempts to establish a purpose, demonstrates some awareness of audience and task.	Lacks a purpose, demonstrates minimal awareness of audience and task
Organization	Contains an effective introduction and conclusion. Progression of main ideas is clear. Transitions are easy to follow.	Contains an introduction and conclusion. Progression of main ideas has minor inconsistencies. Transitions are evident.	Has a weak introduction and / or conclusion. Progression of main ideas has major inconsistencies. Transitions are poor.	Lacks an introduction and / or conclusion. Progression of main ideas is difficult or impossible to follow. Transitions are missing.
Content	Contains all expected content. Main ideas are developed in depth and extensively supported by effective details and / or vivid examples.  Presentation is unique and creative.	Contains most of the expected content. Main ideas are limited in depth and supported by only a few details or examples. Presentation is somewhat unique and creative.	Contains some of the expected content. Few main ideas are developed and supported. Presentation lacks creativity and uniqueness.	Contains little of the expected content. Main ideas are unclear and rarely supported. Presentation shows no creativity.
Language Usage	Uses well chosen vocabulary and correct pronunciation in standard English which is appropriate to the audience and task.	Uses appropriate vocabulary and correct pronunciation with a few errors in standard English which is appropriate to the audience and task.	Uses poorly chosen vocabulary or incorrect pronunciation with many errors in standard English or the language is inappropriate to the audience and task.	Uses inappropriate vocabulary and incorrect pronunciation filled with errors in standard English or language which is inappropriate to the audience and the task.
Voice and Tone	Speaks clearly and expressively, with enthusiasm, uses a tone appropriate to audience, adjusting pace and volume effectively with varied inflection.	Speaks clearly, sometimes uses a tone appropriate to audience, adjusting pace and volume effectively with varied inflection.	Speaks clearly but without adjusting pace, volume, or inflection.	Speaks unclearly without appropriate pace, volume, or inflection.
Physical Expression	Establishes rapport with audience through continual eye contact. Good posture, natural gestures, effective movements all enhance the communication.	Establishes rapport with audience through frequent eye contact. Good posture, gestures, and movements are appropriate.	Makes occasional eye contact with audience. Posture, gestures, or movements detract from the communication.	Fails to make eye contact. Posture, gestures, or movements prevent communication.
Visual Aids	Effectively integrates suitable high quality audio or visual materials to explain or enhance the presentation.	Integrates good quality audio or visual materials to explain or enhance the presentation.	Ineffectively uses audio or visual materials and materials are of poor quality.	Fails to use prepared audio or visual materials in presentation.

# D-Y Learning Expectation: Communicate Appropriately and Effectively Through Exhibiting

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning
Preparedness	Student is completely prepared and has obviously rehearsed.	Student seems prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to exhibit.
Stays with Work	Student stays with work at all times during the exhibition.	Student stays with work during most of the exhibition	Student does not stay with work during some of the exhibition.	Student does not stay with work during most of the exhibition.
Speaks Clearly	Speaks clearly, distinctly, and loud enough for visitors to understand.	Speaks clearly, distinctly and loud, enough for visitors to understand most of the time.	Sometimes speaks clearly, distinctly, and loud enough for visitors to understand.	Often mumbles or can not be understood
Posture and Eye Contact	Stands up straight, looks relaxed and confident. Establishes eye contact with visitors during the exhibition.	Stands up straight and establishes eye contact with most visitors during the exhibition.	Sometimes stands up straight and establishes eye contact.	Slouches and/or does not look at people. Seems disinterested during the exhibition.

# D-Y Learning Expectation: Collaborate for a Common Purpose

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning
Group goals	Consistently and actively works toward group goals.	Works toward group goals without prompting.	Works toward group goals with occasional prompting.	Works toward group goals only when prompted.
Contributions to the group	Consistently and actively contributes knowledge, opinions, and skills.	Contributes knowledge, opinions, and skills without prompting.	Contributes to the group with occasional prompting.	Contributes to the group only when prompted.
Sensitivity towards others	Is sensitive to the feelings and learning needs of all group members.	Shows sensitivity to the feelings of others consistently.	Shows some sensitivity to the feelings of others.	Needs occasional reminders to be sensitive to the feelings of others.
Role in the change process	Helps group identify necessary changes and encourages group action for change.	Willingly participates in needed changes.	Participates in needed changes, with occasional prompting.	Participates in needed changes when prompted and encouraged.
Individual role	Willingly accepts and fulfills individual role within the group.	Accepts and fulfills individual role within the group.	When prompted accepts and fulfills individual role within the group.	Needs prompting and encouragement to fulfill individual role within the group.
Consensus building skills	Values the knowledge, opinion and skills of all group members and encourages their contributions.	Values the knowledge, opinion and skills of some group members and encourages their contribution.	Recognizes the knowledge, opinions and skills of some group members and may encourage their contribution.	May recognize the knowledge, opinions and skills of a few group members.

## D-Y Learning Expectation: Respect Oneself and Others

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning	
Behavior	Student never displays disruptive behavior, or sleeps during class.	Student rarely displays disruptive behavior and never sleeps during class.	Student occasionally displays disruptive behavior and /or sometimes sleeps during class.	Student almost always displays disruptive behavior and/or sleeps during class.	
Cell Phone & Other Technology Usage	Student never uses a cell phone in class for sending or receiving messages or photos.	Student very rarely uses cell phone in class for sending or receiving messages or photos.	Student occasionally uses cell phone in class for sending or receiving messages or photos.	Student regularly uses cell phone in class for sending or receiving messages or photos.	
Language	Student never uses inappropriate or offensive language during class.	Student very rarely uses inappropriate or offensive language in class.	Student occasionally uses inappropriate and/or offensive language in class.	Student regularly uses inappropriate and/or offensive language in class.	
Listening Skills	Student listens when others talk, and incorporates or builds off of the ideas of others.	Student listens quietly when others talk, both in groups and in class.	Student does not listen when others talk, but is generally not disruptive.	Student does not listen when others talk and often interrupts/disrupts when others speak.	
Engagement	Student is actively engaged in class every day.	Student is usually actively engaged in class.	Student is rarely engaged in class.	Student is never engaged in class.	
Preparation	Student is always prepared for class with assignments and has required class materials.	Student is usually prepared for class with assignments and required class materials.	Student is rarely prepared for class with assignments and required class materials	Student is never prepared for class with assignments and required class materials	

## D-Y Learning Expectation: Become an Active Citizen

Name:	Class:		
Date:	Teacher:		

Criteria	Exemplary	Proficient	Developing	Beginning
Rules and Responsibilities	Consistently follows school and classroom expectations and consistently accepts responsibility for actions.	Frequently follows school and classroom expectations and frequently accepts responsibility for actions.	Occasionally follows school and classroom expectations and occasionally accepts responsibility for actions.	Rarely follows school and classroom expectations and rarely accepts responsibility for actions.
Engagement in School	Consistently supports and/or participates in school activities and consistently seeks, holds, or respects positions of leadership.	Frequently supports and/or participates in school activities and frequently seeks, holds, or respects positions of leadership.	Occasionally supports and/or participates in school activities and occasionally seeks, holds, or respects positions of leadership.	Rarely supports and/or participates in school activities and rarely seeks, holds, or respects positions of leadership.
Knowledge of Political Process	Consistently demonstrates an understanding of the political process at the local, state, national and international levels and her/his role in it.	Frequently demonstrates an understanding of the political process at the local, state, national and international levels and her/his role in it.	Occasionally demonstrates an understanding of the political process at the local, state, national and international levels and her/his role in it.	Rarely demonstrates an understanding of the political process at the local, state, national and international levels and her/his role in it.

# D-Y Learning Expectation: Financial Literacy

Name:	Class:
Date:	Teacher:

Criteria	Exemplary	Proficient	Developing	Beginning	
Budgeting	Consistently demonstrates an understanding of the concepts behind living within a budget.	Frequently demonstrates an understanding of the concepts needed to live within a budget.	Occasionally demonstrates an understanding of the concepts needed to live within a budget.	Rarely demonstrates an understanding of the concepts behind budgeting.	
Saving  Consistently demonstrates an understanding of the importance a ways to save fund for the future.		Frequently demonstrates an understanding of the importance and ways to save funds for the future.	Occasionally demonstrates an understanding of the importance and ways to save funds for the future.	Rarely demonstrates an understanding of the importance and ways to save funds for the future	
Credit and Debt Consistently demonstrates an understanding of the uses of credit and the concepts behind borrowing.		Frequently demonstrates an understanding of the uses of credit and the concepts behind borrowing.	Occasionally demonstrates an understanding of the uses of credit and the concepts behind borrowing.	Rarely demonstrates an understanding of the uses of credit and the concepts behind borrowing debt.	
Banking/ Financial Institutions	Consistently demonstrates an understanding of the role of financial institutions and the ability to pick the right accounts for individual needs.	Frequently demonstrates an understanding of the role of financial institutions and the ability to pick the right accounts for individual needs.	Occasionally demonstrates an understanding of the role of financial institutions and the ability to pick the right accounts for individual needs.	Rarely demonstrates an understanding of the role of financial institutions and the ability to pick the right accounts for individual needs.	

# D-Y Learning Expectation: Practice and Demonstrate Personal Wellness

Name:	Class:	
Date:	Teacher:	

Criteria	Exemplary	Proficient	Developing	Rarely demonstrates an understanding of or an ability to apply the principles of good health and physical fitness.	
Physical Wellness	Consistently demonstrates an understanding of and an ability to apply the principles of good health and physical fitness.	Frequently demonstrates an understanding of and an ability to apply the principles of good health and physical fitness.	Occasionally demonstrates an understanding of and/or an ability to apply the principles of good health and physical fitness.		
Self-Awareness	Consistently demonstrates knowledge and understanding of one's personal needs, strengths and weaknesses.	Frequently demonstrates knowledge and understanding of one's personal needs, strengths and weaknesses.	Occasionally demonstrates knowledge and/or understanding of one's personal needs, strengths and weaknesses.	Rarely demonstrates knowledge or understanding of one's personal needs, strengths and weaknesses.	
Personal Independence	Consistently demonstrates the ability to self- advocate and to personally and effectively make decisions and manage one's life.	Frequently demonstrates the ability to self- advocate and to personally and effectively make decisions and manage one's life.	Occasionally demonstrates the ability to self- advocate and/or to personally and effectively make decisions and manage one's life.	Rarely demonstrates the ability to self- advocate or to personally and effectively make decisions and manage one's life.	

#### Term Grading Calendar 2018-2019 # Start Performance **Performance** End Grade **Report Card** Grades Reports Reports Issued in Corrections of **Target Date** Date Date Due Individual Due **Days** Due **Electronically** Classes **Electronically Electronically Exported by Exported by Exported by** 7:15 a.m. 7:15 a.m. 7:15 a.m. (no verification sheets) Tuesday Thursday Thurs. & Fri. Wednesday Friday Wednesday Friday **Term** 45 Oct. 4 Nov. 9 Nov. 14 Sept. 4 Oct. 11 & 12 Nov. 7 Nov. 16 One Thursday Friday Wed. & Thurs. Monday Wednesday Friday Monday **Term** 45 Dec. 19 & 20 Feb. 1 Nov. 8 Dec. 14 Jan. 28 Jan. 30 Feb. 4 Two Term 49 Tuesday Friday Wed. & Thurs. Friday Tuesday Thursday Friday March 13 & 14 April 12 April 23 April 25 April 26 Jan. 29 March 8 Three Term Friday Wed. & Thurs. Friday Monday Monday Four 29 June 3 June 3 May 10 May 15 & 16 May 31 Seniors Friday Monday April 22 June 21 Grade Wed. & Thurs. Friday Tuesday Tuesday verification Term May 17 May 22 & 23 June 18 June 18 completed Four 41 during Grades checkout 8-11

#### HOURS OF OPERATION

Main Office Hours: 6:30 a.m. to 3:00 p.m.

Guidance Office Hours: 6:30 a.m. to 3:00 p.m.

Library Hours: 7:22 a.m. to 3:00 p.m.

Police Office Hours: 7:30 a.m. to 2:30 p.m.

Students who are not involved in a supervised activity (i.e., extra help, athletics, or co-curriculars) when directed by school personnel must leave the building and the grounds.

#### SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed. "No School" or "Delayed Opening" announcements are made over the following radio stations beginning at 6:00 a.m.: WXTK 95.1 FM, WQRC 99.9 FM, and WCOD 106.1 FM and on the following TV stations: WRKO/WHDH (CH 7, CH 56), WCVB (CH5), WBZ (CH4) and Fox 25. School closing and/or delayed opening announcements will be posted on the district website at http://dyregional.k12.ma.us. The Blackboard Connect system will also be used to announce school closings.

#### SCHOOL COUNCIL

The D-Y School Council is an advisory board comprised of the school principal, four parents, three faculty members, two community members and student representatives. This active group meets on a monthly basis and reviews a wide range of educational topics and school related issues. The council routinely studies a variety of issues and makes recommendations to the principal. The school council also has two standard yearly projects: to review and update the *Student and Parent Handbook* and to develop the high school's annual School Improvement Plan. Meetings are open to everyone and a calendar of meetings will be posted on the high school website.

#### D-Y PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) is a parent group that meets four to six times a year in the high school library. PAC serves as a forum for discussing school-related issues and the organization supports our school in many ways. PAC members volunteer during Career Day and during senior activities and provide scholarships. All parents are invited to join PAC and a calendar of meeting dates will be published in the fall.

# **REGULAR DAILY SCHEDULE**

Advisor/Advisee 7:22-7:30

Passing: 7:30 - 7:35

**Period A or E** 7:35 – 9:00

Passing: 9:00-9:05

**Period B or F** 9:05 – 10:29

Passing: 10:29 – 10:34

**Period C or G** 10:34 – 12:33

First Lunch	Second Lunch	Third Lunch
Lunch: 10:34 -11:04	Class: 10:34 - 11:13	Class: 10:34 - 11:58
Passing: 11:04 – 11:09	Passing: 11:13 - 11:18	Passing: 11:58 - 12:03
Class: 11:09 - 12:33	Lunch: 11:18 - 11:48	Lunch: 12:03 - 12:33
Passing: 12:33 – 12:38	Passing: 11:48 -11:53	Passing: 12:33 - 12:38
	Class: 11:53 - 12:33	
	Passing: 12:33 - 12:38	

**Period D or H** 12:38 – 2:04

Extra Help/Detention: 2:15 – 2:55

# SECTION A ACADEMIC INTEGRITY

Academic integrity is an integral element of the positive learning environment at Dennis-Yarmouth Regional High School. Students are expected to conform to all school and class regulations to support the learning process. All examinations, tests, written papers or other assignments completed as a part of academic programs are also expected to be the product of the student's own work and effort. Plagiarism, especially from Internet sources, is a major concern and should not occur.

In many classrooms teachers are utilizing group settings and cooperative learning. When these methods are used, students are expected to follow the processes and procedures set down by the individual teacher in that classroom.

	DISTRIBUTION CREDITS FOR GRADUATION						
All students must accu	mulate 30.00 c	redits which mus	t include the following distribution				
Course	Course Credits Majors Requirements						
English Language Arts	6.00	4	English 9, 10, 11, 12				
Mathematics	6.00	4	Including Algebra II or its equivalent with Math in Senior Year				
Science and Technology/Engineering	4.50	3	lab based				
History & Social Science	4.50	3	United States History World History				
Health/Physical Education	1.00	4	Health 9 and 10 Physical Education 9, 10, 11, 12				
Electives	1.00	5 course equivalent					
Fine and Performing Arts	1.00	1					
Foreign Language	3.00	2	Same foreign language				

Grade point average and class rank are calculated only on courses students take in grades 9-12.

#### **CREDITS FOR CLASS STATUS**

Students must accumulate the following minimum credits to achieve class status:

Status	Credits
Sophomore	5.25
Junior	12.00
Senior	20.25

Credits are assigned to courses depending on the frequency and length of classes and the student preparation required. Unless otherwise noted, students who have received credit for passing a major course will not be given additional credit for repeating the same course at the same level.

### **COLLEGE ADMISSION**

Most colleges expect that students will take at least sixteen major courses in grades 9, 10, 11 and 12 in English, history and social science, science, mathematics and foreign languages as part of a four-year program. Beyond graduation requirements, course selections depend in part on students' special interests and future plans. Colleges expect applicants to have taken as strong and varied a program as possible, commensurate with their aptitudes and abilities.

### SECONDARY SCHOOL REPORT

Dennis-Yarmouth Regional High School, at the request only of students, sends to colleges the following information: a transcript, secondary school report, teacher recommendation and school profile. Students will work closely with the Guidance and Counseling Department throughout the college application process. In response to the general college requirement for a report of mid-year status, copies of the mid-year report card are forwarded automatically to those colleges for which application has been made unless otherwise specified.

#### **COURSE INFORMATION**

COURSE LEVELS – GRADES 9-12*			
Unleveled	Has no impact on weighted rank-in-class		
Level 1	For those students who need remedial assistance in academic skills		
Level 2	Our school's college preparatory designation		
Honors	For those students who desire challenging academic experiences		
Advanced Placement	The Advanced Placement (AP) Program is a cooperative educational endeavor sponsored by The College Board. Many young people can profit from completing college-level studies in their secondary schools by acquiring competency in the content and skills which allow them to be exempt from college courses and/or be placed in more advanced courses. Each college determines students' eligibility for either.		

<sup>\*</sup> Grade 8 courses are Advanced or Standard.

#### COURSE LEVEL RECOMMENDATIONS

Teachers and departments will recommend student placement in courses at the level that is most appropriate for them. When formulating recommendations, the following factors are considered: present level of achievement, standardized test results, daily class performance and any other pertinent data. In some cases, placement exams may be administered. Parents wishing to discuss their students placement in a particular subject should contact the student's guidance counselor.

## **LEVEL CHANGES**

In year-long courses, level changes will be considered during the first twenty days of the course only if such changes do not affect the remainder of the student's schedule. Level changes in year-long courses must be finalized at the end of term two.

Proper planning and program development should preclude most course changes. All proposed course and level changes must be approved by the administration.

#### SCHEDULE DEVELOPMENT

Starting in February, students, counselors, parents and teachers spend a great deal of time and effort developing each student's academic program for the next school year. First, teachers provide level recommendations for every student. Next, students will meet with their counselors to plan their schedule. Finally, the proposed program of studies will be sent home for parental review and signature. All students will be scheduled for a course during each period.

#### **COURSE AVAILABILITY**

The administration makes every effort to schedule all major courses as well as interest electives requested by each student. Unfortunately, sometimes conflicts exist among student choices and maximum class size. To expedite the

scheduling process, each student must select appropriate alternative course requests during the program-development stage of the process. Where the enrollment is too small to justify offering a course, the course may be discontinued for that year and a student's alternative choice will be scheduled if possible.

#### SCHEDULING PRIORITY

Students' access to all courses will be in the following order:

First - seniors Second - juniors Third - sophomores Fourth – freshmen Fifth – Eighth grade

#### SCHEDULE CHANGES

Schedules will be mailed to students before school begins. Changes may be made from that time through the first five days of school and then again during the first five days of the second semester for semester courses. An appointment can be made with a guidance counselor by calling 508-398-7650.

#### **MAJOR COURSES**

- 1. Require significant homework and out-of-class effort.
- 2. Meet every other day.
- 3. Earn 1.50 credits if completed successfully.

#### INTEREST ELECTIVES

- 1. Require homework, practice or rehearsal.
- 2. Meet for one semester.
- 3. Earn .50 or .75 credits if completed successfully.

#### **GRADING**

The philosophy of the Dennis-Yarmouth professional staff is that students respond more positively to the opportunity for success than to the threat of failure. The school seeks, therefore, through its instructional programs to make achievement both recognizable and possible for students. Dennis-Yarmouth emphasizes achievement in its processes of evaluating student performance and reports achievement through the use of letter grades.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform students and their parents of progress and to provide a basis for bringing about changes in student performance, if such changes are necessary.

Course expectations and objectives will be distributed at the beginning of each course to all students. It will include the course objectives, expectations of student performance and the evaluation system that will be used.

	NUMERICAL GRADE EQUIVALENTS					
	- + Criteria					
Α	90 - 92	93 - 96	97 - 100	<ul> <li>More than the required work in the subject with a notable degree of efficiency and effectiveness.</li> <li>Course objectives achieved in a superior manner.</li> </ul>		
В	80 - 82	83 - 86	87 - 89	<ul> <li>More than average completed work in the subject with a high degree of efficiency and effectiveness.</li> <li>Course objectives achieved in a highly satisfactory manner</li> </ul>		
С	70 - 72	73 - 76	77 - 79	<ul> <li>Essentials of the course acquired in a satisfactory manner.</li> <li>Course objectives achieved in a satisfactory manner.</li> </ul>		
D	60 - 62	63 - 66	67 - 69	<ul> <li>Minimal essentials of the course acquired.</li> <li>Course objectives achieved in minimum manner.</li> </ul>		
F		00 - 59		<ul> <li>Accomplishment of very little value.</li> <li>Course objectives not achieved, no credit granted.</li> </ul>		

### **WEIGHTED GRADES**

Dennis-Yarmouth offers weighted grades. A system has been developed which reflects the four levels of courses available. Weighted grades are used for grades 9-12 courses:

- 1. To enable the school to assess more fairly the academic achievements of its students so that there will be a valid, realistic class rank.
- To enable ALL students to be successful at their levels of ability by being recognized and rewarded with appropriate grades.
- 3. As the academic admissions criterion for the National Honor Society. The following system will be used:

	AP	Honors	Level 2	Level 1
A+	4.6	4.2	3.8	3.4
Α	4.4	4.0	3.6	3.2
A-	4.2	3.8	3.4	3.0
B+	4.0	3.6	3.2	2.8
В	3.8	3.4	3.0	2.6
B-	3.6	3.2	2.8	2.4
C+	3.4	3.0	2.6	2.2
С	3.2	2.8	2.4	2.0
C-	3.0	2.6	2.2	1.8
D+	2.8	2.4	2.0	1.6
D	2.6	2.2	1.8	1.4
D-	2.4	2.0	1.6	1.2
F	0	0	0	0

#### **INCOMPLETE GRADES**

An incomplete grade may be given under the following circumstances:

- 1. absences the last week of the term
- 2. significant excused absences throughout the term, and
- 3. extenuating circumstances pre-approved by administration.

A student has ten school days from the end of the term to make up an incomplete grade received in the term. Exceptions to this policy must be approved by the administration.

#### PERFORMANCE NOTICES

Performance notices in all subjects will be issued to all students at mid-term. Please refer to Term Calendar on page 16. They may be distributed at other times if the teacher determines that a report is warranted.

When concerns exist, parents are encouraged to make an appointment with the subject teacher and/or guidance counselor to discuss ways of assisting the student.

#### **HOMEWORK**

- 1. Philosophic issues involved in homework include:
  - a. Homework should be for the purpose of reinforcing learning as a logical extension of material in class or for providing the student the opportunity to become involved in discovery/research projects that stimulate the pursuit of knowledge.
  - b. Responsible and regular home study patterns begin in the early grades.
  - c. Students shall be eased into taking responsibility for home study.
  - d. Meaningful home study assignments encourage active learning at home.
  - e. Regular home study projects shall be included to keep parents better informed as to their child's learning style, rate, problems and strengths.
  - f. Teachers shall take the student's development levels and needs into consideration when planning home study.
  - g. Homework assignments will accommodate the skill level of students.
  - h. Homework is not to be used as a form of punishment.
  - 2. Parent's role in improving homework effectiveness includes:
    - a. Cooperating with the school in making homework effective.
    - b. Providing their student with suitable study conditions.
    - c. Encouraging their children but avoiding undue pressure.
    - d. Expressing interest in what their children are doing but not doing their work for them.
    - e. Understanding what the school expects homework to accomplish.
  - 3. Teachers' role in improving homework effectiveness includes:
    - a. Cooperating with the parents in making homework effective.
    - b. Providing relevant homework activities.
    - c. Communicating with fellow teachers to coordinate assignments
    - d. Establish a consistent routine that is clearly understood.
    - e. Insuring students' understanding before assignments are taken home.
    - f. Assessing and otherwise responding to and returning assignments promptly.
    - g. Systematically communicating with students and/or parents regarding the amount, purpose, and objectives of homework.
  - 4. Homework patterns and procedures:

- Students at all grade levels should have a quiet reading time and/or be read to as part of every evening's routine.
- b. There will be regular home study at all grade levels.
- c. Teachers will distribute written descriptions of home study policies and procedures to parents at the beginning of each year or course.
- d. Instructional support staff will consult regularly with teachers regarding students' homework assignments.
- e. Homework should prepare students for the amount and complexity of homework in the next grade.

Date of Adoption: Pre-1983, 5/19/97, 3/17/03 by Full School Committee

The high school does not support the use of "busy work" tasks for homework. In general, homework should be directly connected to classroom instruction. Homework provides an opportunity for students to review and reinforce previously learned content material and skills. Homework may be used to introduce students to new material that will be covered and/or reviewed in later classes. Homework assignments may also form a key component of long term, independent projects such as research papers.

Teachers are encouraged to return study work, including homework, in a timely manner and to provide meaningful commentary that will allow students to improve their performance on future assignments.

#### EXTRA HELP AND MAKE-UP WORK

If an assignment is not clearly understood, if work is too difficult to grasp thoroughly, or if through absence a student has fallen behind in class, he/she may always seek extra help from teachers. A conference may be arranged for before or after school at the mutual convenience of teacher and student. Though extra help sessions after school are scheduled on a specified day each week by each department, many teachers are available on a daily basis.

EXTRA HELP SCHEDULE	
MONDAY:	Foreign Languages
	Health/P.E.
	History and Social Science
	Special Needs
TUESDAY:	A.L.P.
	Applied Arts (Technology/School-to-Careers)
	Mathematics
	Health/P.E.
	Special Needs
THURSDAY:	English
	Fine Arts (Drama, Music, Visual Arts)
	Health/P.E.
	Science
	Special Needs
A late bus is provided on extra-help/make-up days.	
Pick-up will be at approximately 3:00 in the busport.	
Students are to wait to be picked up in the front foyer.	

It is the School Committee's position that only illness or personal emergencies are justifiable reasons for being absent from school. When a student is absent, he or she upon his/her return has **two school days** to arrange for the make-up of all missed work. If a student is tardy to school, he/she has **one school day** to arrange to make up missed school work.

Credit is not given for work missed due to class cutting or truancy.

#### HONOR ROLL

To qualify for High Honors, students must earn a grade of A in all courses including physical education. To qualify for Honors students must earn an A or B in all courses including physical education. Dual enrollment students must be scheduled for three high school courses per semester to be eligible for honor roll status.

#### **ACADEMIC ELIGIBILITY**

The school is responsible for the enforcement of the Massachusetts Interscholastic Athletic Association (M.I.A.A.) rules relative to the eligibility of athletes for participation in interscholastic athletic events. M.I.A.A. rules for academic eligibility require that a student secure during the last grading term preceding participation a minimum of five (5) eligibility points. An eligibility point is awarded for every period of instruction a student has passed except for pass/fail courses and those courses/programs listed below. A single period class carrying a minimum of .50 credits is worth one eligibility point.

To be eligible for the first grading period in the Fall, a student is required to accumulate a <u>minimum</u> of six (6) graduation credits during the previous academic year.

1. ACADEMIC ELIGIBILITY: The school is responsible for the enforcement of the Massachusetts Interscholastic Athletic Association (MIAA) rules relative to the eligibility of athletes for participation in interscholastic athletic events. MIAA rules for academic eligibility require that a student secure during the last grading term preceding participation a minimum of five (5) eligibility points. An eligibility point is awarded for every period of instruction a student has passed except for pass/fail courses and those courses/programs listed below. A single period class carrying a minimum of .50 credit is worth one eligibility point. To be eligible for the first grading period in the fall, a student is required to accumulate a minimum of six (6) graduation credits during the previous academic year. Pass/fail courses and courses/programs carrying less than .50 credit are not counted in determining a student's academic eligibility for athletics. Those courses and programs include, but are not limited to: ALP Career Exploration, ALP Community Service, Physical Education Leaders, School and Community Service Programs, and Work Experience. Academic eligibility of all students shall be considered as official and determined only on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

D-Y Policy: A student ineligible under MIAA regulations may practice with a team but may not represent the school in a contest, travel with the team, or be issued a uniform. If another report card is issued during the season and the student is still ineligible, he/she can not practice any longer. If he/she becomes eligible because of this report card, the student may be granted full status. A student ineligible at the end of the season forfeits all certificates, awards, letters, etc. he/she was due. Please refer to Section C of this Handbook.

#### **RANK IN CLASS**

Rank in class is figured at the conclusion of the junior year. It is determined on the basis of a cumulative weighted average of grades that are reflective of the levels of difficulty of the respective courses in the student's program. All courses are included in this ranking except courses that are not leveled, courses that are receiving less than .50 credits and courses taken on a Pass/Fail basis.

#### **CREDIT MAKE-UP OPTIONS**

When a student fails a course that requires make-up, that course must be made up in one of the following ways and in the following order:

- 1. The student may attend Dennis-Yarmouth's summer school and must receive a grade of C or better. Enrollment in summer school for the purpose of make-up requires a minimum final course grade of 50 or the subject teacher(s) approval and administration approval.
- 2. The student may attend any other approved summer school and must receive a grade of C or better. Enrollment in summer school for the purpose of make-up requires a minimum final course grade of 50 or the subject teacher(s) approval and administration approval.

- The student may attend Cape Cod Community College, take an approved course and receive a grade of C or better.
- 4. The student may take a tutoring program, with administrative costs borne by the student. The chair of the Guidance and Counseling Department and the particular academic department chair must approve this option. The student must then pass a departmental exam with a grade of C or better. The English department requires a selected works portfolio containing components that are designated by the English department in lieu of an exam.
- 5. The student may take an approved and accredited on-line or distance-learning course.

#### **General Policies**

- 1. Students may not use credit make-up programs to take courses in which they have never been enrolled. For example, a student who has never taken English 12 may not use these options to take the course as part of a credit makeup program
- 2. Dennis-Yarmouth summer school courses will be announced without specific academic levels. Appropriate levels may be established if enrollments warrant.
- 3. The school reserves the right to withdraw a summer school course offering if funding is unavailable or if low enrollments warrant. Those persons affected will be notified as soon as that decision is made, and students affected will be exempted from the provisions of this policy.
- 4. Whenever possible, courses should be made up for credit the summer following the school year failure.
- 5. If a student receives a D or an F in a summer make-up program, no credit will be awarded and a conference will be held with the counselor to determine the next appropriate course of action.
- 6. Only the principal of Dennis-Yarmouth Regional High School has the authority to exempt anyone from any of the provisions of this policy and its procedures.
- 7. A student who passes a course (e.g. math, foreign language or science) may repeat the course for no credit with the goal of improving a grade and enhancing a student's grade point average.

# SPECIAL PROGRAMS

# ACADEMIC LEADERSHIP INSTITUTE (ALI)

Grade 8

**N.B.** Availability of this program is contingent annually upon adequate funding.

Designed exclusively for incoming eighth graders with high aspirations and exceptional ability, the primary purpose of the ALI is to develop student leaders who are well founded in the academics. These individuals will develop their skills and those of others by working as facilitators with other students and by assuming leadership roles in the educational community.

The ALI utilizes an active, personalized and interdisciplinary approach to learning. Themes such as respect and tolerance are explored in depth and in a practical manner to ensure their application in the school and community.

Significant time is devoted to field-based endeavors using the rich natural, historical and human resources of Cape Cod. Participants develop projects and portfolios based on these experiences which are the basis for student assessment. All participants are given the opportunities, support and experiences to lead and excel.

This three-week institute is held during the month of July at the high school. Exact dates and times for the 2016 institute are yet to be determined. Enrollment is limited.

Interested students should contact Assistant Principal Mary O'Connor at the high school at 508-398-7641 or oconnomb@dy-regional.k12.ma.us.

#### **DUAL ENROLLMENT**

Grades 11-12

The Dual Enrollment program, authorized in the Education Reform Act of 1993, enables qualified juniors and seniors to earn both high school and college credits by successfully completing courses at Cape Cod Community College. This program is designed to complement the high school schedule.

Developmental courses at the community college will be awarded level 2 credits at D-Y. Courses designated in the one hundred level will be awarded honors level credit.

The full cost of Dual Enrollment courses must be borne by the student and family. Applications for this program are available in the Guidance and Counseling office.

#### **ENGLISH LANGUAGE LEARNER**

Grades 8-12

The English Language Learner (ELL) program is available to limited English proficient (LEP) students. Its purpose is to assist those students whose first language is a language other than English and who are unable to perform ordinary classroom work in English. Sheltered English Immersion (SEI) classes are offered, as well as tutorial assistance in other content subject areas. In SEI classes emphasis is placed upon the development of listening, speaking, reading, and writing skills in English. The overall goal is to enable limited English proficient students to function independently in an English-speaking classroom and community.

#### INDEPENDENT STUDY

Grades 11-12

Independent study may be pursued by those students who wish to develop a particular talent or special interest. Students are required to develop a contract mutually agreeable to the teacher, parent, counselor, department chair and administrator prior to the beginning of the course. The contract will include a statement of purpose, time requirements both for student and teacher, specific learning objectives and evaluation procedures. The amount of credit to be awarded and the level for each independent study proposal will be specified in the contract.

Students must engage in independent study <u>above and beyond their required program</u>. Detailed criteria for participation in independent study are available in the Guidance and Counseling Office.

#### **PM PROGRAM**

The D-Y PM Program is an alternative high school program that offers high school credit towards earning a high school diploma. The program combines a work-study concept along with real life skill development in line with the Massachusetts Curriculum Frameworks.

The program combines a blend of classroom teaching, individualized instruction, business mentoring, and real life work experiences through the cooperative efforts of the D-Y school system. The skills and experiences learned in this program can be applied to the students' academic, occupational, social, and personal lives.

The program is intended for students who are experiencing difficulty with the traditional day school program. Additional selection criteria include that students be sixteen years of age, are residents of Dennis or Yarmouth, and have earned a minimum of 12 high school credits toward a diploma. Students are responsible for their own transportation to and from school, as well as any physical education hours that they require for graduation. Interested students and parents should contact the Guidance and Counseling Office.

The PM Program meets at D-Y Regional High School between the hours of 2:15 and 6:00 p.m., Monday through Friday. PM courses include English, history, math and science. Skills work is provided by individualized program learning in reading, writing, study and organizational skills, critical thinking, problem solving, workplace skills, community service, career exploration, and development of a ten-year plan for life.

PM Community Service and PM Physical Education do not count toward athletic eligibility points or GPA.

#### VIRTUAL HIGH SCHOOL

Dennis-Yarmouth offers over 150 Virtual High School courses in the arts, foreign languages, math, science, English language arts, social studies, and technology. Advanced placement, International Baccalaureate, honors, and level 2 courses are available in both core and elective areas. Courses are taught entirely via the Internet and are usually seminar-based. Students interact, exchange information, and participate in group discussions with their classmates and their teacher. Other students in the class may be in another state or country; this brings a real diversity to all classes.

Because over 200 schools participate in the Virtual High School, the VHS program offers many learning possibilities. VHS teachers clearly state course expectations and requirements, and provide all materials needed for the class. Assignments are due on particular dates and are submitted through the VHS course pages. Students may work either at home or in a D-Y class period during the day. Students must complete a VHS application in order to register for classes.

The VHS semester can differ from the D-Y semester by a few days at either end of the semester, and this may require beginning or ending your work at slightly different times than D-Y semester dates. VHS courses are developed and delivered by some of the best teachers across the US, are fully accredited, and receive regular D-Y credit. Specific course listings can be found by going to <a href="http://www.govhs.org">http://www.govhs.org</a>, then clicking on the VHS Catalog. Your guidance counselor or the VHS site coordinator, Ms. Govoni, can assist you further in choosing and registering for a VHS course; there are no charges or fees to students taking VHS courses at D-Y. Space in VHS courses is limited.

## MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)

In order to receive a diploma from any high school in Massachusetts, all students must pass the English Language Arts, Mathematics, and a Science section of the MCAS tests in addition to satisfying local graduation requirements.

## **Massachusetts Comprehensive Assessment System**

MCAS is an important part of our school's educational program. MCAS was implemented in response to the Education Reform law of 1993, which required that MCAS be designed to:

- test all public school students across the Commonwealth, including students with disabilities and students with limited English proficiency
- be administered annually in selected grades
- · measure performance based on the learning standards in the Massachusetts Curriculum Frameworks
- report on the performance of individual students, schools, and districts
- serve as one basis of accountability for students, schools, and districts (for example, grade 10 students must pass the MCAS tests as one condition of eligibility for earning a high school diploma)

In addition to meeting the requirements of the Education Reform law, the MCAS tests also fulfill the requirements of the federal Every Student Succeeds Act (ESSA).

The MCAS program allows parents, students and educators to:

- follow student progress
- · identify strengths, weaknesses, and gaps in curriculum and instruction
- fine tune curriculum alignment with the statewide standards
- gather diagnostic information that can be used to improve student performance identify students who may need additional support services/remediation

## **Educational Proficiency Plan (EPP)**

The purpose of the Educational Proficiency Plan (EPP) is to increase the likelihood that graduates of Massachusetts high schools have the knowledge and skills needed to succeed in college and today's workforce. The plan is intended to help assist that MA students are sufficiently knowledgeable in mathematics and English language arts to matriculate at higher education institutions (remediation free) and be prepared for post secondary careers.

<u>Standards for Competency Determination</u>: Students starting with the graduating class of 2010 must satisfy one of the following two conditions in both English Language Arts and Mathematics to earn a competency determination:

- (a) meet or exceed the Proficient threshold scaled score of 240 on the English Language Arts and Mathematics grade 10 MCAS tests, or
- (b) meet or exceed the Needs Improvement threshold scaled score of 220 on the English Language Arts and Mathematics grade 10 MCAS tests and fulfill the requirements of an Educational Proficiency Plan. Students who do not score 240 on MCAS will be placed on an Educational Proficiency Plan (EPP).

#### **MCAS Tutorial**

With the continuing support of state grants, small group tutorial sessions will be offered. Arrangements for inclusion in this program are made through the Guidance and Counseling Department. Participation in MCAS Tutorial offers no credit toward graduation.

## MCAS Appeal

As students work toward satisfying this Department of Education mandated graduation requirement, they should be aware that currently there is one option in addition to achieving a passing score that would make students eligible to graduate. There is an appeal process. To qualify for having an appeal filed, students must have a 95% attendance rate, have taken the MCAS tests at least three times, have achieved a score of at least 216 (220 is passing), and have taken advantage of all MCAS tutoring opportunities that the school district has offered. The state may change their requirements at any time. Student must meet all criteria for an appeal to be filed.

## **Projected High School MCAS Schedule 2018-2019**

Administration Dates Test ELA Composition Retest Sessions A & B November 8, 2018 ELA Reading Comp. Retest, Sessions 1 & 2 November 9, 2018 ELA Reading Comp. Retest, Session 3 November 13, 2018 Math Retest Session 1 November 14, 2018 Math Retest Session 2 November 15, 2018 Biology, Session 1 February 6, 2019 Biology, Session 2 February 7, 2019 ELA Comp. Retest, Sessions A & B March 4, 2019 ELA Reading Comp. Retest, Sessions 1 & 2 March 5, 2019 ELA Reading Comp. Retest, Session 3 March 6, 2019 Math Retest, Session 1 March 7, 2019 Math Retest. Session 2 March 8, 2019 **ELA Session 1** March 26, 2019 **ELA Session 2** March 27, 2019 May 21, 2019 Math, Session 1 May 22, 2019 Math, Session 2 High School STE, Session 1 June 4, 2019 High School STE, Session 2 June 5, 2019

#### **HUMAN SEXUALITY EDUCATION CURRICULUM**

**Purpose of Policy**: The purpose of this policy is to implement Massachusetts General Laws Chapter 71, Section 32A, which requires every school district that implements or maintains curriculum that primarily involves human sexual education or human sexuality issues to adopt a policy ensuring parental/guardian notification.

**Parental/Guardian Notification**: The school principal shall give parents and guardians of students effective notice, not less than once a year, of all courses offered in which the curriculum primarily involves human sexual education or human sexuality issues. Effective notice means a notice that is reasonably likely to inform parents and guardians, including those with disabilities and those whose primary or home language is not English, of their rights.

**Inspection of Instructional Materials**: To the extent practicable, all instructional material, including teachers' manuals, films, tapes, or other supplementary material, for curriculum that primarily involves human sexual education or human sexuality issues shall be available for inspection by parents, guardians, educators, school administrators, and others.

**Exemption from Curriculum**: The parent or guardian of any student may exempt the student from any portion of a course in which the curriculum primarily involves human sexuality education or human sexuality issues by written notice to the school principal. No student who is so exempted may be penalized because of the exemption but may be required to leave and return to class at a time and in a manner that is least disruptive to the education of other students. Students may be assigned work (health-related, not sexuality) which will be collected and factored into a grade in lieu of missing class. When possible, students will be assigned to the library. Students may also be assigned homework to be turned in upon returning to class. This will be counted towards grades.

Local Process for Dispute Resolution: A parent or guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or his or her designee will review the issue and give the parent or guardian a timely written decision, preferably within two weeks of the request. A parent or guardian who is dissatisfied with the superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent or guardian a timely written decision, preferably within four weeks of the request. A parent or guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

# **SECTION B - STUDENT SERVICES**

#### **GENERAL PROBLEM-SOLVING**

Students and parents will periodically need to discuss issues concerning grades, coursework, and other educational issues with teachers. Students and parents should use the following steps in order to reach a prompt resolution to problems.

- Step 1: Contact the teacher to discuss and address the issue.
- Step 2: If students and parents are unable to resolve the issue after meeting with the teacher, they should contact either the student's counselor or the teacher's department chairperson for assistance.
- Step 3: If the problem remains unresolved, the next step should be to contact the student's assistant principal.
- Step 4: The assistant principal may refer the issue to the principal.

A conference may be requested by calling the following numbers and leaving a message: administrators and teachers (508-398-7630), or counselors (508-398-7650). In addition, staff may be reached via email at <a href="http://dy-regional.k12.ma.us/dennis-yarmouth-regional-high-school and click on Staff Directory.">http://dy-regional.k12.ma.us/dennis-yarmouth-regional-high-school and click on Staff Directory.</a>

## POLICE SERVICES OFFICE School Resource Officers 508-398-7653

The Yarmouth Police and Dennis Police Departments staff a joint unit assigned to Dennis-Yarmouth Regional High School. Nicknamed "D-Y P.D.", the D-Y Police Services Office serves as a police sub-station for both departments. The unit is manned by specially trained veteran police officers from both agencies who hold the title School Resource Officer (SRO). The SRO has the primary responsibility for providing general and special police services in the school environment and cooperating with the school officials in developing and implementing emergency plans, law enforcement activities, education programs, and providing specialized counseling to faculty, staff, students, and parents.

School Resource Office Hours - All school days 7:30 a.m. to 2:30 p.m.

Telephone - (508) 398-7653.

The School Resource Officer program has been in successful operation at D-Y since 1987. The unit maintains a website to provide information on its mission, resources for parents, career guidance for prospective police officers, and features on other aspects of policing a suburban high school in America. www.DYPD.us

### STUDENT ACCIDENT INSURANCE

Providing insurance for students insofar as injury is concerned shall be the responsibility of the parents/guardians. The school system will make available to parents/guardians a student accident insurance program at a nominal fee, but parents/guardians are not obligated to purchase such a program. All student athletes should contact their respective coaches to make certain of proper coverage for their sport.

In the 2017-2018 school year the district will provide insurance coverage for accidents that occur during the following school sponsored activities: interscholastic sports, intramural sports, physical education classes, recess and field trips. This insurance policy provides **excess** insurance coverage above and beyond the individual's primary health insurance.

This policy is reviewed annually by the School Committee and is subject to change at the discretion of the School Committee.

#### DISSEMINATION OF SCHOOL INFORMATION

The school and local communities may be informed in a variety of ways concerning school events and activities:

1. Blackboard Connect: Student safety and keeping parents informed are top priorities of the Dennis-Yarmouth Regional School District. The District has adopted the Blackboard Connect information system. This service will allow schools to send a voice and/or email message to ALL our families on ALL their contact numbers within minutes, if an emergency occurs at school. Parents can be informed immediately by phone and will receive accurate and timely information from a reliable source. The Blackboard Connect service will also assist us in passing along key information regarding school events. This portion of the service will help us communicate with you regularly and will cut down the chances of missing important information. The ability to deliver a message is only as successful as the contact information we have for our families, so please make certain we have the most up-to-date direct dial numbers and email addresses (if desired). If this information changes, please let the school know immediately.

What you need to know about receiving calls sent through Blackboard Connect:

- a. Caller ID will display the school's main number when general announcements are delivered.
- b. Caller ID will display 411 if the message is an emergency.
- c. Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver.
- d. Blackboard Connect will leave a message on any answering machine or voicemail.
- e. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
- f. Blackboard Connect does not call extensions. If you have a direct dial number at work, you should provide your child's school with the direct dial number not a main number plus an extension.
- 2. Daily Announcements: The public address system is used for brief announcements to supplement information shared.
- 3. Posters: Students must contact an assistant principal for permission to display any school/town-sponsored posters in the school. Decorative, informative posters can be a vital factor in educating, informing, and uniting the school community. No item may be posted without prior administrative approval.
- 4. The Program of Studies Booklet: Published by administration and posted on the school web site, the booklet describes courses offered at D-Y during the academic year. It serves as a guide to students in planning their high school programs consistent with capabilities, needs, interests, and educational goals.
- 5. Guidance Alert: Publication listing testing dates, scholarship opportunities, college visits, etc.
- 6. Channel 22 carries information for all D-Y Regional District schools, central administration, and the D-Y Regional School District Committee.
- 7. Website: <a href="http://dy-regional.k12.ma.us-dennis-yarmouth-regional-high-school.">http://dy-regional.k12.ma.us-dennis-yarmouth-regional-high-school.</a>

#### **BUS TRANSPORTATION**

1. Daily transportation is provided to and from school for those pupils that live more than 1¾ miles from school. There is one late bus that covers both Dennis and Yarmouth that leaves at 3:10 p.m. on Mondays, Tuesdays and Thursdays. There is a second late bus for students involved in sports leaving at 5:15 p.m. during sports season.

2. Incidents reported by the bus driver will be followed with immediate action:

First Offense: Parent/guardian notified by phone and letter.
Second Offense: Suspension from bus transportation for one week;

parents/guardians so advised.

Third Offense: Suspension from bus transportation for completion of the school

year.

3. Any student suspended from riding a school bus will be required to attend school in accordance with the state statutes, and any unexcused absence will be considered truancy.

- 4. All buses to games or field trips are scheduled by the school and each bus is under the direction of a staff member. All students are expected to return to the school on their assigned buses unless permission is granted otherwise. Reasonable dress and conduct appropriate to the situation are expected.
- 5. A late bus for students who participate in co-curricular activities and in our extra help program will be provided Monday, Tuesday and Thursday. An I.D. card and late-bus pass may be required to board this bus.
- 6. Inappropriate student behavior will result in a loss of bus riding transportation.

#### **CAFETERIA**

The cafeteria offers a variety of foods and beverages for breakfast and lunch. Breakfast is available from 7:00 a.m. until the 7:17 a.m. warning bell. Lunch is served during the students' scheduled lunch period. With the exception of the advisor/advisee period all cafeteria food and drink except water *MUST* be consumed in the cafeteria.

As part of an effort to maintain a quality food service program and appropriate environment, all school behavioral guidelines are enforced. Suggestions regarding the food services program can be forwarded to Ms. Rooney Powers, Food Service Director.

For the 2018-2019 school year, the cost of school lunch is \$3.00. Free and Reduced Lunch Applications are available at any register and may be obtained at any time during the day for the entire school year. Students who qualify for free and reduced lunch may also have free and reduced breakfast.

#### **GUIDANCE AND COUNSELING DEPARTMENT**

This department is staffed by five full time guidance counselors and a school-to-careers coordinator. The Guidance and Counseling Department is organized to provide assistance to a student and his/her family in all areas of the student's high school life.

Guidance and counseling are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, aid with home, school and/or other social concerns, and initial special needs referrals. Each student may be assured that complete confidentiality will be maintained at all times, except when the student is in danger of hurting himself/herself, or others as mandated by law.

#### **Student Objectives for Guidance and Counseling Department**

**School Counseling Definition**: The Dennis Yarmouth Regional High School Counseling Department is an integral part of the total education program for all students. The DY Counseling program is based upon the Massachusetts School Counselor's Associations model. The

program includes sequential activities implemented by certified school counselors with the goal of assisting students to prepare for career and college readiness in order to succeed in the global economy.

#### **Dennis Yarmouth Regional High School Counseling Mission Statement**

The mission of the School Counseling Department is to empower students by providing academic, career and personal/social services. This includes advocacy and advising for social, academic and career development through partnerships with students, teachers, parents, administrators and community members.

#### **DYRHS School Counseling Department Philosophy**

- We believe that school counseling programs should be provided to all students regardless of race, religion, gender, gender identity, sexual orientation, ability, achievements, aspirations or socio economic status and that every individual is important and respected for his/her individual differences.
- We believe that individual counseling should be made available to each student as needed and that the counseling relationship remains confidential unless the counselor has approved release of information or in emergency situations to protect the individual and or others.
- We believe that all students need the opportunity to develop a better understanding and acceptance of self in addition to developing empathy for others. We believe that all students will benefit from small group and classroom presentations.
- We believe that all students need and understanding of the many career opportunities on which to base future life decisions.
- We believe that each student in collaboration with their school counselor create and develop an individualized post high school plan.
- We believe that all students need assistance in assessing and improving their individual academic performance.
- We believe that each student meet annually with their school counselor to discuss and select a course of study based on individual interests, skills and values to develop his/her career pathway.

Dennis Yarmouth School Counseling Department Curriculum includes three major areas academic (educational development) career planning and exploration, and knowledge of self and others. The curriculum incorporates the use of goals, objectives and activities. The curriculum is designed to provide all students with structured learning experiences through large and small group and or individual activities. Implementation is the responsibility of the counselor with the collaboration and support from the faculty, staff and administration.

#### Individual Planning:

Advise interventions focused on planning and decision making. Assistance is planned, delivered and or coordinated for delivery by school counselor. Goals

- Students create and manage a realistic education and career plan tied to post secondary goals
- Students identify interests, skills and values and apply them to school and post secondary decision making.
- Students use information and consultation in making transitions between grades, schools and post secondary options

#### Strategies:

- 2. Coordination of educational/ career planning with teachers, parents and mentors
- 3. Student monitoring
- 4. Consultation with students, teachers and parents
- 5. Utilizing technology

#### Responsive Services:

Services that address immediate crisis of the student.

#### Goals:

- 1. Counselors assist students facing obstacles in learning including but not limited to test anxiety, behavior management, learning disabilities, and or other life events that may impact learning.
- 2. Counselors assist in guiding a student to balance school and or family, work and social emotional issues.
- 3. Counselors assist students in managing family, peer, and teacher conflict.

#### Strategies:

- Individual/ small group counseling
- Consultations and community referrals
- Student peer help
- Prevention and intervention programs

#### System Support

- Programs that provide direction, vision and accountability for the school counseling problem.
- Activities that establish, maintain, and enhance the program.
- Conduct annual program audits to determine the degree that the school counseling program has been implemented
- Monitor program outcomes and system support

#### LIBRARY MEDIA CENTER

Dennis-Yarmouth Regional High School has a modern well-equipped Media Center which is open daily for students, faculty, and the community. The library staff works hard to organize its many resources for everyone's convenience and easy use. The collection of approximately 18,000 items includes books, videos, an extensive periodical collection, and a local pamphlet file. Through membership in Southeastern Massachusetts Library Association, a variety of on-line

databases is also available. The library media staff is ready to assist you in selecting and locating materials for research and pleasure. The hours of operation are 7:00 a.m. to 3:00 p.m.

Books and pamphlets circulate. Videotapes and periodicals must be used in the Library Media Center. Your photo student identification card is also your library card. You must have your student I.D. card to sign out materials and you are responsible for all items signed out on your library card.

Available on-line databases include *Infotrac, Electric Library, Social Issues Resource Series* and *Opposing Viewpoints*.

Video cameras are available for student in-school use on a limited basis. The media production teacher will assist if time permits. The Ellison Die Cut machine, photo copier and transparency maker, and Kodak Photo CD machine are available for student projects. Students also have access to video and audio cassette duplication and video editing in accordance with copyright laws.

The Dennis-Yarmouth Regional High School Library Media Center is a work area for student and staff use of library media center resources to research, complete projects, and read or study quietly. Guidelines regarding library use during directed study will be issued in the Fall.

So that we may provide the most efficient library service possible to our students, certain guidelines for student behavior in the Dennis-Yarmouth Regional High School Library Media Center are in effect. Magazines and other library materials should be returned to proper shelving before leaving. Scraps should be disposed of appropriately. The library should be chosen by those who want to study quietly, work on research projects, or use library materials and services. Social communication, game playing, etc., are prohibited. Other than at passing time students must have passes to enter or leave the library. No eating, drinking, gum chewing, etc. is permitted. Students who do not comply with the set guidelines will lose their in-school library privileges. These students must then use the library facility before or after school. In addition, a student may be referred to the appropriate administrator for further disciplinary action.

When using the Library Media Center, please remember to be considerate of others. The Library Media Center facilities are here to be used and enjoyed by all. Please remember that the Library Media Center staff is here to help you select and locate materials for your classes and personal enjoyment. Please ask for assistance at any time.

#### **HEALTH SERVICES**

Personnel are present in the building to implement the health program, give individual advice on health problems, and provide emergency first aid. School health services strive to promote health and wellness in the educational setting.

- Illness in School: Students who are sick during school must report to the health office so we
  can address their needs and ensure their safety. Students who are sick should not go to any
  other location. In general, students should have a pass when going to the health office. A
  written "time-in/time-out" log system confirms a student's presence for teachers and
  administrators.
- 2. Dismissals: All health related dismissals must be arranged through the nurse's office. Students are discouraged from making dismissal arrangements without consulting with the nurse or an administrator.
- 3. Injuries in School or Sports: Injuries must be reported at once to a teacher or coach.
- 4. Transportation to a Medical Facility: Students requiring emergency medical services will be evaluated and transported to the appropriate medical facility.
- 5. Student Insurance Claims: Claims are processed in the health office. Make sure the injury has been reported. A claim must be submitted to one's own carrier first. Outstanding billing may be covered by the optional student insurance that may be purchased through the school

- or through the district's insurance coverage for accidents that occur during specific school sponsored activities. All billing should be directed to the student personally, NOT the school.
- 6. All new students/transfer students must be examined by their physicians within one year prior to entrance to school or within thirty days after school entry and at intervals of three to four years thereafter. Regulations require that all candidates for athletics must have a physical done annually (every 13 months) to participate in sports, including tryouts, practices, and games. This must be on file with the Athletic Director and school nurse. Immunization schedules must be up to date for all students as required by Massachusetts Law 105 CMR 220.000.
- 7. Interval History and Parents'/Guardians' Permission/Presumption of Risk Form: When transferring from a sport in one season to a sport in the next season, it is mandatory that a student submit a completed Interval History Sheet available from the athletic department before participating in that sport.
- 8. Medication: In case of a severe headache or a high temperature the school nurse will be allowed to administer <u>a single dose of Tylenol</u> as provided for by authorization of the school physician. This will only be done with a parent's consent. When a student is required to take medicine including over the counter medication prescribed by a physician during school hours, two prerequisites need to be satisfied:
  - a. A permission form will be supplied which must be signed by a parent and the doctor before any such medicine will be dispensed; and
  - b. The medicine, which is limited to a thirty (30) day supply, must have the prescriptive label. The medicine will be kept in a locked cabinet and dispensed by the nurse.
- 9. Please note that all medications taken in school must be in the possession of the school nurse. No student may carry medication of any kind in his/her pocket, school bag, etc. If a student has a prescription for an emergency medication, such as an inhaler or Epinephrine pen, and would like to carry it on them, the appropriate forms need to be on file in the nurse's office.
- 10. Supervision of Health Screening Programs:
  - a. Vision and hearing screening, grade 10
  - b. Growth and development screenings, grade 10
  - c. Scoliosis screening, grades 5-9
- 11. Absence: Absence due to a lengthy illness, surgery or injury requiring cast or crutches should be reported to the health office to update health records and provide guidance to maintain one's physical well-being in the school environment.
- 12. Excused Absences from Physical Education: Students who need to be exempted from physical education classes for health reasons must provide medical documentation to the school nurse.
- 13. Concussions: The school nurse should be contacted if your student has been diagnosed with a concussion. A concussion policy is in place that ensures students are monitored, and have the appropriate resources available to them. Please provide us with MD documentation with diagnosis of concussion or any other pertinent documentation. This includes concussions over the summer or other times when the student was not in school. The Athletic Director and nurse work together with students who have sustained a concussion during sports related activities.

#### REGULATIONS PERTAINING TO STUDENT RECORDS

The State Board of Education has adopted Regulations Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. (They also apply to all private schools which have state approval to provide special education services under MGL 603 CMR 28 and IDEA.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized tests, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons, as well as other similar information. Students receive their temporary record upon graduation.

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations Pertaining to Student Records:

**Inspection of Record**: A parent, or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than three days after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

The right to inspect and review education records includes:

- 1. The right to request that the agency provide copies of the records containing the information if failure to provide these copies would effectively prevent the parent from exercising the right to inspect and review the records.
- A school district presumes that the parent has authority to inspect and review records relating
  to his or her child unless the school district has been advised that the parent does not have
  the authority under applicable state law governing such matters as guardianship, separation,
  and divorce.

**Confidentiality of Record**: With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Amendment of Record: The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted except for information which was inserted by an Evaluation Team. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

**Destruction of Records**: The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

In accordance with the Department of Elementary and Secondary Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within five years of that class graduation.

Specifically, the information to be destroyed within five years after the student's class graduates includes:

- 1. results of standardized tests, including college boards, personality and intelligence tests;
- 2. record of school-sponsored extracurricular activities;
- 3. evaluations and reports by teachers, counselors, and others;
- 4. attendance data:
- 5. all other information not listed below.

The following information may only be destroyed after sixty years:

- 1. identifying information regarding student and parents or guardians;
- 2. course titles and grades received;
- 3. grade level completed and year completed;

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If there are any questions regarding a student's record, please contact the Guidance and Counseling Department.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be received from your school.

#### **PUBLICATION OF NAMES AND IMAGES**

The school plans to publish the names and/or images of students who will receive recognition at or by the Honor Society induction, sports assemblies, term honor rolls, special awards and assemblies, college acceptances, graduation, and other school classes. If a student and/or guardian does not wish to have such information released to the news media or printed in school programs, the student and/or guardian should complete the form provided during the first week of school or notify the principal's office in writing.

#### **REFERRAL LIST OF OUTSIDE AGENCIES**

The following outside agencies are available should you wish to seek help outside of school:

Alateen Service Center	508-394-4555
Boston Children's Hospital Eating Disorders Clinic	
www.childrenshospital.org/conditions-and-treatments/conditions-and-tre	ns/eating-disorder
Cape Cod Human Services	800-894-2247
Children's Cove	508-375-0410
Department of Mental Health Crisis Unit Intervention Services	800-322-1356
Department of Children and Families	508-760-0200
Gosnold-Thorne Clinic, Inc.	800-930-0006
Independence House (physical/sexual abuse)	800-439-6507
MSPCC	508-775-0275
National Runaway Switchboard (1-800-RUNAWAY)	800-786-2929
P.A.T.Psychiatric Assessment Team	800-513-4728
Police: Dennis Police Department	508-394-1313
Yarmouth Police Department	508-775-0445
Probation Department (Orleans)	508-255-4704
Probation Department (Barnstable)	508-375-6803
The Samaritans (collect call accepted)	508-548-8900
	800-893-9900

### SECTION C ATHLETICS

#### **ATHLETICS**

Dennis-Yarmouth is a member in good standing in the Massachusetts Interscholastic Athletic Association (MIAA), the official organization in Massachusetts for regulating and conducting athletic events, contests and tournaments among member schools. D-Y competes as a member of the Atlantic Coast League. The other members of the Atlantic Coast League are Falmouth, Marshfield, Nauset, and Sandwich.

The "Dolphins" have enjoyed a fine athletic tradition since becoming a regional high school in 1957. Over the years, the school has had numerous league championships, individual honors and appearances in post-season play. The coaching staff is dedicated to each participant's development as an athlete and as a person and strongly believes that the preparation to compete at one's full potential — physically, mentally and emotionally — is the longest lasting lesson. The discipline necessary and training learned through athletics can be applied to all areas of life.

We are proud of our athletic history and are excited about our future. We are pleased that so many students are taking advantage of the athletic opportunities provided. As participants in the athletic department, each student is establishing him/herself as an individual willing to make commitments and sacrifices. We applaud this decision and wish all students the best of luck in all facets of their high school careers.

Dr. Paul Funk Athletics Director

#### **HEAD COACHING STAFF**

Baseball Mr. Jonathan Stone

Basketball, Boys Mr. Donta Phillips

Basketball, Girls Ms. Traci Wyse

Cheerleaders Ms. Karen Reino

Cross-Country, Boys Mr. Tom Lonergan

Cross-Country, Girls Mr. Jim Hoar

Field Hockey Ms. Mary O'Connor

Football Mr. Paul Funk

Golf, Boys Mr. Scott Graf

Golf, Girls Ms. Marybeth Winslow

Ice Hockey, Boys Mr. Lewis Alberti

Ice Hockey, Girls Mr. John Shaw

Lacrosse, Boys Mr. Dan Robles

Lacrosse, Girls Ms. Kendra Bennett

Sailing Mr. Jeff Howell

Soccer, Boys Mr. Evan Botting

Soccer, Girls Ms. Kate Beaman

Softball Mr. Michael Bonasia

Tennis, Boys Mr. Peter Dahlborg

Tennis, Girls Ms. Jessica Francis

Track, Boys Mr. Tom Lonergan

Track, Girls Mr. Jim Hoar

Volleyball Ms. Dru Sisson

Winter Track Mr. Jim Hoar

#### PHILOSOPHY FOR HIGH SCHOOL INTERSCHOLASTIC ATHLETICS

We believe the interscholastic athletic program is an integral and vital part of the school's curriculum and is designed to meet the needs of those students who seek an intense and competitive level of participation. We further believe that the competitive nature of interscholastic athletics dictates a dedication and effort towards winning; however, it is the philosophy of the Dennis-Yarmouth Regional School District that at no time will this commitment take priority over the development of positive educational values. To this end we endeavor to

- 1. Provide a diverse selection of equivalent activities, within necessary parameters, which allow for the involvement of the maximum number of young men and women.
- 2. Provide a full, meaningful experience for every individual whether it be through practice or play.
- 3. Instruct participants in the skills, techniques, strategies, and rules of the games.
- 4. Promote and instill the values of self-discipline, commitment, responsibility, and willingness to sacrifice.
- 5. Allow for and encourage the development of an individual's self-esteem and sense of personal worth.
- 6. Foster respect for coaches, officials, opponents, and team members.
- 7. Create a sense and understanding of fair play and positive sportsmanship.

Athletics are part of the educational program. Athletics are a privilege. Student-athletes are expected to follow all school rules and to demonstrate good school citizenship at all times. Student-athletes may be 'benched' and/or removed from a team for inappropriate behavior.

Participation of male and female students will be governed by and consistent with the MIAA rules and regulations.

#### **RULES AND POLICIES GOVERNING ATHLETICS**

The Athletic Department of Dennis-Yarmouth Regional High School, under the auspices of the Dennis-Yarmouth Regional School Committee, makes available to all students of the high school a wide variety of interscholastic athletic opportunities. Participation in the athletic program is a privilege which carries with it the individual's commitments and responsibilities to the school, faculty, student body and the towns of Dennis and Yarmouth. While physical skill and demonstrated ability are primary considerations in determining team membership, it is also important to realize that the school must be represented by students who are responsible school citizens, satisfactory scholars and trained and conditioned participants who are willing to abide by all prescribed regulations and standards. As members of the athletic department, all student athletes are committing to excellence in these areas.

#### STATE RULES

The school is responsible for the enforcement of the MIAA rules relative to the eligibility of athletes for participation in interscholastic athletic events. These rules are periodically reviewed and revised and are contained in the MIAA Blue Book which can be found on the MIAA web site at <a href="www.miaa.net">www.miaa.net</a>. Copies of the Blue Book are available for reference in the offices of the principal and athletic director. Participation by an ineligible player may result in forfeiture of games played by his/her team. Violation of other MIAA rules may result in suspension of a team or player. Selected rules are listed below:

1. ACADEMIC ELIGIBILITY: The school is responsible for the enforcement of the Massachusetts Interscholastic Athletic Association (MIAA) rules relative to the eligibility of athletes for participation in interscholastic athletic events. MIAA rules for academic eligibility require that a student secure during the last grading term preceding participation a minimum of five (5) eligibility points. An eligibility point is awarded for every period of instruction a student has passed except for pass/fail courses and those courses/programs listed below. A single period class carrying a minimum of .50 credit is worth one eligibility point. To be eligible for the first grading period in the fall, a student is required to accumulate a minimum of six (6) graduation credits during the previous academic year. Pass/fail courses and courses/programs carrying less than .50 credit are not

counted in determining a student's academic eligibility for athletics. **Those courses and programs include, but are not limited to:** ALP Career Exploration, ALP Community Service, Physical Education Leaders, School and Community Service Programs, and Work Experience. Academic eligibility of all students shall be considered as official and determining only on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

D-Y Policy: A student ineligible under MIAA regulations may practice with a team but may not represent the school in a contest, travel with the team, or be issued a uniform. If another report card is issued during the season and the student is still ineligible, he/she cannot practice any longer. If he/she becomes eligible because of this report card, the student may be granted full status. A student ineligible at the end of the season forfeits all certificates, awards, letters, etc. he/she was due.

2. TRANSFERS: A student who transfers from any school to a MIAA member school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one-year period immediately preceding his/her transfer (some exemptions exist). For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of last attendance there. Varsity participation is defined as any appearance as a competitor in a varsity interschool game, match or meet other than a scrimmage.

**NB** Exchange students are ineligible until the athletic director has validated their status.

- 3. AGE: A student shall be under nineteen years of age. However, he/she may compete during the remainder of the school year, provided that his/her nineteenth birthday occurs on or after September 1 of that year. For grade nine competition a player shall be under sixteen years of age. However, he/she may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year.
- 4. TIME ALLOWED FOR PARTICIPATION: A student shall be eligible for interscholastic competition for no more than twelve consecutive athletic seasons beyond the eighth grade.
- 5. PHYSICAL EXAMINATIONS: All students must pass a physical examination within thirteen months of **the end of each season.** Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner.
- 6. LOYALTY TO THE HIGH SCHOOL TEAM: BONA FIDE TEAM MEMBER: A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended from 25% of the season (see chart on Rule 62). Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines.
- 7. STUDENT (AND COACH) ELIGIBILITY: CHEMICAL HEALTH/ALCOHOL/DRUGS/TOBACCO: From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

The MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:

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

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

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

**D-Y Policy:** Penalties that carry over from one season to another will count only if the player successfully completes the season that the remainder of the penalty has carried over to.

8. **GOOD CITIZEN RULE:** Inappropriate student behavior may result in a student being prohibited from play during games. Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension.

THERE ARE MANY OTHER RULES THAT DENNIS-YARMOUTH AND ITS ATHLETES ARE OBLIGATED TO FOLLOW. RESPONSIBILITY FOR THE ENFORCEMENT OF THESE RULES RESTS WITH THE PRINCIPAL, ATHLETIC DIRECTOR AND ALL COACHES.

#### **LOCAL POLICIES**

In addition to the state regulations, there are a number of rules and policies that have been implemented by the School Committee in order to ensure the effective management and integrity of the athletic program:

- 1. **AGREEMENT TO PARTICIPATE/PARENTAL CONSENT/INTERVAL HISTORY**: Before any student is allowed to practice/tryout, he/she must first have these forms signed and returned.
- 2. **ATTENDANCE IN SCHOOL:** Any student who is absent from school is not eligible to take part in any practice session or game which is scheduled for the same day. To participate in any athletic activity, a student must be in school by 8:00 a.m. and attend school for at least one-half day. Any student who leaves the school grounds during the day without permission may not participate in any athletic activity. If the student is absent on the last school day of the week, he/she is ineligible for any athletic activity on the following day. This rule may be waived in individual cases by the principal or athletic director if in his/her judgment the absences were for good reason and not willful disregard of responsibility.
- 3. **CHANGE OF SPORTS:** A student may not change from one sport to another once the first game of either sport has been played until the original sport season has been completed (exceptions shall be decided by the Principal). No student who has been suspended or dismissed from a team may transfer to another during that season.
- 4. **TRIPS TO CONTESTS:** Students are to depart and return from contests on the team bus or van. Other arrangements due to extenuating circumstances must be made in advance and in writing to the Athletic Director by the student's parents.
- 5. **RESPONSIBILITY FOR ATHLETIC EQUIPMENT:** Students are required to return all equipment issued to them in respectable condition or reimburse the school at current replacement cost of said equipment. Athletes who do not return equipment or pay replacement costs will be prohibited from participation in any other sport until the debt is paid. If necessary, outstanding obligations could result in the withholding of a student's cap and gown during his/her senior year. Uniforms may not be defaced or altered in any way and they may be worn or used only for sanctioned events.
- 6. **VACATIONS:** The athlete's commitment during vacations varies depending upon the sport, level, year, etc. Responsibilities will be outlined by the coaches prior to the start of the tryouts/practices. A student who misses practices/games during vacations should expect to fall behind in the areas of skill development, fitness, game readiness, and trained reactions and as a result can expect playing time reduced upon his/her return.

- 7. **INJURIES:** Athletes should report all injuries to the coach and the athletic trainer when available. The coach will make the judgment as to the athlete's ability to continue, and if he/she decides to restrict participation, the decision will be final. If a trainer or the school physician is present, his/her decision to restrict participation will prevail above all others including the parents of the athlete. Following an injury requiring medical attention, a statement from the athlete's physician certifying eligibility to return to sports must be filed in the nurse's office.
- 8. **LATE REPORTING:** A student reporting late for team membership will be required to report regularly to all team activities for a period of two weeks prior to participating in a scheduled contest. No student may try out for a team after final cuts have been made unless prior approval for extenuating circumstances is received (e.g. injury). In such cases, no displacement from the team of any squad member may occur. A student cut from one team may participate on another team and the two week rule may be waived.

#### **TEAM RULES**

The following rules are to be followed by all athletes. Violation of these rules may result in disciplinary action in the form of suspension or expulsion from a team. Determination of the length of suspension will be dependent upon the circumstances in the individual situation and the past record of the athlete involved. Coaches, during their competitive season, may have additional rules and are the discretionary authorities. They will outline their particular rules prior to the commencement of practices.

- 1. Athletes are expected to lead by example. Athletes should be aware of school rules and abide by them. Any violation could result in additional consequences by the athletic department.
- 2. Prompt attendance at all practices, games and team meetings is required unless the absence or tardiness has prior approval of the coach. The need for makeup of academic work is of primary importance. Likewise, family responsibilities will be honored. However, there should be an awareness that loss of practice time, depending on circumstances, could affect a player's standing on a team.
- 3. Hazing or "initiations" are strictly forbidden. Refer to the law pertaining to hazing in the *Student and Parent Handbook*.
- 4. The following behaviors are unacceptable and may result in disciplinary action including removal from a team:
  - a. Theft of any kind.
  - b. Fighting/battery (with teammates, opponents, coaches, officials, spectators).
  - c. Vandalism willful destruction to private/public property or equipment of school, teammates, etc.
  - d. Insubordination failure to comply with any reasonable request of a staff member.
  - e. Intimidation or threats behavior that harasses, embarrasses, or threatens bodily harm to another person, whether it involves obscene language or physical force.
  - f. Use of vulgar, profane or abusive language.
  - g. Lying to a staff member.
  - h. Cheating especially in the performance of an athletic contest.

#### **DUE PROCESS PROCEDURES**

- 1. The school administration will notify the Athletic Director of school disciplinary offenses.
- 2. All suspensions from teams for disciplinary reasons must be communicated immediately and directly to the athlete's parent(s) and to the Athletic Director by the coach.
- 3. Disciplinary suspension for more than two contests must be approved by the Athletic Director and the Principal before becoming final.
- 4. Students and parents have the right to appeal any disciplinary suspension. Such appeal must be made initially to the Athletic Director.

#### AWARD POLICIES AND LETTER REQUIREMENTS

#### Awards:

One cloth letter will be awarded a participant fulfilling requirements in any sport. Subsequent awards will be certificates and sport pins.

All members of a varsity team that wins a division or league championship will receive a photograph of the team.

#### **Letter Requirements for Specific Sports:**

**Football:** A letter will be awarded to a squad member who has participated in half the total quarters played in regularly scheduled varsity games.

**Cross Country:** A letter will be awarded to a squad member who averages one and one half points per scheduled meet up to and including the all-state meet. Scoring for dual meets will be 1st - 5 pts., 2nd - 4.5 pts. 3<sup>rd</sup>-10th - .5 pts. Scoring for multi-school meets will be 1st thru 10th - 5 pts., 11th thru 20th - 4.5 pts......21st thru 100th - .5 pts.

**Soccer, Basketball, Field Hockey, Volleyball, Softball, Baseball, Golf, Lacrosse, Tennis:** A letter will be awarded to a squad member who has participated in half the total games/matches played in regularly scheduled varsity games/matches.

**Ice Hockey:** A letter will be awarded to a squad member who has participated in three-fourths of the regularly scheduled varsity games.

**Track:** A letter will be awarded to a squad member who averages one and one-half points per scheduled meet up to and including the All-State Meet.

**Cheerleading:** A letter will be awarded to a squad member who successfully completes two seasons as a member of the varsity squad.

Student athletes will only be recognized as twelve letter winners if they meet the above criteria for all of teh twelve.

PARTICIPATION IS DEFINED AS AN APPEARANCE IN THE CONTEST REGARDLESS OF THE LENGTH OF TIME.

#### **MISCELLANEOUS**

- 1. A letter will be awarded to a player who has been a member of a varsity team for at least two consecutive seasons.
- 2. A letter will be awarded to a manager who has served in that position for two full seasons.
- 3. Letters, certificates and awards will be given only to those squad members who are active participants on the team for the entire season, barring injury. The season includes post-season play (up to and including class championships in track and cross country).
- 4. A letter may be awarded in certain cases at the discretion of the coach and with approval of the Athletic Director.
- 5. Any individual found to be in violation of the Chemical Health Rule at any time during a season will not be eligible to receive any letter, certificate, All-Star designation, etc., for the competitive season in which the violation occurred.

#### **DAILY PRACTICE SCHEDULE**

Athletics should normally be considered a Monday - Saturday commitment. However, depending on a number of factors, weekend days may or may not be used. On certain occasions, voluntary Sunday practices may be scheduled. Most spring and fall after-school practices run until approximately 5:00. Winter sports and inclement weather cause variations to this general schedule due to facility availability.

#### **VACATIONS**

Varsity athletes in season can expect to have games scheduled during the December and April vacations. Subvarsity contests are sometimes scheduled during these vacations. Though we try to avoid games during the February vacation, postponements and tournament qualification sometimes dictate the use of this time.

#### **SEASON LIMITS**

NOTE: The end of seasons varies from team to team and in some cases from individual to individual,

depending on tournament and championship qualifications (varsity level).

Fall: Practices/tryouts begin before school starts. The actual starting date varies from year to year

due to the calendar. Most teams complete their seasons at the end of October. Football and

cross-country extend into November.

Winter: Practices/tryouts start the Monday after Thanksgiving. Most teams end their seasons just prior

to the February vacation, although the seasons may be extended due to tournament

obligations.

Spring: Practices/tryouts start the third Monday in March. Most teams end their seasons by the end of

May.

#### **LOCKER ROOMS**

Athletic locker rooms are for the use of in-season student athletes only.

Out of season athletes or non-athlete students are prohibited from being in the athletic locker rooms at any time without permission of a coach.

Athletic locker rooms will be locked from 7:22 a.m. to 2:04 pm and will be inaccessible to all students during that time.

Student athletes are discouraged from storing personal non-athletic items in the locker room unless actively engaged in athletic activities.

Student athletes are put on notice that any personal items stored in an athletic locker, such as money, physical education clothing or gear, lunch, or school materials such as books and homework will be inaccessible during the school day and irretrievable until 2:04 pm.

Student athletes are issued a combination lock for use on their assigned athletic locker. Use of the lock is required. The combination should be kept secret and not shared with anyone. The lock is to be properly used and fully engaged to protect property stored in the locker.

Report all theft immediately to your coach.

Dennis-Yarmouth Regional High School is not responsible for theft of property from the locker room.

#### **USER FEE STRUCTURE**

The School Committee has adopted a user fee of \$25 per sport per individual for all who participate in athletics. There is a \$50 limit for both an individual and a family. This is due to the implementation of the Dolphin Dash. The fundraising project continues to help defray the cost of user fees for all our student-athletes.

### ATHLETIC OFFERINGS

	SPORT	CUT/NO CUT*	LEVELS
FALL	Boys' Soccer	Cut	V-JV-FR**
	Girls' Soccer	Cut	V-JV-FR**
	Football	No Cut	V-JV**-FR
	Field Hockey	Cut	V-JV-FR**
	Boys' X-C	No Cut	V-JV
	Girls' X-C	No Cut	V-JV
	Volleyball	Cut	V-JV-FR**
	Cheerleading	Cut	V
	Boys' Golf	No Cut	V-JV**
WINTER	Boys' Basketball	Cut	V-JV-FR
	Girls' Basketball	Cut	V-JV-FR
	Ice Hockey	Cut	V-JV**
	Boys' Winter Track	No Cut	V
	Girls' Winter Track	No Cut	V
	Cheerleading	Cut	V
SPRING	Baseball	Cut	V-JV-FR**
	Softball	Cut	V-JV-FR**
	Boys' Tennis	Cut	V-JV
	Girls' Tennis	Cut	V-JV
	Boys' Track	No Cut	V
	Girls' Track	No Cut	V
	Girls' Golf	No Cut	V-JV**
	Lacrosse	No Cut	V-JV**
	Girls Lacrosse	No Cut	V-JV**

- \* Sports listed as "CUT" sports have the potential for cuts to take place. In a number of instances, the number of candidates does not necessitate cutting.
- \*\* These levels are not contained in the school budget, and they may or may not be conducted depending on numbers of participants and adequate funding.

#### INTRAMURAL ATHLETICS

Intramural athletics are an extension of the physical education program and are offered to all students who attend Dennis-Yarmouth Regional High School on a voluntary/elective basis. The content of the intramural program consists of league play, tournament play, physical fitness and general activity. Physical education department facilities and equipment are used in this program. A variety of activities is offered in an organized fashion without the time commitment necessitated by interscholastic athletics. Teaching methods and supervision are employed to enhance skill development, safety, knowledge and sportsmanship.

Activities offered in this intramural program may include tennis, open gymnasium, weight training and fitness, badminton, volleyball, 3-on-3 basketball, field hockey, basketball, indoor soccer, golf, aerobic fitness, and flag football.

As of this date there are currently no intramural athletics but there are open gyms days and nights as arranged by staff.

# SECTION D NON-ATHLETIC CO-CURRICULAR ACTIVITIES

#### **PHILOSOPHY**

Student co-curricular activities represent an integral part of our school's educational program and provide an opportunity to support, apply and extend learning. Participating in clubs and organizations is a wonderful way to meet new friends, learn leadership skills, and put talents to use. All students are strongly encouraged to join one or more of the clubs and organizations D-Y offers.

#### **RULES AND PROCEDURES GOVERNING ACTIVITIES**

- 1. No activities using school facilities, the school name or the school grounds will be permitted unless supervised by a designated faculty sponsor who will assume full responsibility for the students, the facilities and the premises.
- Student activities and school functions are governed by the Behavioral Guidelines listed in Section E.
- Students are to depart and return from student activities in transportation provided by the school.
- 4. New clubs may be started if a group of students has a particular interest and an adviser is available. Students should meet with administrator in charge of co-curriculars to discuss ideas for new clubs and to complete a new club charter or constitution.
  - Any issues regarding dismissal from a club or organization will be referred to the administration.

#### **PARTICIPATION**

- No student will be denied membership in any co-curricular activity because of economic status, race, color, political beliefs, religion, national origin, gender identity, or sexual orientation.
- 2. Any student who is absent from school is not eligible to take part in or attend any cocurricular activity which is scheduled for the same day.
- 3. A student must be in school by 8:00 a.m. and attend school for at least one-half day to participate in or attend any co-curricular activities. Any student who leaves the school grounds during the day without permission may not participate in any activity. If the student is absent on the last school day of the week, he/she is ineligible for any co-curricular activity on the following day. This rule may be waived in individual cases by the principal if in his/her judgment the absences were for good reason and not to avoid student responsibility.
- 4. A student who is suspended from school may not participate in or attend any activities until the day he/she has been re-admitted to school.
- 5. Each individual club and organization has guidelines outlining participation in the specific group.

#### AWARDS, HONORS, AND OPPORTUNITIES

Dennis-Yarmouth Regional High School students are eligible for a wide variety of honors and awards. These include opportunities from many sources including national, state, and local groups and organizations. The Guidance and Counseling Department publishes on a regular basis notices which list the many possibilities for students to enter academic competitions, to compete for scholarships, and to take part in workshops and conferences. These notices are posted in each classroom and in the guidance suite. Please take advantage of these wonderful and varied opportunities!

#### CO-CURRICULAR OFFERINGS

The following co-curricular activities may be offered:

#### Gender and Sexuality Alliance (GSA)

D-Y's GSA is one of a growing network of such organizations throughout the state. GSA is a group for all students and staff who are interested in discussing and working toward diversity, social justice, an open-minded approach toward difference, and an end to prejudice and discrimination. GSA meets weekly and holds social functions, attends conferences and marches, plans after school events for the students and staff, and does outreach into the district and community.

#### **Ambassadors**

The Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing DYRHS in a positive manner. Student Ambassadors provide campus tours, serve as a DY representative, and perform duties at various school and community events.

The mission of the Student Ambassador Program is to cultivate student leaders who will share the DY experience with prospective students, their families, and the community members and represent the school at special events. Students who are selected to serve as Ambassadors will receive notification in Advisory in the spring.

#### Amnesty International

"Amnesty International's global mission is rooted in a fundamental commitment to the rights, dignity, and well-being of every person." There are people all over the world who lack these things which we take for granted, a place to live, food to eat, a school to attend, health care, safety to practice religion or say what they want, equality under the law, and the protection of their human rights, i.e. not being tortured or detained without a trial. Meeting on Thursdays after school in Mr. Howell's room, the Al Club would help you not only become informed, but involved as well. We will join letter writing campaigns and hold fund-raisers for not only Amnesty International, but Doctors Without Borders, STAND Now, a student anti-genocide coalition, The Emancipation Network, and other organizations dedicated to improving the quality of life of those who really need it.

#### Art Club

The D-Y Art Club is open to all students interested in sharing their artistic talents with our community. The Art Club has painted murals at Station Avenue Elementary School as well as D-Y. We have assisted other co-curricular clubs in creating floats for parades, painting items to sell for fund-raising, painted fire hydrants at the dog park in Dennis, and have created items for sale for our own fund-raising events. The Art Club meets weekly, and members and officers work closely with the advisor to plan yearly goals, projects, field trips, dues and fund-raising activities.

#### **Destination Imagination**

Destination Imagination (DI) is a community-based, school-friendly program that builds participants' creativity, problem solving, and teamwork in enjoyable and meaningful ways. DI is a place where kids take what they know and what they are good at and learn to apply it to solve challenges, working together and cooperatively with a team and pushing the limits of imagination

to best not their competition, but themselves. Teams of five to seven members work together to apply creativity, critical thinking and their particular talents to solve a Team Challenge. There are five competitive Team Challenges from which teams may choose, each with its own educational focus. Each Team Challenge is designed to be open-ended and solvable in many ways and on many levels. There is also an "Instant Challenge" component to DI which incorporates improvisation with fun and cooperative problem solving.

#### **Dolphin Tales**

Dolphin Tales is a magazine produced annually to showcase student literary and artistic talent. Any D-Y student may submit writing, art, or photography for consideration. Students are encouraged to join the staff and to contribute their work. Submissions usually commence in January, with publication, in e-zine format, in early May.

#### **D-Y Perspective**

The D-Y Perspective is generally a two to four page publication produced and published by the Journalism class. The entire student body receives the paper free of charge to encourage readership and to ensure the showcasing of student journalistic work. The D-Y Perspective attempts to inform and entertain its audience in a broad, fair and accurate manner on all subjects that affect its readers. The D-Y Perspective also seeks to provide a forum for the opinion of students, the staff of the paper, and the faculty to encourage an exchange of ideas.

Although the D-Y Perspective staff writes the majority of articles appearing in the paper, freelance writers, artists and photographers are encouraged to submit their work and become part of the D-Y Perspective staff-at-large. In addition, guest commentaries and stories may be included if the staff feels they enhance coverage of a unique topic. All areas of newspaper production are managed by the D-Y Perspective staff.

#### German Club

The DY German Club is open to all students interested in being a part of the D-Y German Exchange Program. The club sponsors fundraising to support the program but also sponsors the German students during their stay on Cape Cod. The club also has contact to local clubs such as the German-American Club of Cape Cod. Anyone interested in German culture and language is invited to take part in our activities.

#### Interact Club

Interact is an international club. We have chapters in most countries of the world and in most communities of the United States. Our goal is to help people in need, any way we can. We believe in action, in taking a member's ideas and making them happen while having fun in the process. We are a very active club. Internationally we send money to help the disabled of Ayacucho, Peru and to fund a pure water project in Honduras. Here on Cape Cod, we have activities that enable us to work with the mentally disabled, the homeless, and the physically abused as well as Habitat for Humanity. We sponsor a D-Y Volleyball Tournament and a Rotary-Interact Breakfast. We also build a float every year for the Yarmouth Seaside Festival. If you have ever had a vision of how you wanted to help others and make a difference in the world, then join Interact. We will make that vision come true. Meetings are every Thursday directly after school.

#### Key Club

Key Club, sponsored by the Kiwanis Club, is an international youth organization dedicated to the ideals of seeking to provide service to school and community. Key Club trains students to be leaders at the local and district levels. The club consists of active, dedicated students who volunteer service to the D-Y community and school. Anyone interested in serving our community and school is invited to join Key Club. Meetings are held weekly.

#### Leo Club

The Leo Club is a service-oriented club guided by the ideals of <u>Leadership</u>, <u>Experiences and <u>Opportunity</u>. It is a program of the world's largest service club organization, Lions Clubs International. The Leo Club Program objective is "to provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national, and international community."</u>

#### Math Team

The math team competes in five regular season meets from October to March. Playoffs occur after the regular season for the top regional teams. Practices are held once a week during the year. Students of all abilities and grade levels who are interested in mathematics are welcome to join.

#### **Musical Programs**

Dennis-Yarmouth Regional High School is a member in good standing in the Massachusetts Music Educators' Association, All-Cape and Islands Music Educators' Association, New England Scholastic Band Association, and the United States Scholastic Band Association. These organizations regulate and conduct competitive events for concert band, orchestra, chorus, marching band, color guard and winter guard.

The music program at D-Y has made international appearances and has enjoyed a great musical tradition, including the reception of many awards, accolades, championships, and individual honors. The instructional staff is dedicated to the individual development of the student musician and believes that the skills and techniques used in preparing for performances aid the student in all areas of life.

We are pleased to offer so many fine-performing experiences for the Dennis-Yarmouth students. Students willing to make the commitment to these organizations are responsible for their attendance at rehearsals and all performances. Through this, students can achieve excellence and the musical tradition at D-Y will continue to thrive.

Christmas Wind Choir: The Christmas Wind Choir is composed of wind instrument players. They rehearse and perform during late November and December. Their repertoire consists of a wide selection of traditional and popular Christmas carols. Students who are members in good standing of the concert band, freshman band, or marching band, are eligible to participate. Wind Choir members are required to attend a majority of the scheduled performances. Students who participate without excessive absences will not be responsible for the audition or festival fees incurred at the local, district, or state level.

**Christmas Carolers:** This organization is composed of vocalists who participate in the freshman chorus and concert chorale. The vocalists rehearse and perform during late November and December and perform a wide selection of traditional and popular Christmas carols. Students are required to attend a majority of the scheduled performances.

**Color Guard:** The D-Y Odyssey Color Guard is a highly skilled performing ensemble that competes extensively during the school year. During the past ten years, the guard has received many awards, traveled and competed at the national level and toured internationally. The guard performs with the marching band during the fall season and as a separate ensemble during the winter.

Rehearsals are scheduled for two evenings a week and on Saturdays. There are also summer rehearsals. No experience is necessary. Many students have participated in both athletics and color guard while maintaining honor roll status. Members of the ensemble will be taught modern dance and the use of a wide variety of expressive visual equipment. The guard strives to achieve the highest possible level of professionalism in its shows and in the attitudes of its members.

**Marching Band:** The Dennis-Yarmouth Dolphin Marching Band is highly successful and competitive. The band participates in the United States Scholastic Band Association, competes in Division IIA with eighty schools from a five-state area. Over the past ten years, the band has been the Massachusetts as well as New England champion. During the school year, the band rehearses after school, two nights per week and Saturday mornings. The season begins with a camp held at Otis Air Force Base and ends with the Thanksgiving Day game. During the season, the band performs at all home football games and at six competitions. The season championship often includes an overnight stay.

All students are welcome to participate in this co-curricular ensemble. Both wind and percussion instruments are used along with color guard. **No experience is necessary!** Private lessons are available to all students who are band members in good standing. Students may participate in both a fall sport and the marching band, with the permission of the coach and the director. **There is no user fee.** 

**Winter Percussion:** The winter percussion ensemble is composed of students who are interested in participating in an ensemble composed exclusively of percussion instruments. The ensemble has received many Gold Medal ratings over the past ten years, while performing the music of Queen, Yanni, Stomp, Voodoo Daddy, Tito Puente, and original compositions. The group competes and rehearses from December through the beginning of April. No experience is necessary; however, preference is given to those students who participate in one of the school's performing ensembles (marching band, concert band, freshman, orchestra, chorus). Attendance is required at all performances and practices.

**String Chamber Ensemble:** An accelerated string ensemble, the String Chamber Ensemble is selected by audition. Repertoire includes original chamber music from the Baroque, Classical and Romantic periods. Ninety-minute rehearsals are held on Tuesday evenings throughout the school year. There is a minimum of two performances per year.

Students who participate in any of the co-curricular performing ensembles are eligible to audition for the All-Cape and Islands, Southeast District Senior, and Southeast District Junior music festivals.

#### National Honor Society

Most of the information provided in this section is based on material from National Honor Society Handbook. Reston: National Association of Secondary School Principals, 1987. Founded in 1921, the National Honor Society (NHS) is sponsored and governed by the National Association of Secondary School Principals. 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 in the students of secondary schools. Students may not apply for membership. Membership in NHS is opened to all qualified juniors and seniors who not only meet the academic criteria, but also have demonstrated the traits of character, leadership, and service,

and are selected by a Faculty Council appointed by the principal. Through NHS chapter service activities, members must maintain and extend qualities that won them selection. Membership is both an honor and a commitment. Members are required to abide by the NHS constitution and by-laws and Dennis-Yarmouth Regional High School policies. Members who resign or are dismissed are never again eligible for membership or its benefits.

**Faculty Council:** The Faculty Council consists of five voting faculty members who express a desire to help with the election process and approved by the principal. The chapter advisor and the Faculty Council cooperate in developing and periodically reviewing the selection and dismissal procedures not expressly provided for in the constitution. This group is responsible for the decisions of selecting and dismissing members.

**Selection of Members:** Membership is through a selection process and is extended only to those students selected by the Faculty Council. Students do not have a right to be selected for membership in National Honor Society. Membership is a privilege earned by high achievement in the four areas of selection — character, leadership, scholarship and service. The following procedures have been developed to ensure a fair, impartial and consistently applied selection process.

#### **Criteria For Membership:**

Scholarship: Candidates for the NHS must have spent at least one semester at Dennis-Yarmouth Regional High School and be members of the junior or senior class with an average of a 3.5 or better; however, membership is not based on scholarship alone.

Leadership: In addition to the number of offices a student has held in school or community organizations, leadership extends to the classroom and outside of elected offices (including school and outside activities). The student who exercises leadership

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates leadership 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
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility and without prodding, demonstrates reliability and dependability
- demonstrates leadership in the classroom, at work and in school or community activities
- is thoroughly dependable

*Service:* A candidate's contribution to school, peers, and community is examined and verified. The student who serves

- is willing to uphold scholarship and maintain a loyal school attitude
- participates in some outside activity: scouts; volunteer services for the aged, poor, or disadvantaged; family duties; civic groups; church groups and the like
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- does committee and staff work uncomplainingly
- shows courtesy by assisting visitors, teachers and students

Character: The student of character

shows respect, courtesy, and concern for others

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior—cheerfulness, friendliness, poise, stability
- upholds principles of morality and ethics
- demonstrates the highest standards of honesty and reliability
- observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- has powers of concentration and sustained attention as shown by perseverance and application to studies
- displays truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others
- acts as a positive influence in the school

#### **Procedure for Selection:**

- 1. In the Fall, grade point averages will be reviewed by the advisor(s) to determine those students who are academically eligible for selection into the Dennis-Yarmouth Chapter of the National Honor Society. Juniors and seniors with a grade point average of 3.5 or better are eligible.
- 2. Eligible students will be sent notification that they are being considered for selection in NHS and presented with copies of the national constitution, by-laws, and selection process.
- 3. The candidate for selection will be required to complete a student information form listing his/her achievements, community service, extra and co-curricular activities, and leadership positions. The form must be completed and signed by the student. *Incorrect information may result in the candidate being disqualified.* In addition, a candidate may provide written information concerning any outstanding accomplishments and/or explanation for any past indiscretions or circumstances. The deadline for returning all materials will be indicated in the notification letter. *No materials will be accepted after the deadline.*
- 4. Students will have the opportunity to submit individual faculty questionnaires to no more than three members of the faculty, staff or administration. This information is confidential and will not be available to anyone but the NHS advisor(s), the Faculty Council and the principal.
- 5. The advisor(s) will collect all materials and organize the information for the Faculty Council. Using the student and faculty questionnaires, the Faculty Council will review each candidate's qualifications in the following three areas: character, leadership, service. (*Note: Scholarship is determined by the 3.5 grade point average*).
- 6. The Faculty Council will meet to determine the final list of candidates.
- 7. Selected students will receive invitations to become members of the NHS and an induction ceremony will be scheduled. Accepting the induction invitation indicates that the candidate has accepted the rules and expectations of NHS and wishes to become a member. A candidate becomes a member officially at the induction ceremony where he/she will receive the symbols of induction.
- After the selection process has been completed all materials—including the student information form, staff questionnaires, and any other supporting materials—will be discarded.
- 9. Students may appeal the decision of the Faculty Council to the principal.

#### National Art Honor Society

The **National Art Honor Society** (NAHS) is designed specifically for high school students in grades 9-12. In 1978, the National Art Education Association began the National Art Honor Society program to inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school and community.

#### **Purpose**

- Inspire and recognize those students who have shown outstanding ability in art
- Foster excellence and a dedicated spirit to the pursuit of art
- Further creative abilities and talents of the Society's members, as well as the school's entire
- student art enrollment
- Aid members in working toward the attainment of their highest potential in an art area
- Bring art to the attention of the school and community
- Increase an awareness of art in relation to other areas of the school curriculum.

#### Membership

- Membership in this chapter shall be based upon art scholarship, service, and character.
- To be eligible for selection to membership in this chapter, the candidate must be a high school student enrolled in grade 9, 10, 11, or 12 in this school, and have completed a period equivalent to one semester of art in this school.
- An eligible candidate shall have a minimum art scholarship average of B, or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed.
- Members may remain active during such time when there is no art on their class schedule.

#### The Nautilus

The Dennis-Yarmouth Regional High School yearbook is produced by a staff comprised of freshmen, sophomores, juniors and seniors. Under the direction of the advisor, the staff is responsible for all phases of the yearbook production, including publicity, sales, layout, finances and deadlines. The final product will be distributed prior to graduation. Any students interested can sign up in September and learn all aspects of generating the Nautilus.

#### Peer Leaders

The Peer Leaders of Dennis-Yarmouth Regional High School are a group of self-starting individuals in grades 8-12 who meet once a week, on Wednesday mornings at 6:45 a.m. in room 114. Members must be willing to place themselves in a leadership role in the community and in the school. We wish to help and inspire our fellow students and future students of D-Y High School.

#### Student Council

The sixty member Student Council is the 1995 and 1996 recipient of the Massachusetts Association of Student Councils' Excellence Award, given to the "Most Outstanding Student Council in the Commonwealth" and Honor Council Recipient in 1998 and 2000. Four grade representatives are elected from each grade to serve on the Student Council. The sixteen grade representatives are joined on the council by the two School Council members, five Student Advisory Committee members, two Regional Student Advisory Council members, sixteen class officers and various appointed members not to exceed the sixty member maximum.

The Student Council meets every Thursday after school, with the principal during the school day as needed. Mandatory training is provided during the Winter and Spring NEASC outings.

Any council member who holds dual positions must fulfill all requirements and responsibilities of both memberships. If a student is removed from one position, he or she may be removed from the other.

Student Council elections are run before June 15 for the following school year. Eighth grade elections are held before November 1 of each year. To qualify for election, applications must be filed. All candidates will give speeches at a class meeting.

**School Council**: The Education Reform Act of 1993 mandates the establishment of a school council, comprised of faculty members, parents, community representatives, and students. Two students are elected to serve on D-Y's School Council. They attend the monthly meetings of the School Council. School Council meetings are open to all students.

**Student Advisory Committee** (MGL c71, s 38M): "School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district.

The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation."

The five members of the Student Advisory Committee are full voting members of the Student Council and have all privileges and responsibilities of the council.

**Regional Student Advisory Council** (MGL cd 15, s 1E): The Student Advisory Council is a statewide organization of high school students elected by their fellow students. The SAC advises the Commissioner of Education and has voting representation on the State Board of Education. There are eleven regional councils across the state that meet as five functioning councils. By state law, each Massachusetts high school must elect two student representatives to RSAC.

Any enrolled high school student who will not graduate that school year and who has resided within the Commonwealth for at least six months prior to the election is eligible for election from his/her school to the RSAC. Each RSAC member must attend regularly scheduled meetings at which he/she represents the concerns of his/her student body with other students representing their schools' educational concerns and needs. Most importantly, a RSAC member acts upon these needs and interests. There are no salaries for RSAC members, although travel expenses to and from regional meetings are paid by the member's school committee.

The two members of the Regional Student Advisory Council are full voting members of the student council and have all privileges and responsibilities of the council. Both RSAC members must attend school committee meetings.

**Class Officers**: Each class will elect a president, vice-president, secretary and treasurer. These four officers are responsible for working closely with their advisor to run class functions and fundraisers. Three annual class meetings are to be run by Robert's Rules of Order and a written agenda must be pre-approved. The class advisor must be present at any class meeting.

The officers of each class are full voting members of the Student Council and have all of the privileges and responsibilities of the council. The vice-president of each class serves as a representative to the Parents' Advisory Council. The secretary is responsible for filing an annual class report by May 1<sup>st</sup> and for the upkeep of the class bulletin board in the small cafeteria.

**Class Meetings:** In support of our Mission Statement and Learning Expectations, Values of Integrity, Future Conditions and Student Performance Outcomes in the Civic Aspect of Living and Strategic Direction Chart, Dennis-Yarmouth Regional High School conducts class meetings at least two times a year.

The meetings should be run with the following in mind:

- 1. Class meetings are run for the benefit of the class. Students are to attend the meeting reflecting their official listed year of graduation regardless of their scheduled classes.
- 2. Class meetings are conducted by the officers of the class with the help and support of the class advisors. Class delegates and other class members may be involved at the discretion of the class.
- 3. Class meetings are to model town meetings.
  - a. A simple form of Robert's Rules of Order is to be followed.
  - b. A formal call to order is to occur. A gavel is to be used.
  - c. Any class member who wishes to speak is to stand and identify him/herself before he/she speaks.
  - d. The moderator repeats the speaker's question if everyone didn't hear it.
  - e. Any votes taken are to be by hand and counted by pre-appointed student tellers.
  - f. Class officers are to talk from the podium and use the public address system.
  - g. The meeting is to follow the pre-approved agenda.
  - h. The secretary of the class is to take the minutes, type them and post them on the class bulletin board.
- 4. Agendas are to model school committee agendas.
  - a. Presidents are responsible for typing and submitting agendas.
  - b. Agendas are to be submitted to the class advisors one week before the scheduled meeting. Class advisors are to review and approve the agenda before class meetings.
  - c. Agendas are to include Call to Order, Review of Expectations for Student Behavior and Participation, Secretary's Report, Treasurer's Report, Old Business, New Business and Adjournment. The secretary and treasurer are responsible for each respective report.
  - d. Open forum may occur only with pre-approval of the principal. If that option is approved and used, the moderator is responsible for regulating meaningful discussion and/or ending the forum if necessary.
- On the day of the class meetings time should be set aside in advisor/advisee period to review:
  - a. The class meeting schedule.
  - b. Proper meeting behavior.
  - c. Who is eligible to attend which meeting.
  - d. The purpose of class meetings.
- 6) The first class to hold a meeting is responsible for set-up as follows:
  - a. Curtains closed.
  - b. Lower the screen and partially open the curtains if an overhead projector is to be used.
  - c. Orchestra pit cleared out or "tidied" up.
  - c. Podium centered in the orchestra pit.
  - d. Orchestra pit lights turned on.
  - e. Public address system set up on the podium.
  - f. Set up chairs in the orchestra pit for each speaker.
  - g. Students will sit front to back in all three sections. Advisors and administrators may help the students to speed the process.
- 7) The last class to hold a meeting is responsible for the clean-up as follows:
  - a. Return the podium to its original location.
  - b. Return the public address system to the A-V Department.
  - c. Check the auditorium and pick up any trash.
  - d. Turn off all of the lights.
  - e. Close all of the doors and be sure the auditorium is locked.

#### **Technology Club**

The Tech Club encourages and supports interest, intrigue, and passion for technologies. Areas of focus include: Exploration of Software & Webware, Game Analysis & Development, Audio/Video Editing & Production, Robotics, Computer Research, Repair, & Maintenance, Programming, Mobile Computing, and Digital Communications. The sky is the limit, so bring your innovative thoughts!

#### Theatre Company

The Theatre Company is D-Y's after-school group dedicated to exploring all facets of theatre performance and management. The company strives for the highest possible level of professionalism both in the quality of its productions and in the attitudes with which members approach their work. All students are encouraged to get involved.

#### **Tri-M Music Honor Society**

The **Tri-M Music Honor Society** is the international music honor society for middle/junior high and high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.

**Membership Criteria**- Candidates are selected from school music students that exhibit exceptional scholarship, leadership, service and character.

**Music Participation-**Candidates have to be (or have been) in a school music ensemble or class for at least one semester of the current school year.

**Grades/Scholarship-**Candidates have to have maintained a A average grade (or equivalent) in music classes, as well as at least a 3.0 average grade in your other classes during the last semester.

**Leadership-**Leadership roles in both school and community may be considered as long as they can be verified.

**Service-**The advisor can consider any school or community service activity as long as they can be verified. Service activities include any actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

**Character-**Tri-M is looking for members who demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship. Examples include being responsible, following school policies and procedures, being respectful of others and their property, being honest, being punctual, and being patient.

#### Writers' Forum

Writers' Forum consists of a group of students who meet weekly for the purpose of sharing their writing as members of a supportive writing community. Students are encouraged to enter writing contests and to publish their writing for their peers in our school literary magazine and newspaper as well as for wider audiences in local and national publications.

# SECTION E GUIDELINES, PRACTICES AND PROCEDURES

The following guidelines and procedures are in effect at all school functions and on all school transportation. These may include dances, athletic events, field trips, and school-sponsored and/or sanctioned activities whether on or off Dennis-Yarmouth Regional High School property.

## Dennis-Yarmouth Regional School District Technology/Network Acceptable Use Policy

Empowering Each Student to Achieve Excellence with Integrity in a Changing World

Dennis-Yarmouth Regional School District Expectations for Student Learning:

- 1. Employ current technology to investigate, create, communicate and produce.
- 2. Apply a variety of problem-solving strategies.
- 3. Write effectively.
- 4. Communicate orally.
- 5. Read critically.
- 6. Obtain, evaluate, analyze and apply data.
- 7. Demonstrate self-control and respect for all individuals.
- 8. Pursue and participate in modes of artistic and creative expression.
- 9. Exhibit responsible citizenship.

The Mission of Dennis-Yarmouth Regional School District is for our students to use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

**Responsible Citizenship:** Being a digital citizen at Dennis-Yarmouth Regional School District, we use information and technology in safe, legal and responsible ways. It is important that we educate our students on what this means before we start using technology. The conversation must continue throughout our work. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. I will select online names that are appropriate. I will consider the information and images that I post online.
- Protect yourself. I will not publish my personal details, contact details or a schedule of my activities.
- Respect others. I will not use technologies to bully or tease other people.
- Protect others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. I will suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. I will request to use the software and media that others produce.

**Managing your Digital Footprint:** Some Examples of Appropriate Use include but are not limited to the following:

**Personal Safety:** Do not send any message that includes personal information such as: home address, personal phone numbers, and / or last names for yourself or any other person.

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

hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

**Privacy:** E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Dennis-Yarmouth Regional School District (DYRSD) 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 DYRSD 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 king is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

**Blogging/Podcasting:** Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools. 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 websites from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing: Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This included 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 coping 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.

Accessing/Posting Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

**Photos and Video:** Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras in Dennis-Yarmouth Regional School District should be part of a class or club activity. Unapproved camera use is a violation of this agreement.

**Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

**Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school unit's technology, networks and Internet Services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

**Classroom Expectations:** Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this agreement.

If you have any further questions regarding this document and our plans for technology integration, you are encouraged to contact your child's building principal, so that they can address any questions you may have.

#### **Dennis-Yarmouth Regional School District Statements of Responsibility**

Student Expectations				
·	Acceptable Use Policy. If I break this agreement, the			
consequences could include suspension of computer privileges and /or disciplinary action. I also				
	unts are owned by the Dennis-Yarmouth Regional School			
	onal School District has the right to access any of the			
information used through the mediums pro				
	,			
	<u>.</u>			
Student Name (please print)				
Student Signature				
Parent/Guardian Acceptable Use Signature				
	ogether is a crucial focus of Dennis-Yarmouth Regional School			
District. Through our technology integration, we want to work with parents so they understand the				
different initiatives that are taking place at school, whether they are using technology or not. We				
encourage you to have your children guide you through their work so you will see their work as it				
develops.	· · · · · · · · · · · · · · · · · · ·			
As narents students and teachers work tog	ether, we become a strong learning community, therefore,			
	ts to become successful. As the parent or guardian of this			
	Regional School District Acceptable Use Policy. I understand			
	purposes in keeping with the academic goals of Dennis-			
	student use for any other purpose is inappropriate. I			
	estrict access to all controversial materials, and I will not hold			
the school responsible for materials acquire	d on the school network. I understand that children's			
computer activities at home should be supe	rvised as they can affect the academic environment at school.			
I understand and will support my student in	adhering to this Acceptable Use Policy. I am aware that if my			
	ces could include suspension of computer privileges and/or			
=	nool network, e-mail accounts are owned by Dennis-Yarmouth			
Regional School District and that Dennis-Yar	rmouth Regional School District has the right to access any of			
the information used through the mediums	provided through the school at any time. I hereby give			
permission for my child to use technology re	esources at Dennis-Yarmouth Regional School District.			
Parent or Cuardian Name (please Print)				
Parent or Guardian Name (please Print)				
Parent or Guardian Signature	 Date			

#### ATTENDANCE POLICY

The Dennis-Yarmouth Regional High School community believes firmly that daily, punctual attendance is a critically important part of the learning process. Research consistently indicates that students who are punctual and have good attendance achieve more in high school than those who do not.

To help students develop these habits, the following revised guidelines were implemented:

- 1. The attendance policy is semester-based.
- 2. Absences do not require a note from any source, i.e. parent, doctor, dentist, court, etc.
- 3. Parents are requested to use the attendance hotline (508-398-7655) to report an absence or tardy. This is important so school officials know that the family is aware of a student's absence from classes. If we do not hear from a parent, we will make every effort to notify the parent.
- 4. In addition, we will make every effort to notify parents in writing when a student reaches the third absence or its equivalent.
- 5. At the eighth absence, all credit toward graduation for the affected semester will be withheld for grades 9, 10, 11 and first semester seniors. An appeal process is available.
- 6. Truancies and suspensions will continue to be handled as defined in the discipline code. Each day of truancy or external suspension will count as a day of absence.

#### Tardiness to School and Dismissal from School

- 1. Each time a student is tardy to school, the parent/guardian is requested to use the attendance line (508 398-7655) to report this. If no notification has been received, an automated call will be used to notify the parent/guardian.
- 2. Early Dismissals-students must bring a dismissal note to the office before school in the morning on the day of dismissal. Parents/guardians are requested to state the reason for dismissal on all dismissal notes as well as a number where the request may be verified on the day of dismissal.
  - Students who are dismissed and wish to return to school later in the day must receive permission from administration to do so. Students must sign in at the main office upon return to school.
  - Students will be dismissed only to parents/legal guardian or persons designated on Emergency Cards.
- 3. When an emergency requires an unplanned dismissal, phone call dismissals will be accepted from parent/guardians.
- 4. After the third tardy and/or dismissal, the Attendance Officer will make every effort to notify the parent/guardian in writing that the student has reached that number.
- 5. Since a student must be in school for at least one half of the day to be counted as present, tardies after and dismissals before 10:43 a.m. are considered absences and will be considered as such under this policy.
- Repeated tardies may result in disciplinary consequences, including the loss of privileges and social probation.

#### The Appeal Process

The attendance policy described above holds students, parents/guardians, and the school accountable for attendance. It is not the intent of the attendance policy to be unreasonably punitive toward students for unusual or extenuating circumstances. Therefore, an appeal

process has been developed for those extraordinary situations which result in excessive absences.

- 1. The student and parent/guardian must write a letter to the Attendance Officer requesting an appeal meeting. This letter will request a review of the circumstances and the restoration of credit. Students are encouraged to submit their letters of appeal within ten calendar days from the date of notification of loss of credit. Third party documentation of reasons for absences may be required.
- 2. A review will be conducted by the high school's Attendance Appeal Board. Members may include assistant principals, the Supervisor of Attendance, guidance counselors, and/or department chairs. A simple majority of this Board will determine the rejection or acceptance of the appeal. The Board may require a meeting with the parent and the student. It will render a written decision as expeditiously as possible.
- 3. The student or parent/guardian may appeal the Board's action by submitting a written appeal to the principal within five school days of the date of the letter from the Appeal Board. The principal will review all materials submitted to the Appeal Board as well as the Board's decision. A decision will be rendered by the principal within five school days of receiving the student's appeal.

# **Attendance Related Information**

Students are expected to attend all classes and assigned activities because any absence has a negative impact on learning. The interaction between students and teachers, as well as among classmates, is an invaluable opportunity for learning that goes beyond the academic and cannot be replaced or replicated. However, if a student loses credit for a course due to excessive absences, but receives a passing grade, the student will receive the passing grade and will satisfy graduation distribution requirements; however, no credit will be given toward graduation. The options for making up credits in this particular situation include the following:

- 1. an approved summer school elective course.
- 2. an approved college course.
- 3. an additional course scheduled during the regular school year.

Any student who has been absent from school is not eligible to take part in any practice session, game, or co-curricular activity which is scheduled for the same day. A student is considered absent if he/she reports to school after or is dismissed prior to 10:43 a.m. To participate in any practice session, game, or co-curricular activity, a student must be in school by 8:00 a.m. and attend school for at least a half day (a minimum of 3 hours and 21 minutes). Any student who leaves the school grounds during the day without permission may not participate in any practice session, game, or co-curricular activity. If the student is absent on the last school day of the week, he/she is ineligible for any practice session, game, or co-curricular activity on the following day. This rule may be waived in individual cases by the principal or Athletic Director if in his judgment the absences are for "good reason," and not willful disregard of responsibility.

### **Vacation Absence Procedure**

In accordance with Department of Elementary and Secondary Education policies, family vacation should be planned for those times when school is not in session. If vacation interferes with the school year, the Supervisor of Attendance should be notified. All school time missed will be counted toward cumulative absences in accordance with Department of Elementary and Secondary Education.

# **SAFETY AND SECURITY**

# **Care of Personal Property**

Almost all thefts on campus are crimes of opportunity. The opportunity is presented when items of value are left unsecured and are taken without the need for break-in. Students and staff are expected to securely lock all personal items in personally assigned lockers, physical education lockers or authorized secure locations to prevent theft. Students and staff should not bring to school personal items of significant real or sentimental value. If necessity requires such an item be brought to school, the item may be secured in the office for the day. See an assistant principal for assistance. Items such as cellular phones (see policy on proper use of cellular phones), calculators and cash are often the subject of theft. All thefts should be reported to an assistant principal in a timely fashion. Dennis-Yarmouth Regional High School is not responsible for lost or stolen personal items. Students should not bring excessive money or valuable items to school.

# **Care of School Property**

Students are responsible for the proper care of all school facilities, including buses, as well as all books, supplies, athletic uniforms and equipment, and furniture supplied by the school. Students who damage school facilities, property or equipment will be required to pay for the damage done or for the replacement value. Parents/guardians will be notified.

When students lose or damage books, students will be required to pay the *REPLACEMENT VALUE* of the lost book. When a student loses a book, his/her subject teacher will issue a second book to the student. The student will be billed for the lost item. Before a student is allowed to drive to school, enjoy senior lunch privileges, attend proms, or participate in graduation, all bills must be paid.

Students are responsible for iPads loaned to the student for each academic year. Students should not leave iPads unattended at any time. If the iPad is lost students must pay the cost of replacement. Please keep in mind that these items are very expensive. Student iPads will be collected during the final weeks of the school year and redistributed during the opening weeks of school. Students must return the iPad user agreement and user fee each year before receiving their iPad.

# **Student Motor Vehicles and Bicycles**

The privilege of using motor vehicles for transportation to and from school is a cooperative relationship which is permitted as long as the student follows school rules at all times. Students will be required to obtain a parking permit. Appropriate forms will be available in the Assistant Principals' office. Students with behavioral infractions, excessive absences and/or tardies may lose their parking privileges. The following regulations must be observed. Failure to cooperate will result in loss of privilege:

- 1. Students are required to follow all safety regulations.
- 2. Students are expected, in accordance with state law, to yield the right of way to school buses at all times.
- 3. For safety reasons, movement of cars in the school parking lot should be within designated lanes only, not across painted lines. Failure to do so will result in loss of parking privileges.
- 4. Students driving motor vehicles to school must park in the designated student parking areas.
- 5. All motor vehicles should be locked after arrival in the morning.
- 6. Students are not allowed in the parking lot or in their cars during the school day, including to retrieve books or lunches.
- 7. Search of Vehicles: By entering the parking area, the person in charge of any vehicle consents to search of the vehicle with or without cause by school officials or police officers.

- 8. All bicycles should be parked in the bicycle rack at the rear of the building. It is recommended that all bicycles be locked.
- Students with excessive absences, tardies and/or dismissals (a combined total of 5 or more)

   excessive disciplinary infractions (more than 5 referrals) and/or those on social probation
   may lose their parking privileges.

#### **Identification Cards**

Identification cards (I.D.) must be carried by all students at all times and may be required for security checks and before admittance to school sponsored functions. The I.D. card is also needed to check out library books and other school property and may be required to board the late bus. 8<sup>th</sup> graders, freshmen and transfer students will be issued an I.D. card early in the school year. A \$5.00 fee is charged for replacing a lost I.D. card. Students seeking a replacement I.D. card should see their assistant principal.

# **General School Safety**

School safety is of paramount importance to the entire Dennis-Yarmouth Regional High School community. Students, parents and staff should be aware that D-Y has a Critical Incident Plan to deal with emergencies such as structural failure or other special school safety issues. School and police authorities will take all reasonable steps necessary to ensure a safe, secure, and healthy school environment. Security cameras may be used to monitor the building and grounds. Both the laws of the Commonwealth and school procedures will be upheld to maintain and secure the school.

#### **Visitors**

All visitors during school hours (7:00 a.m. - 2:15 p.m.) must enter through the main front door and sign in with the receptionist or monitor. Visitors are required to provide a photo ID in order to enter the building. Before 7:00 a.m. and after 2:15 p.m. visitors must check in at the main office. Visitors must wear the visitor identification badge which will be issued when they sign in. Failure to follow sign in procedures may result in removal from the building.

A student, parent or visitor engaged in disruptive or tumultuous behavior or behavior that disturbs the good order of the school, whether inside the school, on school grounds or at a school sponsored event will be given direction to discontinue such behavior and an opportunity to comply. If the behavior continues the student, parent or visitor may be given a directive by the person in charge of the school or his or her designee to leave the school, its grounds or the location of the off-site school sponsored event. The person subject to the directive to leave is expected to comply immediately and leave the school and its grounds or the location of the off-site event. Failure to comply may result in a referral to law enforcement with a request to see to the removal of the person subject to the directive to leave or other action as they see fit.

For the purposes of this section, the school resource officer or other police officer assigned specifically to protect the school or school event is considered a designee of the person in charge of the school and is granted supervisory control of the school building and grounds or other property in the case of an off-site school event for the purposes of issuing the aforementioned directive to leave.

## **EVACUATION AND/OR EMERGENCY DRILLS**

Drills are conducted regularly to develop safety practices which will enable students to move quickly in an orderly manner to predesignated safety areas during an emergency. Rules of safety are reviewed periodically and posted in each classroom. In order that everyone may hear any directives which may be given during the emergency drill, students are to pass without talking. When the fire alarm sounds, every adult and student in the school is expected to respond and evacuate the building. Students are to pass immediately to the nearest exit as

designated by the accompanying teachers who will take class attendance once the building has been evacuated. Students must remain with their accompanying teacher throughout the entirety of the drill unless an administrative directive or emergency condition dictates otherwise.

REMEMBER: THE "DRILL" MAY NOT BE A DRILL.

#### STUDENT LIFE

#### **Cell Phones**

- 1. The use of cell phones, headphones and personal devices may not interfere with the students' awareness of their surroundings or the ability to react to staff or faculty and hear the public address system.
- 2. The "academic school day" is defined as once the first class starts and throughout the day until the last class is over. Additionally, school meetings, activities, events, and trips are defined as extensions of the school day, and therefore, use of cell phones will be restricted by the staff as needed.
- 3. Students who violate this policy may face disciplinary action by the administration.
- 4. Dennis-Yarmouth Regional School District will not be liable for any property not picked up by parents within 48 hours of notification. Property not picked up after 48 hours will be disposed of by the District.
- 5. Use of personal devices to take pictures is not permitted on school property without the expressed consent of the administration. No photographs, pictures, or electronic images may be taken or transmitted without the expressed consent of the individuals whose photo, picture, or electronic image is taken.

#### **Dress Code**

Each school will have a dress code. Elementary, middle and high school codes will be consistent in expectations. The administration will establish specific standards of dress and appearance based on the following:

- 1. Attire shall be appropriate for all activities and not detract from the educational process, cause disruption or disorder.
- 2. Attire shall comply with school requirements for health and safety.
- 3a. Student attire may not contribute to a lack of student focus and attention nor show a lack of respect for the learning atmosphere.
- 3b. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities and consistent with health and safety guidelines.
  - Head coverings which include caps, hats, bandannas, hoods, do-rags, scarves, and kerchiefs, etc. may not be worn unless required for religious purposes. (All head coverings must be stored out of sight. Caps and hats may not be carried in hand.)
  - The wearing of outdoor clothing and hats indoors is prohibited.
  - Footwear that presents a <u>safety hazard</u> should not be worn. Local and state health laws prohibit bare feet.
  - Clothing that is revealing or suggestive may not be worn. <u>Beach attire is not appropriate for school.</u>
  - See-through clothing, tube tops, tank tops, halter-tops, and bare midriffs are not suitable school wear.
  - Shirts must provide adequate coverage and must be long enough to be tucked in.
  - Shorts, skirts, and dress lengths must be appropriate.
  - o Spaghetti strap tops on dresses must be worn with a tee shirt or top with sleeves.

- Appropriately sized pants must be worn; none falling below the waist. The showing
  of underwear is prohibited by whatever means but specifically through the wearing
  of pants at a level other than the natural waistline.
- Other inappropriate school attire includes, but is not limited to, sunglasses, and clothing or jewelry with vulgar, profane, ethically derogatory messages, pictures or symbols of gangs, illegal substances, or alcoholic beverages.
- 3c. Dress may not be destructive of school property (e.g., shoes that scratch the floors, or cleats); articles of clothing or accessories that may pose a danger to self or others (such as heavy chains, those with weighted ends, and spiked bands or necklaces, wallet chains of excessive length).
- 3d. Dress or jewelry that is directed toward or intended to harass, threaten, intimidate, or demean an individual or group because of race, color, religion, national origin, ancestry, sex, age, handicap (disability), or sexual orientation; and clothing with words or graphics that promote the use of drugs, alcohol, tobacco, firearms or sexual activity are considered disruptive and therefore, prohibited.

<u>This list is not intended to be all-inclusive</u>. Fads and styles quickly change and in turn require the judgment of the school administration and staff in the areas of health, safety, and disruptions of the learning process. This judgment will be exercised with parental notification and anticipated support and intervention.

The students will be asked to change any inappropriate article of clothing. Inappropriate dress will be determined by the administrative staff. Refusal to cooperate with such a request to change will result in progressive disciplinary actions.

Students, staff, and parents will be responsible for choosing student attire that conforms to the guidelines established in each school. The administration will establish guidelines and is authorized to take action in instances where individual dress does not meet the stated requirements.

Students, faculty or parent groups may recommend appropriate dress for school or special occasions.

Adults are expected to support, model, and conform to the Student Dress Code while on school district property and at school functions.

The School Committee shall review the school dress codes for adherence to School Committee Policy.

Date of Adoption: 9/9/02,4/26/05,3/17/08 voted by School Committee

Please note that Halloween costumes, masks, etc. are not allowed at the high school.

# **DANCE/PROM REGULATIONS**

- 1. D-Y dances/proms are run for the benefit and enjoyment of our students.
- In order to attend a D-Y dance/prom a student must be a D-Y student or the guest of a D-Y student.
- 3. A student may purchase only his/her own ticket. All tickets are to be purchased during the student's assigned lunch.

- 4. In order to attend all D-Y students must be in school on the day of or the day before the dance/prom in order to attend the dance/prom. Students who are suspended may not attend the prom.
- Students who have significant outstanding disciplinary obligations may not attend dances/proms.
- 6. Attendees may be required to submit to a breath or other tests before, during or leaving a dance/prom. Any indication of alcohol or other drugs in the system or refusal to submit to the tests will result in removal from the dance/prom and disciplinary action by the school administration.
- 7. All attendees must comply with all Dennis-Yarmouth Regional High School rules, regulations and guidelines. District policies are also in effect. Failure to do so will result in removal from the dance/prom.
- Dress code for the dance/prom is semi-formal/formal. Long pants, collared shirt, tie, or dress/skirt.
- 9. "Freak Dancing," "Dirty Dancing" or "grinding" is not allowed.
- 10. Students without their own transportation should be picked up from the dance/prom no later than 10:00 p.m.

#### **Forbidden Articles**

At certain times, the administration, for specific approved educational purposes, may approve food and drink in classrooms. Food and drink are not allowed anywhere in the building after 7:22 until the end of the school day. Two exceptions are lunch in the cafeteria and non-flavored water where permitted. Mock weapons, water pistols, frisbees, radios, laser pointers, headphones/earphones and the like, portable electronic games, playing cards and skateboards or any other articles which may prove a distraction during the educational process are strictly forbidden. All forbidden items will be confiscated, and disciplinary consequences may be assigned. In addition, the possession of e-cigarettes, hookah pens and similar smoking devices, tobacco products and lighters is forbidden; these items will be confiscated and discarded with consequences assigned. (See behavioral guidelines).

#### Lockers

Each student is provided the convenience of a locker for books and personal belongings and for security reasons lockers are *NOT* to be shared. Lockers should be kept locked and neat at all times. Since lockers are school property, the administration reserves the right to inspect them at any time. The school is not responsible for replacing stolen/lost articles or their monetary value.

# **Telephones**

The office telephones are for school business and may be used by students for emergencies only. Parents/guardians are requested not to telephone students during the school day except in emergency cases.

#### **FIELD TRIPS**

# Parents and Others Using Automobiles for Transportation of Students on School-Sponsored Activities

#### Procedure:

- 1. Introduction: The following information and guidelines are presented in order that staff members responsible for arranging transportation for field trips and student activities will have factual and specific instructions.
- 2. Information: The district does not have any insurance coverage to protect parents from liability while transporting students in private vehicles. Primary responsibility for the vehicle is that of the owner. In other words, primary insurance coverage is that which belongs to the owner of the vehicle. All students are not protected by a student accident policy while engaged in school-sponsored activities since this coverage is on a voluntary self-paid basis.
- 3. Statement of Responsibility: The administration wishes to point out that the owner of the vehicle is responsible for any injury to students arising out of the transportation of the students in that vehicle.
  - It is impossible for the school administration to make any recommendations as to proper coverage or limits. We recommend that staff members and parents contact their own agent to review their policy and their own personal situation to be sure that they are provided with insurance coverage. However, we wish to point out that it is imperative that substantial limits are carried to protect the children and vehicle owner. A suggested minimum: bodily injury, the uninsured motorist, under-insured motorist of \$100,000/300,000; medical payments of \$5,000; and property damage of \$100,000.

The teacher(s) or responsible party for the trip shall assure that:

1. Appropriate information is sent to each parent on each trip to include the following statement if private vehicles are to be used. This statement may be printed on the "Permission Slip".

"Transportation to this field trip, student activity or co-curricular event will be provided by private vehicles. Automobile insurance for each vehicle is provided by the owner(s) of the vehicle."

- 2. There is valid parental permission for each child to participate in the trip.
- 3. The owners of the private vehicles have been informed and signed a statement of understanding that district insurance coverage does not protect them against liability and that they have been urged to check with their insurance broker to suggest proper coverage.
- 4. The number of passengers assigned to each vehicle is in accordance with the legal registered limit for that vehicle.
- 5. There is on file in the school a copy of the insurance policy or certificate of insurance from the parent or teacher who is going to drive a vehicle on a school-sponsored activity.

Please note that students are not allowed to drive to or from school field trips.

# ACT PROHIBITING THE USE OF TOBACCO IN THE PUBLIC SCHOOLS

The superintendent of every school shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

## **TOBACCO USE**

The use of tobacco products by any individual including all adults is prohibited by state law within the school building, the school facilities, on the school grounds, and on school buses.

# SECTION F STUDENT DISCIPLINE

To maintain a positive educational environment at Dennis-Yarmouth Regional High School, certain behavioral guidelines are necessary. Before reading the guidelines, each student and parent/guardian should be aware of the general concepts supporting our disciplinary system. First, the purpose of these various consequences is to assist the student to change inappropriate behavior. Second, we recognize the value of a team approach in working with students and therefore seek parent/guardian cooperation and involvement. Since the goal of the discipline program is to improve behavior and thereby academic achievement, administrative discretion may be used and consequences may include, but are not limited to, detention(s), peer mediation, community service, after school counseling/tutorial, Friday and/or Saturday School, loss of parking privileges, loss of senior lunch privilege, social probation, and internal and external suspension.

Athletics and co-curricular activities are part of the educational program. Athletics and co-curricular activities are a privilege. Student-athletes and co-curricular students are expected to follow all school rules and to demonstrate good school citizenship at all times. Student-athletes and co-curricular students may be "benched" and/or removed from a team or co-curricular activity for inappropriate behavior.

# Discipline at Dennis-Yarmouth Regional High School is based on the following main principles:

Following "The Dolphin Way"

Be Here Be Responsible Be Respectful

#### **DETENTION**

Detention is an assigned forty-minute period of after-school time. Students must serve their detention in the designated detention area or with subject-matter teachers. Students must serve the detention in a timely manner or designated by the assistant principal or teacher.

Students must arrive to detention on time and must serve the entire forty minutes. Detention is held from 2:15-2:55 p.m. Monday, Tuesday and Thursday, and during this time students are expected to complete academic work.

No student will be admitted to detention after 2:15 p.m. without a pass from a teacher.

If the student chooses to serve the detention with a subject-matter teacher, the student has two options. First, the student may spend the entire forty minute period with the one teacher. Second, if the student spends a portion of the forty minute period with one or more teachers but some time remains, then that student has a five minute grace period to report to another teacher with an appropriately signed and timed pass. For each detention a full forty minute period must be served. Students who serve a detention with a subject-matter teacher must submit a note or pass that day from the teacher verifying the detention attendance to the appropriate assistant principal.

Assignments to the designated detention area will be handled by administration only. Detention assignments take priority over all other after school commitments. Students who do not observe the rules during detention will be referred to an assistant principal.

#### FRIDAY SCHOOL GUIDELINES

At administrative discretion, students may be assigned to Friday School as an alternative to external suspension. Students are expected to use the time productively with the focus on improving their skills. Friday School is in effect from 2:15 – 5:15.

Students must arrive at Friday School with books, assignments, and other appropriate materials as each session is to be dedicated to academic work. Students must bring enough materials to work for the entire assigned time.

#### SUSPENSIONS

Students may be assigned external/internal suspension under the guidelines of Chapter 222.

# **CHAPTER 222 REGARDING SUSPENSIONS**

[Text of section added by 2012, 222, Sec. 3 effective July 1, 2014. See 2012, 222, Sec. 12.]

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

- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-

of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or quardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.
- (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

#### BEHAVIORAL INFRACTIONS AND GUIDELINES FOR INTERVENTION

The interventions outlined below are meant to be guidelines. However, as circumstances warrant, discipline, including suspension with appropriate due process, may be administered on an individual basis. The inability or unwillingness to accept assigned consequences may result in external suspension.

1. Forbidden Articles

First Offense: a detention and confiscation Second Offense: two detentions and confiscation

Subsequent Offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

2. Dress Code Violation

First Offense: parent notification and change of clothes

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

3. Failure to Attend Detention

First offense: two detentions

Second offense: up to one day Friday School.

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

4. Class Cutting

First offense: two office detentions

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

5. Truancy

All offenses: missed time must be made up after school and/or on Friday

School; progressive disciplinary measures, up to and including loss of privileges, and social probation.

6. Leaving School Unexcused

All offenses: missed time must be made up after school and/or on Friday

School; progressive disciplinary measures, up to and including

loss of privileges, and social probation.

7. In School Parking Lot or Other Unauthorized Areas During the School Day

First offense: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

8. Tardies to Class

Initial Offenses: one detention, with the appropriate teacher

Excessive Offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

9. Tardy to School

Initial offenses: in accordance with attendance policy

Excessive Offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

10. Smoking (including vape) in School, on School Grounds, or School Buses

First offense: three detentions or one day Friday School

Second offense: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

11. Disruption to the Learning Process

First offense: Friday School

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

12. Forgery

All Offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

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13. Insubordination to School Personnel

First offense: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

Subsequent offenses: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

14. Inappropriate Language

First offense: progressive disciplinary measures, up to and including loss of

privileges, and social probation.

progressive disciplinary measures, up to and including loss of Subsequent offense:

privileges, and social probation.

15. Verbal Abuse

one day Friday School and progressive disciplinary measures, All offenses:

including loss of privileges, and social probation.

16. Vandalism

All offenses: one day Friday School and progressive disciplinary

measures, up to and including loss of privileges, and social

probation; restitution will be required in all cases.

17. Food Fights

one day Friday School, progressive disciplinary measures, up All offenses:

to and including loss of privileges, and social probation.

18. Cheating/Plagiarism

All offenses: parental notification; progressive disciplinary measures, up to

and including loss of privileges and social probation.

19. Fighting

First offense: various disciplinary consequences up to and including

possible referral to police

Subsequent offenses: possible referral to police.

20. Harassment

All offenses: various disciplinary consequences up to and including loss of

privileges, social probation and /or suspension.

21. Bullying

All offenses: various disciplinary consequences up to and including loss of

privileges, social probation, and/or suspension.

22. Hazing

All offenses: various disciplinary consequences up to and including loss of

privileges, social probation and /or suspension.

23. Violation of Other Students' Civil Rights

All offenses: various disciplinary consequences, up to and including loss of

privileges, social probation and /or suspension, possible legal

action.

24. Actions Dangerous to the Physical Welfare of Others (e.g., firecrackers, assault,

shoving a person down a flight of stairs, throwing harmful objects, use of force, etc.)

All offenses: various disciplinary measures, up to and including loss of

privileges, social probation and /or suspension and possible

legal action.

25. **Theft** 

All offenses: progressive disciplinary measures, up to and including loss of

privileges, social probation, plus required restitution, and police

referral.

26. Verbal Abuse to Staff Members

First offense: various disciplinary consequences up to and including loss of

privileges, social probation and/or suspension.

Subsequent offenses: various disciplinary measures, up to and including loss of

privileges, and social probation.

27. Intimidating/Threatening School Personnel

All offenses: various disciplinary measures, up to and including loss of

privileges, social probation and suspension.

28. Possessing, Using or Being Under the Influence of Alcohol While on School Grounds or at School Related Events

All offenses: (for further detailed information refer to Dennis-Yarmouth

Regional School District's Substance Abuse Policy)

29. Possessing a Dangerous Weapon, Including But Not Limited to a Gun or Knife While on School Premises or at School-Sponsored or School-Related Events

All offenses: ten days suspension and possible expulsion from school by

the principal

30. Possessing a Controlled Substance Including but Not Limited to Marijuana, Cocaine and Heroin or Possession of Drug Paraphernalia on School Premises or at School-Sponsored or School-Related Events

All offenses: ten days suspension and possible expulsion from school by

the principal

31. Misusing Or Inappropriately Using Legal Medication or Other Legal Substances:

All offenses: various disciplinary measures, up to and including loss of

privileges, social probation and suspension.

32. Being Under the Influence of any Controlled Substance While on School Grounds or at School-Related Events

All offenses: various disciplinary measures, up to and including loss of

privileges, social probation and suspension.

33. Assaulting a Principal, Assistant Principal, Teacher, Teacher's Aide or other School Staff on School Premises or at School-sponsored or School-Related Events

All offenses: ten days suspension and possible expulsion by the principal

34. Endangering Public Safety and/or the Educational Process: The administration will use whatever means necessary to safeguard public safety and/or the educational process. Disciplinary procedures may involve progressive disciplinary measures, up to and including loss of privileges, suspension or expulsion.

Administrative discretion will prevail in these cases, and normal appeal procedures may follow.

35. Inappropriate or Unlawful Use of Computer Technology

Software piracy (the copying of computer software of computer files) is considered **theft** and subject to the appropriate behavioral guidelines.

Unauthorized use of or entry in to the DYRHS (high school) and DYRSD (district) computer networks is considered **vandalism** and subject to the appropriate behavioral guidelines.

The knowing transfer of a computer virus to any school computer disk or hard drive is considered **vandalism** and subject to the appropriate behavioral guidelines.

Unauthorized use of any computer system in the building is considered **vandalism** and subject to the appropriate behavioral guidelines. Unauthorized access to anyone else's work is considered **vandalism** and subject to the appropriate behavioral guidelines.

# SPECIAL EDUCATION DISCIPLINE

All students are expected to meet the requirements for behavior as set forth in this handbook, however, Chapter 71B of the Massachusetts General Laws (MGL) known as 603 CMR 28, and the Federal Law, Individuals With Disabilities Act (IDEA 97), require that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students.

- The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
- 2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
- 3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP will take place. In accordance with Section 333 of MGL 603 CMR 28 Regulations and the Individuals with Disabilities Education Act (IDEA 97) Section 1415, the review will determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
  - a. Design a modified program for the student or
  - Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Elementary and Secondary Education will be notified as required by law, and the procedures promulgated by the Department of Elementary and Secondary Education for requesting approval of the alternative plan will be followed.

# **DUE PROCESS GUIDELINES**

In Goss vs. Lopez (419 U.S. 565 (1975)), the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

- 1. oral or written notice of the charges against him/her;
- 2. an explanation of the evidence against him/her; and
- 3. the opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

Notice of the suspension and the hearing must occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time.

#### POSSESSION OF DRUGS

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in chapter 94C,

including, but not limited to marijuana, cocaine, and heroin will be suspended for ten days and may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of the above paragraph shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated the above stated rule.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the above stated rule.

# **POSSESSION OF WEAPONS**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife will receive a ten-day suspension and may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of the above paragraph shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses of said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated the above stated rule.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the above stated rule.

#### **ASSAULT ON A FACULTY/STAFF MEMBER**

Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises including the school parking lot and school fields or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Furthermore, it should be known that assault of educational personnel is considered a felony under Massachusetts General Laws and will be prosecuted as such.

Any student who is charged with a violation of the first paragraph in this section shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated the above stated rule.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from

the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to the factual determination of whether the student has violated any provisions of the above stated rule.

# **FELONIOUS ACT BY STUDENTS**

Acts outside of school within the purview of the MGL ch 71, s 37H½ will be dealt with consistent with the law.

**Section 37H**½: Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

- 1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- 2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

### **HARASSMENT**

The Dennis-Yarmouth Regional School District is committed to equal employment and educational opportunities for all employees, students and members of the school community without regard to race, ethnicity, gender, religion, sexual orientation, age or disability. Discrimination in employment or education on the basis of race, ethnicity, gender, religion, sexual orientation, age or disability is illegal under both state and federal law and will not be tolerated here.

The Dennis-Yarmouth Regional School District is also committed to maintaining a school and work environment free of harassment for any reason, not just on the basis of race, ethnicity, gender, religion, sexual orientation, age or disability. The District expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and students.

This policy applies to all phases of education and employment in the District - including recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, travel, or school-related social events. As used in this policy "harassment" means abusive or harassing conduct (including speech) sufficiently severe and persuasive to create a hostile learning environment for any student or work environment for any employee and may include insulting or fighting words (such as slurs on another person's character, family, race, religion, sex, ethnic origin, physical appearance, intellectual ability or disability) and rude or discourteous speech inconsistent with the habit and manners of civil discourse.

In addition, harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It constitutes sexual harassment when:

- 1. Submission to such conduct is made a term or condition either explicitly or implicitly to obtain or maintain employment or educational development and opportunity.
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual's work or educational
  performance or creating an intimidating, hostile, or offensive work or educational
  environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised benefits such as favorable reviews or grades, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the foregoing examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity and pervasiveness of the conduct:

- 1. Unwelcome sexual advances whether they involve physical touching or not
- 2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- 3. Displaying sexually suggestive objects, pictures, cartoons
- 4. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments

- 5. Inquiries into one's sexual experiences
- 6. Discussion of one's sexual activities

Any violation of this policy should be brought to the attention of the building principal or superintendent as soon as possible so that an investigation may be conducted and appropriate corrective action taken.

Any employee, student, or other member of the school community found to have violated this policy will be subject to appropriate disciplinary action, including warning, reprimands, suspension, or discharge or exclusion, subject to applicable procedural requirements.

Retaliation in any form against any person who files a complaint of sexual harassment or assists in investigating such a complaint is prohibited. Complaints of retaliation will be promptly investigated and punished. Filing a complaint of harassment does not protect a complainant from legitimate discipline, however.

**Guidelines for Dealing with Complaints of Sexual Harassment:** What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothering him or her. This can be done in the ways described in sections a. and b. below.

- 1. Always take every report of sexual harassment seriously and take some kind of action immediately. Many times, situations involving non-physical harassment can be quickly and quietly resolved if the alleged harasser and the accuser can be persuaded to sit down and talk things over in the presence of a third person.
- 2. If the accuser does not agree to meet with the alleged harasser, the accuser should be urged to write the alleged harasser a letter giving:
  - a. An exact description of the offending behavior including where and when it occurred;
  - b. A request that the behavior stop because it is harassment and against the law.
- 3. In cases of harassment involving a formal investigation to determine whether the accusation is justified, it is important to:
  - a. Have an individual of the complainant's choice present at all discussions with the accuser involving the case; and
  - b. Keep the investigating group as small as possible to protect the rights of both parties.

**Contract Disclaimer:** The provisions of this policy are designed and intended to provide guidance and information and do not create an employment contract or other employment obligation for the Dennis-Yarmouth Regional School District. The District reserves the right to unilaterally change the provisions of this policy without notice or negotiations, and its decision to do so will not create any employment contract or obligation thereafter. The final interpretation of this policy is the exclusive responsibility of the management of the Dennis-Yarmouth Regional School District.

**Complaint Procedures**: Students and employees may bring complaints of sexual harassment in accordance with the following procedures.

**Students**: Student complaints of harassment may be made orally or in writing to the building principal or the director of special services, 296 Station Avenue, South Yarmouth, MA 02664, telephone 508-398-7624. In addition, formal student complaints of harassment may be made to either or both of the government agencies set forth below. Using the District's complaint process does not prohibit the filing of a complaint with these agencies.

Office for Civil Rights 5 Post Office Square

Boston, MA 02109-3921 617- 289-0111 Program Quality Assurance Mass. Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906 781-338-3700

# SECTION G POLICIES AND REGULATIONS

# LAWS PERTAINING TO STUDENT BEHAVIOR

#### HAZING

MGL ch 269, s 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

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

MGL ch 269, s 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

MGL ch 269, s 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating or on in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General such institution which fails to make such report.

# **HARASSMENT**

Harassment of students, staff, or any individual is taken seriously and will not be tolerated in the Dennis-Yarmouth Regional School District. This policy is in effect while individuals are on school grounds, school district property, or property within the jurisdiction of the school district, school buses, or when engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, gender, ethnicity, ancestry, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal, written, electronic (cyberspace) or physical nature that is designed to embarrass distress, agitate, disturb, or trouble students.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other matters; and
- Demeaning jokes, pointed sarcasm, stories, or activities.

A hate crime is a crime motivated in whole or in part by hatred or bias, or where the victim is targeted or selected based on his/her actual or perceived race, color, religion, gender, sexual orientation, disability, national origin, ethnicity, or ancestry.

#### **BULLYING**

Bullying of any type has no place in a school setting. The Dennis-Yarmouth Regional School District will endeavor to maintain a learning and working environment free of bullying.

# Dennis-Yarmouth Regional School District School Committee Policy BULLYING PREVENTION AND INTERVENTION

The Dennis-Yarmouth Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. It is committed to maintaining a school environment where all students regardless of legal status are free from bullying and cyberbullying and the effects thereof. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

Acts of bullying and cyberbullying are prohibited:

- 1. On school grounds, property immediately adjacent to school grounds, at a school sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district; and
- 2. At a location, activity, at a function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the acts create a hostile environment at school for the victim, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

As stated in M.G.L. c. 71,  $\S$  37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions or programs.

# I. Definitions

A. student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation. Aggressor is a

- B. Bullying, as defined in M.G.L. c.71, § 370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:
  - 1. Causes physical or emotional harm to the victim or damages the victim's property;
  - 2. Places the victim in reasonable fear of harm to himself or damage to his property;
  - 3. Creates a hostile environment at school for the victim;
  - 4. Infringes on the rights of the victim at school; or
  - 5. Materially and substantially disrupts the education process or orderly operation of a school.

Bullying includes cyberbullying. It may include conduct such as physical intimidation or assault, including: intimidating an individual into taking an action against his/her will, oral or written threats, teasing, putdowns, name calling, stalking, threatening looks, gestures, or actions, cruel rumors, false accusations, and social isolation.

C. <u>Cvberbullying</u>, as defined in M.G.L. c.71, § 370 is bullying through the use of technology or any electronic communication which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio electromagnetic, photo electronic or photo optical system; including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

#### Cyberbullying shall also include:

- 1. The creations of a web page or blog in which the creator assumes the identity of another person;
- 2. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (BI) to (B5), inclusive, of the definition of bullying; and
- 3. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (BI) to (B5) inclusive, of the definition of bullying.
- D. <u>Hostile Environment</u>, as defined in M.G.L. c.71, § 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of the student's education.
- E. <u>Retaliation</u> is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying.
- F. <u>School Staff</u> includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.
- G. <u>Victim</u> is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

H. <u>Perpetrator</u>, a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

# II. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Dennis-Yarmouth Regional School District absolutely prohibits bullying, cyberbullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action. However, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

The Dennis-Yarmouth Regional School District recognizes that certain students may be more vulnerable to becoming a victim of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 more of these characteristics. The Dennis-Yarmouth Regional School District will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provides all students with skills, knowledge, and strategies to prevent or respond to bullying, harassment or teasing. The sections below describe how the Dennis-Yarmouth Regional School District will support these students.

Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the Individual Education Plan (IEP) Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the IEP shall address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

#### III. Reporting Obligations

Each school will make a variety of reporting resources available to the school community which may include, but are not limited to, a web-based reporting tool, a voicemail box, a dedicated mailing address, and/or an email address. The school will communicate the availability of these tools and the policies for reporting when they are established and then at the beginning of each school year thereafter and will be included in student handbooks and on the district and school web sites. This information will also be provided in other prevalent languages other than English used by families in the school district. Parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

**A. Reporting by Staff:** A member of school staff, including, but not limited to, an educator, administrator, secretary, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliations s/he witnesses or becomes aware of to the school principal or designee. The requirement to report as provided does not limit the authority of a staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

- **B.** Reporting by Students, Parents/Guardians, and Others: The District expects students, parents/guardian, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against an alleged aggressor solely on the basis of an anonymous report. An individual who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.
- **C. Reporting to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the victim and of the aggressor of this finding and of the school's procedures for responding to it. There may be circumstances in which the principal contacts parents or guardians prior to any investigation.
- **D. Reporting to Local Law Enforcement:** At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled, the principal or designee will notify local law enforcement if he/she believes that criminal charges may be pursued. In making this determination, the principal, will consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals deemed appropriate. The principal must document the reasons for the referral to law enforcement.
- **E. Reporting to Administrator of Another School District or School:** If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Dennis-Yarmouth Regional School District is the first to be informed of the bullying or retaliation, then the Superintendent of the Dennis-Yarmouth Regional School District or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school, so both may take appropriate action.

#### IV. School Investigation

The principal or designee, upon receipt of a report, shall promptly contact the parents or guardians of a student who has been the alleged victim or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. A principal may not disclose information from a student record of a victim or aggressor to a parent unless the information is about the parent's own child.

The school principal or designee shall investigate promptly all reports of bullying or retaliation, using a Bullying/Cyberbullying Report Form, giving consideration to all available information known, including the nature of the allegations and ages of the students involved.

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

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

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the principal or designee. A monthly report shall be provided to the Superintendent with: (i) the number of reported allegations of bullying or retaliation; (ii) the number and nature of substantiated incidents of bullying or retaliation; (iii) the number of students