

# DIGHTON-REHOBOOTH REGIONAL HIGH SCHOOL



## STUDENT-PARENT HANDBOOK 2018 - 2019

[www.drregional.org](http://www.drregional.org)

**English:** If you need this, or any other document, translated into a different language please notify the building principal

**French:** Si vous avez besoin de ce ou tout autre document, traduit dans une autre langue s'il vous plaît aviser le directeur du bâtiment

**Spanish:** Si usted necesita esto, o cualquier otro documento, traducido a un idioma diferente por favor notifique al director de la escuela.

**Portuguese:** Se você precisa disso, ou qualquer outro documento, traduzido para um idioma diferente, por favor avise o edifício diretor.

*The handbook is currently available online. To request a hard copy, please contact the main office.*

**Dighton-Rehoboth Regional High School**  
**Student/Parent Handbook**  
**2018 - 2019**

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*Dighton- Rehoboth Regional School District does not discriminate based on race, color, religion, gender, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group.*

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## INTRODUCTION

Welcome to Dighton-Rehoboth Regional High School! We welcome the opportunity and challenges that the coming year will bring us and look forward to working with you to make this year at Dighton-Rehoboth an enjoyable and productive experience.

Please take advantage of all the opportunities afforded you by excelling in your classes, joining clubs and activities, and participating in our excellent athletic programs.

This handbook is provided so that you may familiarize yourself with the procedures, rules, and regulations necessary for any school to function effectively. Please read it carefully and keep it as a reference tool to assist you throughout the school year. If you have questions regarding anything in this handbook, please consult teachers, guidance counselors, or administrators.

Together we can achieve excellence, and we look forward to another great year through good communication, cooperation, and mutual respect.

Good luck to you all!

Sincerely,

**Dr. John F. Gould**

Principal

**TBD**

Director of Student Services

**Dr. Bruce W. Tench, II**

Assistant Principal

**Mrs. Katelyn E. Lima**

Assistant Principal

**Mr. Jeremy Guay**

Director of Career & Technical Education

**Mr. Douglas Kelley**

Dean of Student Activities and  
Athletics

## MISSION STATEMENT

The primary purpose of Dighton-Rehoboth Regional High School is to provide each student with the knowledge, skills, sensitivity, and social responsibility to become a contributing citizen and lifelong learner in our ever-changing world. In collaboration with parents and the community, we prepare each student to meet the challenges and opportunities of the future by stressing high expectations and standards for students and staff members alike in a school environment which blends tradition and innovation.

Adopted: March 14, 2001, Dighton-Rehoboth Regional High School Faculty

March 27, 2001, Dighton-Rehoboth Regional School Committee.

Modified: October, 2014, as per recommendation of NEASC

## ACCREDITATION STATEMENT

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

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

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school. Individuals may also contact the Association.

**NAME OF COMMISSION**  
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
209 BURLINGTON ROAD  
BEDFORD, MASSACHUSETTS 01730-1433

**NOTE:** Dighton-Rehoboth Regional High School is currently waiting for our full report

*Dighton- Rehoboth Regional School District does not discriminate based on race, color, religion, gender, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group.*

from the 2014 NEASC visit

## **STATEMENT OF PURPOSE**

Dighton-Rehoboth Regional High School seeks to provide students with a secondary education that will best help them live a life of accomplishment and satisfaction, while encouraging individuals to be lifelong learners. Our school contributes to the growth of the whole person: physically, emotionally, and intellectually. We endeavor, then, for our students to leave our school with an understanding of the world relative to age and ability, a foundation for further learning, both independently and collaboratively, and a desire to pursue wisdom indefinitely.

We strive to foster in our students integrity, creativity, persistence, humor, community spirit, and respect for other people. We provide opportunities that promote accomplishment in a variety of fields, healthy competition, and individual and group achievement.

It is our hope that this handbook will fulfill its purpose and inspire the students of our school to participate in activities, become engaged by our various curricula, and contribute to the good of our school and community as a whole.

## **STUDENT HANDBOOK REVISION**

The Education Reform Act of 1993 legislated that: “The School Council shall review the Student Handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time.” The committee charged with reviewing this Handbook included a collaborative group, including administration, teaching staff, parents, and students.

## CORE VALUES AND BELIEFS ABOUT STUDENT LEARNING

### **RESPECT**

The school community supports high academic, personal, and professional standards for all its members, including staff, students, and the community at large through understanding and acceptance.

### **RESPONSIBILITY**

The school community promotes and encourages positive behavior, continuous academic growth, and effective communication in all its members.

### **INTEGRITY**

The school community fosters a learning environment in which all individuals demonstrate acceptance, honesty, courtesy, and mutual appreciation in both the academic and social contexts of the school.

### **EXCELLENCE**

The school community creates rigorous, relevant opportunities for all its members to achieve high standards of performance through the mastery of communication, goal-setting and critical thinking skills.

### **INDEPENDENCE**

The school community embraces each person's individuality and prepares its members for real world challenges by encouraging and instilling creativity, prioritization, and organization.

## **21<sup>ST</sup> CENTURY LEARNING EXPECTATIONS**

### ***The Dighton-Rehoboth Regional High School student will:***

The student will apply knowledge and analyze information in order to solve problems and create original products and ideas.

The student will articulate ideas clearly and effectively using multiple tools and media for a variety of purposes.

The student will use variety of digital technology and other research tools to access, evaluate, and effectively apply information.

The student will demonstrate personal responsibility, reliability, cultural respect, integrity, and ethical behavior.

## EXPECTATIONS FOR STUDENT LEARNING

### ***ACADEMIC: The Dighton-Rehoboth Regional High School student:***

- A1. speaks and writes clearly;
- A2. is a critical listener, reader and viewer;
- A3. uses a variety of methods to analyze and solve problems efficiently;
- A4. is able to access multiple sources of information in order to develop informed opinions, conclusions, and values;
- A5. is able to evaluate the need for and utilize appropriate technology;
- A6. reads and responds to a variety of literature.

### ***CIVIC: The Dighton-Rehoboth Regional High School student:***

- C1. is able to distinguish fact from opinion and truth from propaganda;
- C2. understands his/her role in community, state, nation, and world;
- C3. understands the events for the present through the experiences of others past and present, real and fictional.

### ***SOCIAL: The Dighton-Rehoboth Regional High School student:***

- S1. is confident, independent, self-reliant, and proactive in decision-making;
- S2. demonstrates tolerance or other appropriate behaviors when responding to difficult situations;
- S3. possesses personality traits and attitudes that will be welcome in society;
- S4. demonstrates a sense of pride in his/her accomplishments;
- S5. is able to make responsible decisions;
- S6. employs strategies to maximize individual potential;
- S7. demonstrates the ability to work cooperatively;
- S8. possesses skills and interests that will lead to a lifetime of fitness.

## STATEMENT OF NON-DISCRIMINATORY PRACTICES

Dighton-Rehoboth Regional High School shall provide a copy of this handbook in an alternative language, per the family's request. Should you require a copy in translation, please contact the Main Office, and translations of the Code of Conduct are available in Spanish and Portuguese. We will make every attempt to accommodate any translation needed for any school communication.

Dighton-Rehoboth Regional High School does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected group in its admission of students, or access of students to all programs or activities offered by Dighton-Rehoboth Regional Schools, including athletics and extra-curricular activities.

The Dighton-Rehoboth Regional School District strives to prevent, oppose, and prohibit harassment or discrimination based on a student's race, color, religion, gender, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected group, and will respond promptly and appropriately to any complaint or report of discrimination or harassment.

## EQUAL EDUCATIONAL OPPORTUNITY

The Dighton-Rehoboth Regional School District complies with the following State and Federal Regulations

**TITLE I:** Title I of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

**TITLE II:** Title II of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.

**TITLE VI:** Title VI of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, and national origin.

**TITLE IX:** Title IX of the Education Amendments of 1972 prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.

**SECTION 504:** Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

In any of the above cases where an act of discrimination is charged, the person affected should refer his/her allegation to the compliance officer: Ms. Janet Griffith. Specific policies and procedures of the Dighton-Rehoboth School District may be found in Sections AC, ACA, ACAB, and ACE of our Policy Manual.

## DIGHTON-REHOBOTH REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE

**Mrs. Katherine Cooper, Vice Chair**  
96 New Street  
Rehoboth, MA 02769

Term expires 2021  
(h) 508-977-7061  
[kcooper@drregional.org](mailto:kcooper@drregional.org)

**Mrs. Eliza Couture, Chair**  
176 Center Street  
Dighton, MA 02715

Term expires 2020  
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**Mr. Christopher Andrade, Secretary**  
PO Box 427  
Dighton, MA 02715

Term expires 2021  
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**Mr. Anthony F. Arrigo**  
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**Ms. Melisssa Enos,**  
5 Orleans Way  
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[menos@drregional.org](mailto:menos@drregional.org)

**Mr. Richard Barrett**  
238 Rocky Hill Road  
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Term Expires 2020  
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**Ms. Rachel Dingus**  
2408 Maynard Lane  
N. Dighton, MA 02764

Term expires 2019  
(c) 401-450-9097  
[rdingus@drregional.org](mailto:rdingus@drregional.org)

**Mr. Glenn Jefferson**  
270 Hillcrest Drive  
Dighton, MA 02715

Term expires 2021  
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[gjefferson@drregional.org](mailto:gjefferson@drregional.org)

**Mr. George Solas**  
22 Winterberry Lane  
Rehoboth, MA 02769

Term expires 2021  
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[gsolas@drregional.org](mailto:gsolas@drregional.org)

**Mrs. Janice Terry**  
66 Walker Street  
N. Dighton, MA 02764

Term expires 2020  
(h) 508-823-1194  
[jterry@drregional.org](mailto:jterry@drregional.org)

**DIGHTON-REHOBOOTH REGIONAL SCHOOL DISTRICT****DISTRICT ADMINISTRATION - CENTRAL OFFICE STAFF**

2700 Regional Road  
North Dighton, MA 02764  
(508) 252-5000

**Superintendent**

Dr. Anthony Azar

[aazar@drregional.org](mailto:aazar@drregional.org)

**Assistant Superintendent****District English Language Learner Liaison**

Dr. Kerri Anne Quinlan-Zhou

[kquinlan-zhou@drregional.org](mailto:kquinlan-zhou@drregional.org)

**District Business Manager**

Ms. Catherine Antonellis

[cantonellis@drregional.org](mailto:cantonellis@drregional.org)

**Director of Facilities**

Mr. David Nappi

[dnappi@drregional.org](mailto:dnappi@drregional.org)

**Director of Special Education**

Mr. Robert Murrary

[rmurray@drregional.org](mailto:rmurray@drregional.org)

**District Title VI Coordinator****Title IX Coordinator,****District 504 Coordinator,****District Homeless Liaison**

Mr. Robert Murrary

[rmurray@drregional.org](mailto:rmurray@drregional.org)

**504 COORDINATORS (BY SCHOOL)****Palmer River Elementary School:**

Elise DuBois, Assistant Principal

**Dighton Elementary School:**

Allison Alberto, School Nurse and Lou Kulpa,

Special Education Teacher

**Beckwith Middle School:**

Melissa DiFilippo, Guidance Counselor

**Dighton Middle School:**

Allison Gittus, School Psychologist

**Dighton-Rehoboth Regional High School:**

Designated Guidance counselor, and  
Assistant Principal

**DIGHTON-REHOBOTH REGIONAL HIGH SCHOOL****HIGH SCHOOL ADMINISTRATION****MAIN OFFICE****(508) 252-5025**

Dr. John F. Gould	Principal	<a href="mailto:jgould@drregional.org">jgould@drregional.org</a>
Dr. Bruce W. Tench, II	Assistant Principal	<a href="mailto:btench@drregional.org">btench@drregional.org</a>
Mrs. Katelyn E. Lima	Assistant Principal	<a href="mailto:klima@drregional.org">klima@drregional.org</a>
Ms. Lesley Stahowiak	High School Secretary	<a href="mailto:lstahowiak@drregional.org">lstahowiak@drregional.org</a>
Ms. Tracey Dishon	High School Secretary	<a href="mailto:tdishon@drregional.org">tdishon@drregional.org</a>
Mr. Doug Kelley	Dean of Student Activities/Athletics	<a href="mailto:dkelley@drregional.org">dkelley@drregional.org</a>
TBD	Director of Student Services	TBD

**CAREER & TECHNICAL EDUCATION****(508) 252-5030**

Mr. Jeremy Guay	Director	<a href="mailto:jguay@drregional.org">jguay@drregional.org</a>
Ms. Terry Matteson	Secretary	<a href="mailto:tmatteson@drregional.org">tmatteson@drregional.org</a>

**GUIDANCE****(508) 252-5050**

Mrs. Lisa Maidmont	Lead Counselor	<a href="mailto:lmaidmont@drregional.org">lmaidmont@drregional.org</a>
Ms. Linda Donahue	Counselor	<a href="mailto:ldonahue@drregional.org">ldonahue@drregional.org</a>
Mr. William Garcia	Adjustment Counselor	<a href="mailto:wgarcia@drregional.org">wgarcia@drregional.org</a>
Ms. Jessica Payne	Counselor	<a href="mailto:jpain@drregional.org">jpain@drregional.org</a>
Ms. Jacquelyn Tremblett	Counselor	<a href="mailto:jtremblatt@drregional.org">jtremblatt@drregional.org</a>
Ms. Kathy Shillan	Secretary	<a href="mailto:kshillan@drregional.org">kshillan@drregional.org</a>

**SPECIAL EDUCATION****(508) 252-5025**

TBD	Director of Student Services	TBD
Ms. Kim Lacaillade	Secretary	<a href="mailto:klacaillade@drregional.org">klacaillade@drregional.org</a>

**NURSE****(508) 252-5025**

Mrs. Dawn Dailey-Begin	School Nurse	<a href="mailto:ddailey@drregional.org">ddailey@drregional.org</a>
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## SECTION ONE: ACADEMICS

### BELL SCHEDULE

#### **REGULAR DAY**

Time	Green Day	Gold Day
7:17-8:47 90 minutes	1	1
8:51-10:19 88 minutes	2	2
10:23-12:18 89 minutes *Plus lunch	3	3
12:22-1:151 89 minutes	4	4

#### **LATE START DAY – 1 HOUR DELAY**

Time	Green Day	Gold Day
8:17-9:16 59 minutes	1	1
9:20-10:19 59 minutes	2	2
10:23-12:17 82 minutes *Plus lunch	3	3
12:21-1:151 87 minutes	4	4

#### **LATE START DAY – 90 MINUTE DELAY**

Time	Green Day	Gold Day
8:47-10:19 92 minutes	1	1
10:23-12:17 82 minutes *Plus lunch	3	3
12:21-1:04 43 minutes	2	2
1:08-1:51 43 minutes	4	4

#### **LATE START DAY - 2 HOUR DELAY**

Time	Green Day	Gold Day
9:17-10:19 62 minutes	1	1
10:23-12:17 82 minutes *Plus lunch	3	3
12:21-1:04 43 minutes	2	2
1:08-1:51 43 minutes	4	4

**LATE START DAY - Half Day Regular Start Time**

Time	Green Day	Gold Day
7:17- 8:07	1	1
8:11-9:01	2	2
9:05-9:55	3	3
9:59-10:51	4	4

## GRADING SYSTEM

### STUDENT INFORMATION SYSTEM

Dighton-Rehoboth School District utilizes the “X2” software package to maintain student information, scheduling, attendance, discipline, and grading. A student’s profile is available online through a parental login, and can be accessed through a hyperlink that is on the School’s webpage. If you do not have a login or need help, please contact the Guidance Office at (508) 252-5050.

### MARKING SYSTEM

A - 90 or above	SUPERIOR
B - 80 to 89	Outstanding
C - 70 to 79	Average
D - 65 to 69	Below Average, but passing
P - 65 and above	Passing
F - below 65	Failing

### GRADED WEIGHT SYSTEM

In courses designated as “Honors Level” or level 2, a ratio of 1.10 is used to increase the value of the grade. In courses designated as “Advanced Placement” or “AP ” level 1, a ratio of 1.25 is used to increase the value of the grade. In courses designated as “College Prep” level 3, a ratio of 1.0 is used.

**Note:** the grade received on the report card is not changed, but the grade point average in figuring rank-in-class does become affected by these ratios.

Level	Description	Increment
1	Advanced Placement	1.25
2	Honors	1.10
3	College Prep/Vocational	1.0

## REPORT CARDS

Report cards are issued four times each school year through the Student Information System - X2. All report cards have provisions for comments on the school-wide expectations by each teacher. Parents may consult teachers and counselors at any time concerning the progress of students. Parents may also request, at any time, that a report of progress be sent home.

**Students and parents are expected to check X2 every 10 school days.** If grade clarification is needed, please follow the following order for explanation and/or resolution:

1. Consult with your child.
2. Contact the specific teacher of the course in question.
3. Contact your child's Guidance Counselor.

If you need your child's username and password for X2, please contact the Guidance Office.

## FINAL GRADES AND EXAMS

Final grades at the end of the semester are calculated using a standardized formula.

**For Semester Courses:**

T1	T2	FINAL
45%	45%	10%

**For Full Year Courses:**

T1	T2	MIDYEAR	T3	T4	FINAL
20%	20%	10%	20%	20%	10%

**NOTE:** All textbooks and class materials are collected at the end of the course. Any student who fails to turn in or to pay for that text or loaned material by the last day of that semester will not receive their final report card and may be excluded from classes if the obligation is not satisfied by the beginning of the ensuing school year. No refunds will be made in cases where a lost book has been paid for and then found.

Seniors who receive a grade of an 85% or better in the second semester will be exempt from final exams.

## MAKE-UP WORK

All students are allowed to make up work that they missed due to absence unless cutting class or truant. If a student is absent due to illness, a parent/guardian may call the school to request homework assignments. Upon a student's return from an absence, it is the student's responsibility to contact the teacher within two (2) days, regardless of whether they have class or not, to make arrangements to make up any missed assignments and/or assessments. A reasonable time limit to complete the makeup work will be determined by the classroom teacher and a specific date for submission of the make-up work will be given to the student involved. If a student does not make-up the work within the timeframe set by the teacher, a grade of zero (0) will be assigned.

## GRADUATION REQUIREMENTS

1. The total number of credits required for graduation is 130.
2. Specific graduation requirements include a minimum of:

### PROMOTION REQUIREMENTS

All students must meet the following standards for their respective grade levels in order to be promoted to the next grade:

**Minimum promotion requirements:**

**Grade Promotion: Minimum # of Credits: Must Pass:**

Grade 9 to 10 32.75 credits Math/ELA

Grade 10 to 11 65.5 credits Math/ELA

Grade 11 to 12 98.25 credits Math/ELA

- 4 years of English for 20 credits
- 4 years of Math for 20 credits
- 3 years of lab-based Science for 15 credits
- 3 years of Social Studies for 15 credits
- 2 years of consecutive Foreign / Technical Language for 10 credits (recommended to have 3-4 years for certain colleges)
- 2 semesters of PE for 5 credits
- 5 credits of Fine and Practical Arts

**NOTES:**

- The Principal has the authority to waive, delay or approve an alternative pathway for the completion of graduation course requirements when any difficulties arise.
- This reflects minimum recommendations. Depending on the area of concentration, some colleges or universities may require additional coursework. For many colleges, it is recommended to also take four years of social studies, science, and foreign language.
- A senior in his/ her last year must earn a minimum of 17.50 credits.

## GPA

### TRANSFER STUDENTS

- To provide clarification and consistency regarding the determination of grade point average for transfer students and to ensure equity with students who have attended Dighton-Rehoboth Regional High School for the duration of their academic career, the following procedures will be observed:
  - Only courses completed at Dighton-Rehoboth Regional High School contribute to the student's grade point average. However, transfer credit is awarded for courses taken at other institutions. For example: courses are transposed onto the DR transcript as "*Transfer English*" with the letter grade and credit earned.
  - Courses taken in summer school, credit recovery or through tutoring are awarded Pass/Fail

### PERCENTILE PLACEMENT

- Students at Dighton-Rehoboth do not receive class rank. However, a student's percentile placement will be denoted on their transcript. The student's percentile placement will be run officially at the end of each semester.
- The salutatorian and valedictorian will be determined after the completion of the 3rd term of the student's senior year. Since senior year will not be completed at the time of the salutatorian and valedictorian is determined, a modified calculation will be used to determine salutatorian and valedictorian senior year only with the following weights: Term 1- 30%, Term 2- 30%, Term 3- 30%, and Midterm Exam- 10%. A student's official final grade that appears on the student's transcript will still be calculated with the following weights: Term 1- 20%, Term 2- 20%, Midterm Exam- 10%, Term 3- 20%, Term 4- 20%, and Final Exam- 10%.

## ELIGIBILITY FOR DIPLOMA

A student's eligibility for a Dighton-Rehoboth Regional High School Diploma is contingent on the recommendation of the Principal. The Principal's recommendation shall be based on the satisfactory completion of our graduation requirements. Additionally, the State Department of Secondary and Early Education has mandated that attaining a passing score on MCAS tests in mathematics, English, and science, is a graduation requirement for all high schools in the Commonwealth. (The Massachusetts Education Reform Law of 1993, state law, G.L. c. 69, § 1D)

Students must demonstrate proficiency in English and mathematics if they do not attain a score of 240 on either the ELA or math MCAS. These Educational Proficiency Plans will demonstrate proficiency in lieu of a 240 score. Successful completion of an EPP will be required for graduation for those students. In addition, as a result of the Education Reform Act of 1993, early graduation is not an option and all students must graduate in June.

## GRADUATION CEREMONIES

There are established rules and procedures that regulate the graduation ceremonies. These rules, which are disseminated to the seniors at graduation rehearsals and reviewed with them by the Principal, specify who may participate, the conditions of participation, and the general procedures. In order to participate in the graduation ceremonies a senior without the requisite credits/courses must be able to complete his/her graduation credits before the conclusion of the graduation school year. This plan must be set with administration approval.

Students who violate the rules and procedures that govern the graduation ceremony shall have their diplomas withheld. The student will then have to appear before the School Committee or the school committee designee to request the release of his/her diploma. The release of any diploma shall not be automatic upon request.

***Participation in graduation ceremonies is a privilege***, not a requirement; a student may be denied participation in graduation when personal conduct or failure to meet obligations so warrants.

## SCHOOL CHOICE

The Dighton-Rehoboth Regional School District is participating in the Commonwealth of Massachusetts' School Choice Program for the 2017-2018 school year.

School Choice is a state program that allows non-Dighton and non-Rehoboth, Massachusetts residents to attend the Dighton-Rehoboth Regional High School. There will be 10 openings in the incoming Freshman Class, 10 openings in the sophomore class, 4 in the junior class, 1 in the senior class, for a total of 25 available opportunities. Transportation will not be provided by the district.

## CAREER-TECHNICAL EDUCATION PROGRAM

### ADMISSIONS

An admission process is necessary in vocational-technical programs where there are more applicants than openings, and space is a limiting factor. Vocational-technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories may lack both space and staff to accommodate the possible needs and/or interests of all applicants.

As a result, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to Vocational/Technical programs in grade nine will spend the first half of the school year being exposed to every available career pathway as well as have an opportunity to experience at least four career areas in greater depth.

At the beginning of 2<sup>nd</sup> semester students will be given an opportunity to experience a specific career pathway for an extended amount of time. Shortly after the 3<sup>rd</sup> term, students will make

their final selections for permanent placement for the upcoming school year. All students are evaluated in every rotation starting at the beginning of the school year. In addition to attendance and discipline, these evaluations are relied upon for final placement.

Final placements will be confirmed and mailed home to the parents or guardians of all students interested in the vocational-technical programs at Dighton-Rehoboth Regional High School. The Admissions Procedure is available upon request at the Career & Technical Education Office (508) 252-5030.

## **PROGRAM REQUIREMENTS**

In addition to completing DRRHS graduation requirements, CTE students enrolled in any of the following programs: Automotive Technology, Carpentry, Criminal Justice, Culinary Arts, Drafting Design & Engineering, Early Education & Care, Environmental Technologies & Sustainability, Machine Technology, Marketing, and Television Broadcasting will be eligible for a Certificate of Occupational Proficiency (C.O.P.) along with their DRRHS diploma.

The Education Reform Act, 1993 which established the Certificate of Occupational Proficiency - M.G.L.c.69 section 1D (iii) states: The certificate of occupational proficiency shall be awarded to students who successfully complete a comprehensive education and training program in a particular trade or professional skill area and shall reflect a determination that the recipient has demonstrated mastery of a core of skills, competencies and knowledge comparable to that possessed by students of equivalent age entering the particular trade or profession from the most educationally advanced education systems in the world.

DRRHS will offer three levels of attainment: Participation, Proficiency, and Mastery. For all awards, students must pass 3 full years (30-40 credits depending on program) of the same CTE pathway (exclusive of exploratory), obtain an OSHA 10-hour General Safety credential (or equivalent), pass the Workplace Readiness examination and obtain over 75% proficiency or mastery of the skills contained in their specific Career/Vocational Technical Framework. Additional credentials may apply, depending upon the career pathway. Awards of Participation, Proficiency, and Mastery are based upon above accumulated credentials and competencies.

## **CTE PARTICIPATION REQUIREMENTS**

All students that participate in ANY CTE LAB, including students in Exploratory and Elective areas are expected to arrive in their classroom/lab prepared to actively engage in the course offerings. The following guidelines are strongly enforced. Students who do not abide by these requirements are not allowed to participate, and are responsible to stay after school to make up the missed work. These guidelines are reflective of the professional requirements found in industry and are in place for student and overall shop safety and operation.

1. Electronic devices are only allowed as directed by the teacher as part of the instruction. Phones, MP3, headphones and similar electronic media must be turned off and put out of

- sight at all times.
2. For Automotive Tech, Carpentry, Environmental Technology, Machine Technology, Exploratory, and all Electives in these career labs, the following is required in order to participate in the class:
    - a. Safety glasses must be worn at all times (Exploratory students receive one pair at no charge). If replacement glasses are needed, an additional pair may be purchased in the CTE Office)
    - b. Work boots – must be durable and laced up. Steel-toed boots are preferred.
    - c. Clothing – a change of work clothes is recommended. Arms and legs must be covered, and clothing should not be susceptible to getting caught in machinery.
    - d. Jewelry – such as necklaces, earrings, rings, and watches may be needed to be removed, as per teacher request, for the safe operation of specific machines and equipment.
    - e. Hair – long hair must be tied back and out of the way to assure safe operation of specific machines and equipment.
  3. Students placed in Culinary Arts are required to purchase a chef's jacket, pants and hat. This is the uniform for all activity once students are accepted within Culinary pathway.
  4. Students in Early Education & Care, Drafting Design, Marketing, Criminal Justice, and Television Production require professionally appropriate clothing as reflected in industry.

## COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is a continuation of the school program that provides qualified Ch. 74 senior students with an employment opportunity in a specific career setting. The work engaged in must be directly related to the career in which the student has been trained and Cooperating employers agree to provide additional training as specified by the school. Students participating in this program work during their scheduled shop time. The employer reports student performance to the school on a regular basis and students are paid for their work. Students must have been enrolled for at least one and one half years of full time study in a specific vocational technical program to be eligible.

Eligibility for the Cooperative Education Program is met during the junior year and is based on the following criteria:

- A student must maintain a 95% attendance rate.
- A student must maintain a grade point average of 70% or better and receive no grade lower than 65% in any course.
- A student must maintain a conduct/effort grade level of 2 or better.
- A student must meet minimum program competency requirements and receive the recommendation of the CTE instructor, Director of CTE programs and Guidance

Counselor.

- A student not meeting these criteria will be reviewed following term 2 progress reports during the senior year.
- A student may be removed from the Cooperative Education Program if one or more of the following conditions exist during terms 2-4 of the senior year:
  - The student receives a failing grade in any subject
  - A student receives a conduct grade average of 3 or 4
  - The student is absent more than three (3) unexcused absences in a term
  - A student participates in behavior leading to disciplinary suspension from school
  - A student fails to return time slips, weekly work reports and/or evaluations to school

Final determination of eligibility is at the discretion of the Director of CTE.

## **CAREER & TECHNICAL EDUCATION ELECTIVES**

CTE elective courses provide students with opportunities to explore many of our vocational areas. Students who participate in CTE electives receive instruction as guided by the DESE Vocational Curriculum Frameworks. Students will be assessed throughout the course on Safety, Skill knowledge and application, Employability, Entrepreneurship, and Technology.

Please refer to the Dighton-Rehoboth Regional High School Program of Studies for detailed information. These courses are offered without bias to all students. If you should have any questions about the district's policy about equal opportunity or 504 regulations, please contact Mr. Robert Murrary, Title IX Coordinator (2700 Regional Road, North Dighton, MA, 02764 or 508-252-5000.) or your child's guidance counselor.

## SECTION TWO- STUDENT SERVICES

### GUIDANCE DEPARTMENT

#### GUIDANCE MISSION

Our mission as school counselors is to provide a comprehensive program that will assist all students in acquiring the skills, knowledge and attitudes needed to become effective students, responsible citizens, productive workers and lifelong learners. The school counseling program addresses the academic, career/college, and personal/social needs of all students, and has a commitment to supporting every student's unique abilities and to valuing diversity.

#### GUIDANCE PROGRAM DELIVERY

Program delivery is comprised of four equally critical components: Responsive Services, Guidance Curriculum, Individual Planning and System Support. The first three components deal with direct services to students; they are the primary ways counselors assist students in acquiring competencies and achieving academic success. The fourth and equally important component, System Support, deals with management and collaboration efforts required to support and implement the school counseling program so that all students may benefit from the program.

#### GUIDANCE SERVICES

The guidance department services students through class assemblies, classroom presentations and lessons, small group presentations, counseling sessions, and individual counseling appointments. Every student is assigned to a guidance counselor and all students have access to the school adjustment counselor. Counselors make every effort to establish rapport and connect with all students on their caseload, and students have access to seek out counselors by making their own individual appointments when they need support.

#### SCHOOL ADJUSTMENT COUNSELOR

School Adjustment Counseling services are available for all students, in both general education and special education. The School Adjustment Counselor works with students, parents, administrators, and faculty, as well as community providers to assist students in improving their school achievement and social/emotional growth.

Students can receive help from a school adjustment counselor by signing up for an appointment in the Guidance office. Parents, teachers, Guidance Counselors, and administrators may also request such services for a student.

Services include:

- Individual counseling/ group counseling
- Crisis Intervention

- Social skill development
- Conflict resolution
- Consultation
- Family Sessions/Parent Meetings
- Referrals to community agencies
- Coordination of services within the school

## SCHOOL SERVICE

Teachers will petition for school service requests no later than May 1st in anticipation of the next school year. If the school service position is approved by the administration, then all school service positions will be posted by the end of May. Rising seniors will have the opportunity to apply for school service positions before the end of the school year. The teacher will interview candidates who apply and select one student who will fulfill the position. Students will not receive credit. Students must be on track to complete their graduation requirements and have a minimum overall GPA of 90.

## COURSE ADD/CHANGE/DROP PROCEDURE

Our course schedule and teacher assignments are developed based on information that we receive from our students and their parents or guardians in the winter and spring about course choices. Requests for changes will only be honored after the teacher, Department Heads, school counselor, and the appropriate administrator have carefully considered the reasons for the proposed changes and only if space and resources are available.

Students who wish to drop or change a class must submit a ***Course Change Form*** to their school counselor that has been signed by a parent or guardian, the teacher whose class is being dropped, the appropriate Department Head, the school counselor, and the appropriate school administrator.

Requests for change such as disliking a course, underestimating the course expectations, selecting or deselecting a specific teacher, wishing to take an easier course, not realizing what the course would be like, or wanting to be in a class with friends are inappropriate reasons for a schedule change and will not be honored.

This procedure has been developed to prevent staffing, scheduling, and teaching and learning problems that result from late schedule changes. Once the school year has begun, schedule conflicts, oversubscription, and other factors may make certain courses unavailable. We cannot stress enough the importance of carefully considering and selecting courses in the spring.

## COURSE LEVEL TRANSFERS

When a student transfers from one level to another in the same year, the student must complete the *Course Level Change Request Form* available in the Guidance Office. No student's course level change will be honored unless the student has fulfilled the obligations set forth in the *Course Level Change Request Form*. No course level change can occur after the third week in October.

COURSE LEVEL TRANSFERS	SEMESTER COURSES	YEAR-LONG COURSES
Before Add/Drop Period 3 <sup>rd</sup> Friday in September	Grade does not transfer. Student will make-up work in new course	Grade does not transfer. Student will make-up work in new course
After 3 <sup>rd</sup> Friday in September but before 3 <sup>rd</sup> Friday in October	Student cannot change a semester course at this time	Grade Transfers by +/- 10 points for each level change
After Semester 1  Must have Principal approval for extenuating circumstances		A student will receive a W (withdrawal) in the student's current course on his or her transcript. The student's final grade will be determined from the student's performance on his or her new course. The grade from the prior course will still transfer by +/- 10 points for each level change.

## PARTIALLY COMPLETED COURSES

- In the event a student is medically excused from a year-long course and has completed a semester in that course, then the student whose semester grade is passing should receive 2.5 credits for the half year and a WP (Withdrawal Passing) as a final letter grade. In the event the student is failing the course at the point of withdrawal, then the student will not earn credits and will receive WF (Withdrawal Failing). A WP or WF will not count toward a student's GPA. Students will not receive prorated credits beyond 2.5 for any full- year courses partially completed in semester 2. Prorated credits do not count toward graduation requirements

## LATERAL TRANSFERS:

- Students are not allowed to make lateral transfers (those that do not involve a change in level). In the event a student needs to make a lateral move as a result of an unforeseen schedule change, the student's grade should be transferred to the new teacher and weighted accordingly.

## SUMMER ASSIGNMENTS

In order to encourage a lifelong love of reading, develop critical thinking skills, and foster vocabulary development, all students at Dighton-Rehoboth Regional High School are required to complete summer reading. All students enrolled in a college level English class will read one title. Students enrolled in honors or AP courses will read three titles. Much care and effort are taken to assign relevant and engage titles. In the fall, summer reading selections will be assessed in numerous ways, such as in-class essays, discussions, and projects. All students are expected to have read the work before school begins in September. Students will earn a grade for their work. Any work not completed will receive a zero, in addition to possible disciplinary consequences.

## CREDIT RECOVERY

**Students may attend an accredited night school or summer school, or register for approved online courses, as determined by the Principal, for the purpose of:**

1. Making up a failing grade in a major course required for graduation (maximum of two classes)
2. Acquiring a maximum of 10 elective credits for graduation (seniors only).

Students who enroll in credit recovery courses will receive pass or fail grades upon completion. Students are only allowed to take up to 5 credits each school year unless the student receives the approval of the administration to obtain more credits. A contract requiring approval of the administration can be picked up in Guidance

**The following rules govern both summer school and night school attendance:**

1. The student must meet with his/her guidance counselor two weeks in advance of the starting date of summer school or night school to develop and document a written proposal of attendance.
2. The student's guidance counselor, and the principal must give their written approval of summer school or night school attendance if the course(s) undertaken, and subsequent grade(s) and credit(s) are to be recognized by Dighton-Rehoboth Regional High School.
3. In order to attend an approved summer/night/online school or register for a night/online/summer school course, the student must have a grade of at least 50 in the failed course or receive administrative approval.

Exceptions to any of the above rules or procedures may be requested in writing and approved by the principal.

## TUTORIAL ASSISTANCE

**Illness:** State regulations require that a student be absent 14 consecutive school days before tutoring can be provided. The student is entitled to 1 hour per week per major subject, up to a total of 5 hours per week during the period of

convalescence. To initiate tutorial procedures the parent or guardian should call the Office of the Superintendent at 252-5000 during the school day. A T-28 form indicating home hospitalization can be obtained through the guidance department or school administration.

In cases where there is little doubt that the student's incapacity will exceed the 14 days required, it is recommended that the call be placed as soon as possible in order to expedite the paperwork required.

**Grades:** Students who are tutored due to a long term absence from school will be assessed by a grade of P (pass) or F (fail) from the tutor. Once the student returns to school, his/her term grade will be calculated based upon assignments completed in the classroom with his/her academic teacher. Tutoring grade may be considered when the teacher is assigning the overall grade at their discretion.

## **HOME EDUCATION**

The Dighton-Rehoboth Regional School Committee recognizes and respects the right of parents or guardians to educate their child(ren) at home. The School Committee appreciates the personal and cultural uniqueness of each family and desires to ensure that the process by which school officials approve and review home education programs is both lawful and equitable.

Therefore, the School Committee has established a home education policy. This policy which provides the necessary proposal procedures, the mandatory components, and any further details that you may need, can be requested in the main office of the high school.

## **EARLY SCHOOL LEAVE**

A request to leave school early prior to the last day of school must be presented in writing to the Main Office. The request will be evaluated by an administrator based upon the following criteria:

### **1. NECESSITY**

**Is the reason for the request to leave early considered “optional” in the eyes of the school; i.e., a vacation, summer camp, internship, etc.?**

If it is, the request will be denied and your child is expected to be in school.

If the student does not attend school during the requested dates, his or her grade will be recorded as INCOMPLETE and all make-up work, including the final exam, will be left by the teacher at the school. The student will be required to do all the work at the school and be completed by August 15, unless otherwise specified in writing by the teacher.

The assignments and tests will be corrected and returned to your child on the opening day of school in September and a final grade will be entered at that time. Should the work not be completed by August 15, a grade for your child will be computed using a zero for each piece of work not completed.

## 2. EXTENUATING CIRCUMSTANCES

**Is the reason for leaving school early or not taking a final exam UNAVOIDABLE; i.e., military commitment, serious medical reasons, moving out of town, court assignment, death in the family, etc?**

If the cause for the request is unavoidable, as determined by a building administrator, grades for that student will be closed as of the date of leaving and no make-up work or exam will be required.

## HOMELESSNESS

The Dighton-Rehoboth Regional School District must “ensure the educational rights and protections for children and youth experiencing homelessness” and remove barriers for enrollment and retention as set forth in the McKinney-Vento Homeless Assistance Act (2002). Also refer to School Committee Policy JFABD.

Definition of homelessness (Section 725(2)): Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised shelter, and institution that provides temporary residence, or a public or private place not designated or ordinarily used as regular sleeping accommodations for human beings. Included in this definition are:

Children and youth sharing housing of others; living in motels, trailer parks, cars, parks, public spaces, abandoned buildings, emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.

Unaccompanied youth who are not in the physical custody of a parent/ guardian or state agency.

Parents who lack fixed housing can be assisted by the school principal, guidance or adjustment counselors, school psychologist, or the district's homeless liaison, Mr. Robert Murray, Director of Special Education, 2700 Regional Road, North Dighton, MA 02764 or 508-252-5000.

## ENGLISH LANGUAGE LEARNERS (ELL)

In an effort to educate each child individually, it is important to consider how each child can best learn. English language learners (ELL) or limited English proficient students (LEP) are provided with the opportunity to be proficient in English and provided with full access to the academic, non-academic, and extracurricular activities as English speaking students. Some students do not have a strong base of literacy or fluency in their first language and need to develop essential skills in listening, speaking, reading, and writing in English. In order to accomplish these goals, English language learners will receive sheltered English instruction in English classrooms in accordance with state and federal laws. Sheltered instruction addresses the concepts and skills as defined in the curriculum and assists students with language development. If parents do not want

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their child to participate in an ELL program, a waiver may be granted.

## FIELD TRIPS AND ACADEMIC GOOD STANDING

To be eligible for field trips, students must have good attendance, passing grades, and demonstrate acceptable behavior. This defines students in academically good standing. However, poor behavior, poor attendance or failing grades do not demonstrate students in academically good standing. Therefore, missing scheduled classes to attend field trips, or other functions identified by school administration, will not be allowed for students who do not meet all of the following criteria:

1. Passing all current classes and no failing grade on most recent report card;
2. Fewer than five tardies in every class during current semester;
3. No more than one discipline referral during current school year;
4. Fewer than eight (8) total excused or unexcused absences during the semester.

## COLLEGE AND CAREER TESTING

Dighton-Rehoboth Regional High School is a test center for the College Board. Registration bulletins and college testing booklets are available in the Guidance Center.

**ACT – American College Testing:** This assessment is used throughout the country by college and university admission offices. Somewhat like the SAT Test it is curriculum-based and includes tests related to subject areas: English, mathematics, reading, science reasoning, and writing. Each subject area is given a scaled score between 1 and 36. Those area **scores** are then averaged into your composite score, which also ranges between 1 and 36.

**AP - Advanced Placement Testing:** Three-hour tests administered in May each year at Dighton-Rehoboth Regional High School for students seeking advanced standing or credit in college in certain subject areas.

### **PSAT/NMSQT – Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Tests:**

The PSAT is a practice test for the SAT-I and students who are considering education after high school. It is generally taken in October of the student's junior year. Students are made aware of the test date via announcements, and checks made payable to the high school covers the administration of the test.

**The SAT Test:** Taken most often in the junior year and again in the fall of the senior year, it is often required for admission to many colleges. The **SAT** is scored on a scale from 400 to 1600. You'll get two section scores, one for Math and one for Evidence-Based Reading and Writing (EBRW), which is essentially your Reading and Writing sections combined. The scale for both Math and EBRW ranges from 200 to 800.

**SAT Subject Tests:** These tests cover a variety of academic areas and are designed to test your level of knowledge. Colleges requiring these tests usually are among the most competitive and often request two or three specific tests based on the area of study a student is applying to.

Students must investigate college requirements carefully, and be aware of when tests are given.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973:**

The Dighton-Rehoboth Regional School District, in conjunction with Section 504 of the Rehabilitation Act of 1973, does not participate in discrimination or harassment on the grounds of race, color, sex, national origin, age or disability in any educational programs, activities, or employment. Furthermore, the Dighton-Rehoboth Regional School District has procedures regarding the referral, evaluation, and placement of students with disabilities who are eligible under Section 504. The 504 Coordinators for the High School are the Assistant Principals; the 504 Coordinator for the District is the Director of Special Services. Please contact the Guidance Office of the High School (508-252-5050) or Special Services Office of the Superintendent's Office (508-252-5000), both located at 2700 Regional Road, North Dighton.

## **RTI**

**Response to Intervention** Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning, behavior and social/emotional needs. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions for all students, creating a well-integrated system of instruction and intervention guided by child outcome data. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students.

For RTI implementation to work well, the following essential components must be implemented with fidelity and in a rigorous manner:

- *High-quality, scientifically based classroom instruction.* All students receive high-quality, research-based instruction in the general education classroom.
- *Ongoing student assessment.* Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RTI process, student progress is monitored frequently to examine student achievement and gauge

the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time.

- *Tiered instruction.* A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based interventions matched to student needs.
- *Parent involvement.* Schools implementing RTI provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

The RTI process, it is generally defined as a three-tier (or three-step) model of school supports that uses research-based academic and/or behavioral interventions. The Three-Tier Model is described below.

### **Tier 1: High-Quality Classroom Instruction, Screening, and Group Interventions**

Within Tier 1, all students receive high-quality, scientifically based instruction provided by qualified personnel to ensure that their difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Students identified as being "at risk" through universal screenings and/or results on state- or districtwide tests receive supplemental instruction during the school day in the regular classroom. The length of time for this step can vary, but it generally should not exceed 8 weeks. During that time, student progress is closely monitored using a validated screening system such as curriculum-based measurement. At the end of this period, students showing significant progress are generally returned to the regular classroom program. Students not showing adequate progress are moved to Tier 2.

### **Tier 2: Targeted Interventions**

Students not making adequate progress in the regular classroom in Tier 1 are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress. Intensity varies across group size, frequency and duration of intervention, and level of training of the professionals providing instruction or intervention. These services and interventions are provided in small-group settings in addition to instruction in the general curriculum. In the early grades (kindergarten through 3rd grade), interventions are usually in the areas of reading and math. A longer period of time may be required for this tier, but it should generally not exceed a grading period. Students who continue to show too little progress at this level of intervention are then considered for more intensive interventions as part of Tier 3.

### **Tier 3: Intensive Interventions and Comprehensive Evaluation**

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At this level, students receive individualized, intensive interventions that target the students' skill deficits. Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). The data collected during Tiers 1, 2, and 3 are included and used to make the eligibility decision.

Source: <http://www.rtinetwork.org/learn/what/whatisrti>

## HARRINGTON MEDIA CENTER

The Harrington Media Center is open daily from 7:10 a.m. until 2:05 p.m. Students are encouraged to utilize the resources available within the Media Center to enhance their learning experiences and develop research and study skills.

### PROCEDURE

Students using the Media Center before school, during lunch, and after school must be aware that the behavior in the Center is expected to be respectful; otherwise the student's privilege to be in the Media Center during these times will be lost.

While school is in operation, students may enter the Media Center in one of two ways:

- As part of a class accompanied by a teacher who has reserved a lab, cart, or section of the Media Center
- Independent, with a pass from a Staff member, detailing the purpose and reason for being in the Media Center.

Regardless of the need, students in the Media Center, must be respectful of others in the Center, and must be engaged in an assigned activity.

Most library materials circulate for a two week period. The student's Identification Card serves as their library card, and this must be presented in order to sign out materials. Students are expected to return all borrowed materials within the allotted time and to pay for any lost or damaged library materials.

Failure to comply with any of the Media Center rules and regulations can result in a suspension or long-term loss of privilege, in addition to a disciplinary action.

### CHROMEBOOK USE

1. Chromebooks must be obtained through the librarian.
2. Chromebooks may not be assigned to students outside of the Media Center unless a teacher has reserved the cart.
3. Digital Literacy students receive precedence over others regarding Chromebooks and in Media 2.

## **HEALTH SERVICES**

Dighton-Rehoboth Regional High School has a registered nurse on staff located in Room 500. The nurse helps those who are injured, become ill, or are required to take prescribed and non-prescribed medication while at school; **the nurse does not diagnose**. Permission to see the nurse during class should be secured from a teacher.

If a student becomes ill during school time, s/he must report immediately to the Nurse's Office. Arrangements to go home are made with the school nurse and with the parents. **Students are not allowed to go home without the consent of either the parent (or parental designee) and the school nurse. Without the school nurse's consent, the dismissal will be considered unexcused.** When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian immediately.

It is the responsibility of the student to provide complete and up-to-date emergency contact information and current physical for the school.

**Any student who leaves school because of illness without reporting to the nurse or main office for dismissal will be marked as cutting class(es) and notes on the next day will NOT be accepted; in addition, disciplinary consequences will be assigned.**

**Students are not to use cell phones to arrange dismissals due to illness.** Any student who has used a cell phone to arrange dismissal or to obtain permission to be dismissed will be subject to disciplinary consequences, including office detention and suspensions.

Non-prescription medicines may not be brought to school or used by any student on school premises. Occasionally a student may require acetaminophen and/or ibuprofen. These over-the-counter medications will be given to students only when a parent has signed the emergency card giving permission **AND when the medication has been provided to the school by the parent/guardian.**

If a student is diagnosed with an infectious or contagious condition (strep throat, mononucleosis, pertussis, staphylococcus, chicken pox, etc.), please contact the school nurse to alert her to the existing health problems of the student. This information is necessary for establishing prevention and control measures, as well as the protect students and/or families who are at risk from exposure to infectious diseases.

If it is apparent that the student is going to be out of school for two or more days because of illness, parents may request assignments by calling the Main Office or Guidance. Teachers will leave assignments in the main office, where parents may collect them. If a student will be absent for an extended period of time (two weeks or more) due to serious illness, notify the school

nurse, obtain a Physician Statement (form 28R) for doctor's signature, and arrangements can be made by the Guidance Center for home or hospital academic support.

Students who require Epi-Pens or Benadryl for severe allergic reaction must bring the medication(s) with the required permission forms from both parent and physician within the first three days of school.

## MEDICATION

### PRESCRIPTION AND NON-PRESCRIPTION MEDICINES

To promote the health and safety of students, the school nurse shall supervise the administration of medication in the school. The required guidelines for the administration of medication is as follows:

1. Non-prescription medicines **may not** be brought to school or used by any student on school premises **unless accompanied by a doctor's medical order.**
2. Whenever possible, prescription medicines should be administered at home. When a physician specifies that medicine must be administered during the school day, the guidelines for supervision of medication are:
  - a. All medicine, including Acetaminophen and Ibuprofen, **must be brought to the Health Office** by a parent or designated adult.
  - b. Medications, be it prescription or otherwise, that need to be administered daily, or for short-term duration, or as emergency medications need to provide the following information:
    - i. the prescription label and number **of doses in the bottle**
    - ii. the name of the drug
    - iii. directions for administration, including times and dosage
    - iv. the patient's full name
    - v. **written authorization from a physician, including start date.**

### VIOLATION OF MEDICATION PROCEDURES

To protect the health and safety of all students in the building, the following disciplinary action will be imposed on students who violate the medication procedure:

1. Students who bring prescription or over-the-counter medication into school for personal use will be subject to the following discipline procedures:
  - a. First Offense
    - i. The medication is confiscated immediately

- ii. The parent will be contacted immediately and the medication returned to the parent
  - iii. The parent and student will discuss the medication procedure with the School Nurse
- b. Second Offense
  - i. The student may be suspended from school
- c. Third Offense
  - i. The student may be suspended from school for ten days and face possible expulsion procedures.
2. Any student who distributes, sells, or otherwise make available prescription or over-the-counter medication to others may be suspended from school for ten days and face expulsion procedures.

## **ELEVATOR ACCOMMODATION PROCEDURES**

In the interest of promoting safe and responsible use of the elevator, it is essential that the following conditions be satisfied and understood:

1. Written notice from a student's physician documenting a diagnosis, stating a need for elevator use, and estimating a length of time during which the elevator will be needed.
2. Verbal confirmation from a student acknowledging and agreeing to the following conditions:
  - a. that the elevator's safety features be reviewed by the student with the nurse prior to first use;
  - b. that the elevator only be used when necessary to attend a scheduled class;
  - c. that the elevator only be used with one other student;
3. **In the event of an emergency evacuation, the elevator should not be used because it may stop automatically, trapping anyone inside.** Participating students should remain with his/her teacher and exit with them.

Exceptions to the aforementioned conditions are subject to the discretion of the school nurse and Principal.

## **PHYSICAL EXAMINATIONS**

Chapter 71, Section 57, of the Mass. General Laws and the Department of Public Health Regulations mandates that each school system adhere to the following:

Physical examinations be performed on all students upon entering school and thereafter every 3-4 years. In our school district this is **done prior** to entering school, grade 3, grade 7, and grade 11. **These**

**physical examinations are not provided by the school.** Students are to have these exams performed by their personal physician and the necessary form returned to the school. Students in Grade 11 may not attend school after the first semester unless they have had the required physical exam.

Immunizations and boosters are required at regular intervals.

Students participating in interscholastic athletic activities must have a physical exam within 13 months from the date on file.

## STUDENT PREGNANCY

The right to an education cannot be denied due to pregnancy. A student who becomes pregnant should inform her guidance counselor and the school nurse should be notified of her condition so that appropriate plans can be developed.

Home-bound educational services shall be provided for the student after she is no longer able to remain in school.

School counseling services shall be made available as needed and as appropriate.

Students who are pregnant will be permitted to remain in regular classes and participate in extra-curricular activities throughout their pregnancy, and, after giving birth, are permitted to return to the same academic and extracurricular program as before the leave. (Refer to School Committee Policy J.I.E.)

## SECTION THREE - SAFETY PROCEDURES

### AMBULANCE PROCEDURES

The procedures outlined below are followed, without exception, in providing ambulance services for high school students:

1. In all life-threatening medical and trauma emergencies, the Dighton Fire Department Ambulance will transport to Morton Hospital (Taunton) or Sturdy Hospital (Attleboro) per their point of entry plan.
2. However, in all other emergencies (no life-threatening) the ambulance shall be dispatched according to the patient's or the patient's parent requested destination.

### NON-VIOLENT PHYSICAL CRISIS INTERVENTION

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Dighton-Rehoboth Regional School District. Further, students of the district are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used

*Dighton- Rehoboth Regional School District does not discriminate based on race, color, religion, gender, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group.*

only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm. A member of the School Committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

In special circumstances, waivers may be sought from parents of students through the Individual Education Program (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

## **EMERGENCY PROCEDURES/SAFETY**

1. You should vacate the building quickly and quietly using the designated exits.
2. Walk quickly. Do not run.
3. Students and teachers should close all windows and doors before leaving. The first person through the exit should hold back doors until all have filed out and then proceed to designated area for the class you are attending. Check the wall by the door in that particular classroom to locate the specified exit.

### **In case of alarm between classes:**

Move slowly, without pushing, into the nearest side of a double line and pass through the nearest exit unless otherwise directed by a faculty member.

### **In case of alarm during any lunch period:**

Students at lunch should move in orderly and leave the building at the nearest door, unless otherwise directed by a faculty member.

## A.L.I.C.E.

Families and communities expect schools to keep their children safe from all threats including human-caused emergencies such as crimes of violence. In collaboration with local government and community stakeholders, our school has taken steps to plan and prepare to mitigate these threats. Our school employs the strategies of the A.L.I.C.E program, which have been accepted as best practices through a partnership between the Federal Department of Education and the Federal Bureau of Investigation. The program includes courses of action that describe how students and staff can most effectively respond to an Active Shooter situation to minimize the loss of life, and teach and train on these practices. No single response fits all active shooter situations however, A.L.I.C.E. training for students and staff ensures each individual knows his or her options for response and can react decisively to save valuable time. For all non-fire emergencies DRRHS follows the A.L.I.C.E. PROTOCOL:

Alert—Lockdown—Inform—Counter---Evacuate

**A video is provided for review: [Waltham High School Video](#)**

In cases where an emergency situation or security issue requires that students be secured in classrooms or other supervised areas, students and faculty will be notified to clear the halls immediately. In the event that a student is in a hallway, he/she is to go to the nearest classroom or secure area.

During a lockdown, students are not permitted to freely roam classrooms or corridors or open any doors. Classroom teachers are instructed to keep all students quiet to maintain safe and not to compromise any students or staff. Students should keep in mind that a true lockdown may extend for upwards of an hour.

Any person in the building, including students, can call for a lockdown. Be advised that calling a lockdown falsely will result in suspension and referral to the police.

## BUILDING SECURITY

Dighton-Rehoboth has instituted several procedures designed to tighten building security and to keep unauthorized persons out of the school building:

- After all buses have arrived, all of the doors in the school are locked at 7:17 A. M.
- Students who are tardy to school, or anyone visiting the school, must ring the buzzer located at the main entrance to the school, identify themselves, and report to the main office. Tardy students must sign in and secure a pass from the office. Visitors must secure a visitor's pass from the office.
- Anyone seeing a stranger in the building without a visitor's pass is to notify the main office.
- No one may open an outside door to allow someone to enter, not even a known friend. The penalty for not following this rule is a one-day suspension.
- A video camera system for the main entrance has been implemented for further security.

## SECTION FOUR: ATTENDANCE

Daily attendance is vital to academic success. Class discussions and classroom interactions provide the main focus for learning and cannot be replicated through make-up assignments. A student who develops a pattern of frequent absences from school can never make up the instruction and learning that took place during the time he/she missed.

State law (M.G.L. Chapter 76, section 2) requires regular attendance at school. Any student who has accumulated seven absences in six months is subject to action by the school including disciplinary or legal action, parent conferences with the administration, guidance counselor, school nurse, and/or the supervisor of attendance. We realize that there are instances when a student may be temporarily absent from school including illness, death of a family member, or religious holidays. Absences for any other reason are strongly discouraged.

### DEFINITIONS

**TARDY:** A student who is not in their classroom at 7:17 A.M. is considered tardy. If the student does not meet this deadline, he or she must go to the Main Office and receive a tardy slip for admittance to the classroom.

**ABSENCE:** When a student is absent from first period, the teacher reports the student's absence to the Main Office. A student must be in school and attend a minimum of 3 classes in a day to be recorded as present. A student marked ABSENT for the day is not eligible to participate in after school or evening activities on that day unless you have a legitimate excuse approved by administration.

If a student is absent from school, a parent/guardian should call the school before 9:00 a.m. on the day of the absence to inform the school.  
**This call does not constitute an excused absence.**

### EXCUSED

**ABSENCE:** An absence that is documented by providing support in one of the following manners is considered excused:

- Doctor or physician's note
- Bereavement
- Religious observance
- Professional appointments that could not be scheduled outside the regular school day (i.e. court appointments)
- Field trips or other school-sanctioned

event/activity - College visits approved ahead of time by guidance

### **UNEXCUSED**

**ABSENCE:** Examples of unexcused absences: family vacations, out-of-school suspensions, lack of transportation, work, and illness (unless proper and conclusive documentation is produced).

**DISMISSAL:** Anytime a student leaves school before 1:51 P.M. Without exception, a parent note MUST be submitted to the Main Office in order for the dismissal to be approved by Administration. Excused and Unexcused dismissals follow the same guideline as excused and unexcused absences.

All notes for absenteeism must be given to the Main Office within two days after the student's return. Parents are requested to include the dates and reason for the absence, the student's full name, grade, and homeroom on each absence note. An attendance check for absent students is done on a daily basis. In cases of chronic or irregular absence due to illness, the school administration may ask for a physician's statement to justify and certify such absences.

### **ABSENCE ACCUMULATION**

**EXCESSIVE ABSENCE** - Students who accumulate more than 4 absences in a term; students with more than 12 days of total absences during an academic year

Students who accumulate 4 or more unexcused absences during a term, will serve a **Saturday School detention (8:00-12:00)**. If a student does not serve Saturday, they will be assigned an in school suspension and the Saturday school will be reissued.

### **SATURDAY SCHOOL**

Saturday School begins at 8:00 A.M. and concludes at Noon. Upon receiving a Saturday School assignment, the student is expected to come to school prepared to work on schoolwork for the 4 hours. Missing a Saturday School assignment will result in an In- School Suspension and the Saturday School will be reissued.

### **TARDINESS AND DISMISSELS**

The following guidelines govern the Tardy and Dismissal process.

**Fifth Tardy/Dismissal (or combination of) in one term:**

- Students who accumulate 5 or more unexcused tardies/dismissals during a term, will attend Saturday School (8:00am-12:00pm). If a student does not serve Saturday, they will be assigned an in school suspension the following Tuesday. For every 5 additional tardies/dismissals, the student will attend an additional Saturday School session.

**NOTE:** Until the Saturday School obligation is met, a student is not eligible to participate in

extra-curricular activities, including athletics and driving to school. Failure to show up for Saturday School will result in an immediate loss of driving privileges.

**Eighth Tardy/Dismissal (or combination of) in one semester:**

- The student will lose the privilege of parking on-campus for the remainder of the semester. The student's parking fee will not be refunded.
- The students will lose his/her extracurricular and social privileges for the remainder of the semester. Extracurricular activities and social privileges include sports, clubs, dances, etc. Students will be ineligible for membership on athletic teams and clubs, and attendance at school sponsored activities including the prom, other dances, and end of the year activities. This procedure will reset anew each semester unless the student accumulates 14 or more tardies/dismissals in one semester.

**Fourteenth Tardy/Dismissal (or combination of) in one semester:**

- Students will lose the privilege of driving to school and participating in social and extracurricular activities, including athletics, for the remainder of the school year. The student's parking fee will not be refunded.

**Fourth Unexcused Absence in One Term:**

- For every 4 unexcused absences per term, the student will attend Saturday School the weekend following the 4<sup>th</sup> absence. Missing a Saturday School assignment will result in an In-School Suspension and the Saturday School will be reissued.

**NOTE:** Until the Saturday School obligation is met, a student is not eligible to participate in extra-curricular activities, including athletics and driving to school. Failure to show up for Saturday School will result in an immediate loss of driving privileges.

## CONSEQUENCES

	Absence	Tardies/Dismissals
Consequence	Every 4 unexcused absences per term=Saturday School	Every 5 unexcused tardies/dismissals per term=Saturday School
Social	8 unexcused absences in a semester will result in student losing social privileges for the remainder of the semester	8 unexcused tardies/dismissals in a semester will result in student losing social privileges for the remainder of the semester
Driving	8 unexcused absences in a semester will result in student losing driving privileges for the remainder of the semester	8 unexcused tardies/dismissals in a semester will result in student losing driving privileges for the remainder of the semester

**NOTE:** Any student who accumulates 14 or more tardies/dismissals in a semester will lose all social and driving privileges for the school year.

## SECTION FIVE: DISCIPLINE

All students are expected to be meaningful contributors to our learning community, demonstrating respect, responsibility, integrity, excellence, and independence. Those students that detract from these core values will be referred to the Positive Steps Program.

### POSITIVE DISCIPLINE: THE POSITIVE STEPS PROGRAM

A positive discipline program promotes the development of student independence and personal responsibility by providing students with constructive and meaningful learning experiences when they make poor decisions. With this approach students learn to assume greater responsibility for their own behavior. Discipline is instructive with this model, not just punitive, and it focuses the attention on student character, personal responsibility, and the development of more effective problem solving skills. Discipline is considered a form of help, an opportunity for students to learn from their mistakes, to become more responsible, and to make better decisions. All students are expected to be meaningful contributors to our learning community, demonstrating respect, responsibility, integrity, excellence, and independence. Those students that detract from these core values will be referred to the Positive Steps Program.

When students engage with the Positive Steps Program they face a series of decision points where they have to make a choice about how they will handle the consequences of the step they are on. A good decision enables the student to complete and exit the discipline program and a poor decision moves the student to the next step where discipline continues and the consequences are more involved. Consequences are not arbitrarily applied by the staff. When discipline is provided as a series of hierarchical steps students know in advance what the result of their decision will be and therefore they must take full responsibility for that result when it occurs.

The Positive Steps Program provides a series of constructive consequence steps arranged as a hierarchy so that each step is successively more serious, more involved, and more instructive than the previous step. Each successive step provides a specific learning exercise, as a consequence of not resolving the problem on an earlier step, along with a restriction of certain privileges. School privileges are restricted until the student completes and exits the discipline program.

With advanced knowledge of the consequences and an opportunity on each step to resolve the problem constructively, students have several opportunities to make the best or most responsible decision. Students always know where they stand prior to and during an incident and they are more aware of the consequences that they face if their behavior continues or if they fail to accept responsibility by completing the discipline step. There is no power struggle between students and staff, no chance to negotiate or work out a deal, and no way to exit the discipline program by putting the blame on others. When students are made fully aware of the step system and it is consistently applied students can make better choices and avoid later steps. Students have fewer complaints about fairness because the system is so predictable and the choices are their own, so

they focus more on what they need to change and less on whose fault it is.

### **Advantages of the Positive Steps Program:**

1. The Positive Steps Program provides several opportunities for the student to make the best or most responsible decision within a single incident and there are no surprises.
2. The Positive Steps Program is instructive; it provides a constructive and meaningful learning experience.
3. The hierarchy of consequence steps acts as a deterrent to escalating or continuing conduct problems.
4. Behavior violations are handled consistently and immediately.
5. The Positive Steps Program is highly predictable for the student, making it easier for students to make good choices
6. The Positive Steps Program enables the staff to avoid power struggles in the discipline process.
7. The Positive Steps Program maintains a relationship of fairness instead of threat or intimidation.
8. With the Positive Steps Program, students assume greater responsibility for their own behavior.
9. The student more easily returns to productive behavior without leftover blame, bitterness, resentment, or anger about the way the incident was handled.

## **DISCIPLINING OF STUDENTS WITH SPECIAL NEEDS**

State and federal regulations provide eligible students with certain procedural rights and protections in the context of student discipline. The Individual Education Program (IEP) for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability. Such modifications will be described in the student's IEP.

As provided for in state and federal regulations:

- 1) Any eligible child may be suspended up to 10 days in any school year.
- 1) After a student with special needs has been suspended for 10 days in any school year, during subsequent removal, the school district must provide sufficient services for the student to continue to receive a free and appropriate public education.
- 2) A suspension of longer than 10 consecutive days or a series of suspensions that constitute a pattern are considered to represent a change of placement.
- 3) Prior to a suspension that constitutes a change of placement, district personnel, the parent and other relevant members of the team will convene a "Manifestation Determination" meeting to review all relevant information to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP.
- 4) If the Manifestation Team determines that the behavior was not a manifestation of the

disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities. The district will, however, provide services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress towards IEP goals. A functional behavioral assessment and appropriate behavioral intervention services will be provided to lessen the likelihood of the behavior reoccurring.

- 5) If the Manifestation Determination determines that the behavior is a manifestation of the disability, then the team will complete a functional behavioral assessment and behavioral intervention plan. Except when the student is placed in an interim alternative education setting, the student will return to their original placement unless the parents and district agree otherwise.
- 6) Regardless of the manifestation determination, the district on its own authority may place a student in an interim alternative education setting (as determined by the team) for up to 45 school days if the behavior involves weapons or illegal drugs, another controlled substance, or the infliction of serious bodily injury on another person at school or school function; or, considered case by case, unique circumstance; or on the authority of a hearing officer if the district provides evidence the student is “substantially likely” to injure himself or others.
- 7) These procedural requirements apply to students not yet determined to be eligible for special education if the parent has expressed concern in writing or requested an evaluation, or if staff had expressed concerns about the student’s behavior directly to the director of student service or other supervisory personnel.

## DISCIPLINING OF STUDENTS WITH 504s

The code of conduct applies to students with and without disabilities; however, students on 504 plans must have an equal opportunity to be successful with classroom rules and behavioral regulations. Section 504 prohibits districts from disciplining students more severely than non-disabled students on the basis of disability. The free and appropriate education (FAPE) requirement of Section 504 provides that appropriate procedures for discipline are designed to meet individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met. Students with 504 plans may be excluded from their programs, as can students without disabilities. If students are suspended or expelled, they are entitled to oral or written notice of charges and an appeal for the opportunity to tell their side. Expulsion or suspensions of 10 or more days are considered a change of placement and must follow the procedures designated by the Americans with Disabilities Act (ADA). When students with 504 plans are excluded from their program for more than 10 school days in the school year, it must be determined if the behavior was a result of the student's' disability (manifestation determination). If it is determined that the behavior was related to the disability, students may not be excluded from the current educational placement until a new plan is written. The behavioral intervention services and modifications in the plan should address the behavior violation so that it does not recur.

If the student's misconduct is determined not related to his disability then the district may

discipline in the same way as other students would be disciplined. 504 students do not have to be provided with a free and appropriate public education (FAPE) during expulsion or suspension for behavior not related to the disability. Students currently engaged in drug or alcohol abuse are not protected under Section 504.

When the placement of students with disabilities is changed for disciplinary reasons, the students and parents are entitled to the procedural protections required by Section 504 and the ADA. (A school district may employ due process procedures that meet the requirements of IDEA to comply with the Section 504 and ADA requirements for procedural safeguards.) These protections include appropriate notice to parents or guardian, an opportunity for their examination of records, an impartial hearing with the participation of parents or guardian and an opportunity for their representation by counsel and a review procedure. Thus, if, after a reevaluation of an initial placement decision, the parents disagree with the determination regarding the relationship of the behavior to the disability or with the subsequent placement proposal in those cases where the behavior is determined to be caused by the disability, they may request an impartial hearing.

A school district is not prohibited from employing its normal, reasonable procedures short of a significant change in placement for dealing with 504 students who are endangering themselves or others. When students present an immediate threat to the safety of others, school officials may promptly adjust the placement or suspend the students for up to 10 school days, in accordance with rules that are applied evenhandedly to all children.

**\*Furthermore, though progressive discipline is generally used, the Principal reserves the right to apply all provisions of this handbook consistent with what he/she determines to be in the best interest of the educational process.**

## DETENTION

Students whose work or conduct is not satisfactory may be required to remain after school between the hours of 2:00 and 3:00 p.m. Students may also have an option of attending a morning detention from 6:15 A.M. to 7:15 A.M.

**\*Disciplinary detention takes precedence over all other in-school and out-of-school commitments, including athletics and work. A student who does not complete the assigned discipline action will not be allowed to participate in any extracurricular events; including but not limited to sports, drama, after school clubs, etc.**

Students may be assigned detention by the administration or any staff member for any infractions of unacceptable behavior outlined in the code of conduct. Students should understand that any staff member has the authority to correct misconduct at any time.

## SUSPENSION

A student may be suspended from school by an administrator for up to ten (10) days, including

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from his/her regular classroom or from school attendance generally or any school-sponsored event, on account of any violation of the standards of conduct set forth in this Handbook or for any other action that endangers the student, property, and/or others.

## STANDARDS AND PROCEDURES FOR SUSPENSIONS

1. Suspensions are assigned for offenses such as listed in the student code of conduct.
2. During suspensions, students may not participate or attend any extracurricular activities.
3. All suspensions can be appealed and students have due process rights.
4. Parents will be notified of all suspensions.
5. Habitual offenders may be referred to proper juvenile authorities.
6. The Dighton Police Department or the Rehoboth Police Department will be notified of any student suspensions involving criminal offenses.

Students who are suspended from school are ineligible to participate in any extracurricular activity until the first day they return to school, and students on suspension are not permitted to be on school grounds. For example, if a student's suspension runs through close of school on Friday, that student is not eligible to participate in or to attend any school sponsored activities, whether they are on or off school property, until the student has re-entered school on Monday. Furthermore, if a student's suspension runs through close of school on Friday and a vacation period or school cancellation follows, that student is not eligible to participate in or to attend any school sponsored activities until the student has re-entered school.

**\* A parental conference with an administrator and the suspended student may be required (at the discretion of the administrator) before a student returns from any suspension. In addition, suspensions are not excused absences.**

Upon a student's return from suspension, it is the student's responsibility to contact the teacher within two (2) school days, regardless whether they have the class or not, to make arrangements to make up any missed assignments and/or assessments. A reasonable time limit to complete the makeup work will be determined by the classroom teacher and a specific date for submission of the make-up work will be given to the student involved. If a student does not make-up the work within the timeframe set by the teacher, a grade of zero (0) will be assigned.

### Emergency Removal

Even in schools with positive school climate and student supports, there may be students who do not conform their behavior to school expectations and must be removed from the premises for safety reasons or to prevent a material and substantial disruption of the school. In these instances, the principal may take action to remove the student from school *before* providing the necessary written notice and conducting the disciplinary hearing that is otherwise generally required. Nothing shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or

materially and substantially disrupts the order of the school, and in the principal's judgment, there is no alternative available to alleviate the danger or disruption.

## **Student Code of Conduct** **"Good Work Habits"**

In addition to providing students with academic rigor and educational opportunities, the staff and community of Dighton Rehoboth Regional High School strives to support students' conduct and discipline toward becoming contributing members of society and achievement of their individual and collective goals. Students are expected (a) to arrive at school and at classes promptly, (b) to be in attendance every day except for illness or family emergencies, (c) to be prepared for classroom work, (d) to contribute in positive ways to the activities of each class, and (e) to accept responsibility for any inappropriate actions while working to be sure they are not repeated.

Our Code of Student Conduct provides guidelines for students to maintain a positive and supportive environment where students and staff are able to work collaboratively. It establishes every individual's responsibility to respect the rights of others. Finally, it identifies the consequences for misconduct, ensuring that students know in advance of their actions what obligations will be due.

### **Scope of Jurisdiction**

The Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school-sponsored activity. This includes but is not limited to school buses and property under the control of school authorities, and while at home or away interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

- 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
- 2) Misconduct by a student that is directed at any district personnel, or property of district personnel.
- 3) Misconduct by a student that, regardless of where it occurs, causes a disruption to the educational process or the school day of others.

Consequences may vary based on the severity and frequency of the infraction. Following an opportunity for the student to be heard, the administrator may make exceptions to the typical consequences for specific disciplinary offenses, either in favor of a lesser or a more severe consequence, depending upon the individual circumstances.

The procedures to be followed for investigation and disposition of a disciplinary offense depend on whether the offense falls under Section 37H, 37H ½ or 37H ¾ of Massachusetts General Laws Chapter 71.

### **Definitions**

For the purpose of the Dighton Rehoboth Regional High School discipline code applicable to MGL c. 71, Section 37H ¾ disciplinary matters, the school adopts the definitions approved under 603 CMR 53.00, which stipulates the purposes and definitions of specific types of offenses and consequences.

1. Disciplinary offense means any alleged or determined disciplinary infraction by a student, except for:
  - a) possession of a dangerous weapon (MGL Chapter 71, Section 37H)
  - b) possession of a controlled substance (MGL Chapter 71, Section 37H)
  - c) assault on a member of the educational staff (MGL Chapter 71, Section 37H)
  - d) a felony complaint or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that student's continued presence in school would have a substantial detrimental effect on the general welfare of the school (M.G.L. c71, § 37H ½).
2. Expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M. G.L. c71, §37H or §37H ½.
3. In-School Suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, (social suspension) shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due-process, appeal, and reporting purposes.
4. Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) days cumulatively for multiple offenses during a single school year. The principal may allow a student to serve a long-term suspension in-school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. No long-term suspension under Section 37H ¾ shall exceed ninety

(90) school days or extend beyond the end of the school year in which such suspension is imposed.

5. Principal means the school principal or his/her designee.
6. Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal may allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
7. Suspension means short-term and long-term suspension, unless otherwise stated.
8. Office Detention is an assigned 60-minute period after school time to be served on Monday through Friday. Students will be given 24 hours notice to make arrangements to serve the detention. After school jobs and student co-curricular activities are not considered valid reasons for not attending detention.
9. Community Service is a donated service or activity that in some cases may be given as a consequence. Time and placement of service will vary based on infraction.
10. Saturday School is an assigned period of four (4) hours on Saturday morning. Students must report to the designated room by 8:00 a.m. Students arriving more than 30 minutes late will not be allowed to enter. It will be considered a Saturday school cut. Students failing to report to Saturday School without prior permission from the administration will automatically receive a one-day, in-school suspension, and will have to make up the Saturday School.

In every case of student misconduct for which a suspension under Section 37H ¾ may be imposed, a principal shall exercise discretion in deciding the consequences for the offense; consider ways to reengage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.

#### **Notice of Suspension and Hearing Under §37H ¾**

1. Out-of-school suspension will only be imposed a consequence for a disciplinary offense after the student and parent/guardian has been provided oral and written notice, and the student has been provided an opportunity for a hearing on the charge and the parent the opportunity to participate in such hearing.
2. For any disciplinary offense that could result in an out-of-school suspension, the student shall be provided oral and written notice in plain language indicating:

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- a. The disciplinary offense
  - b. The basis for the charge
  - c. The potential consequences, including the potential length of the student's suspension
  - d. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing
  - e. The date, time, and location of the hearing
  - f. The right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate
- g. If the student may be placed on long-term suspension following the hearing with the principal, The rights set forth in 603 CMR 53.08 (3)(b) (discussed below in Long-term suspension section) and the right to appeal the principal's decision to the Superintendent.3. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing with a parent present, the principal must be able to document reasonable efforts to include the parent.
4. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the parent and principal.

### **Emergency Removal From School**

The principal shall not be prevented from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal, during which time the school shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need of said removal, and the other matters set forth above
2. Provide written notice to the student and parent, as noted above;
3. Provide the student with an opportunity for a hearing with the principal and the parent/guardian the opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent.
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

5. A student will not be removed from school on an emergency basis until adequate provisions have been made for the student's safety and transportation.

### **Hearing with the Principal**

#### **In the case of Potential Short-Term Suspensions:**

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged disciplinary offense for which the student may be suspended, provide the student with an opportunity to explain the circumstances surrounding the alleged incident, determine if the student committed the offense, and, if so, the consequences for the infraction.
2. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense and, if so, what remedy or consequence will be imposed.
3. The principal shall notify both the student and parent/guardian of the determination and the reasons for it, and, if the student is issued a short-term suspension as a consequence, the duration of the suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing.

#### **In the case of Potential Long-Term Suspension**

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged disciplinary offense for which the student may be suspended, provide the student with an opportunity to explain the circumstances surrounding the alleged incident, determine if the student committed the offense, and, if so, the consequences for the infraction.
2. If the contemplated consequence is a long-term suspension, the student shall have, In addition to the rights outlined for the short-term suspension hearing, the following rights:
  - a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
  - b. The right to be represented by counsel or a lay person in the student's choice, at the student's/parent's expense;
  - c. The right to produce witnesses on his/her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
  - d. The right to cross-examine witnesses presented by the school district;

- e. The right to request that the hearing be recorded by the principal, and a copy of the audio recording be provided to the student or parent upon request. If said request is made, the principal shall inform all participants before the hearing that an audio record will be made and a copy provided to the parent and student upon request.
3. The principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
4. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
  - a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  - b. Set out the key facts and conclusions reached by the principal;
  - c. Identify the length and effective date of the suspension, as well as a date of return to school;
  - d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
  - e. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
    - i. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

- ii. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

### **Hearing with the Superintendent in the case of Long-Term Suspension**

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent shall file a notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
3. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
4. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as outlined above.
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school with regard to the suspension.

### **In-School Suspension under Section § 37H<sup>3/4</sup>**

1. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

2. The principal may impose an in-school suspension for any disciplinary offense under this provision, provided that the principal follows the processes set forth below and the student has the opportunity to make academic progress.
3. The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed (ten) 10 days, cumulatively or consecutively, in a school year.
4. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
5. The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

### **Social and Extracurricular Suspension**

1. The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct.
2. Severe or excessive disciplinary referrals may result in ineligibility for all extra-curricular activities including but not limited to: sports teams, clubs, dances, social events, Junior Prom/Senior Reception etc. Students and parents will have a meeting with administration and receive written notification when in danger of receiving such consequences.
3. Further, if a senior student incurs excessive disciplinary referrals, he/she will not be permitted to take part in any senior week activities (those activities that traditionally take place during the week following Senior Release). This may also include senior trips, Senior Scholarship Night and/or graduation ceremonies.

### **Education Services and Academic Progress**

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1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students.
4. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

### **Procedures for Pupils with Individualized Educational Plans**

The School District will implement the the following procedures for students who have Individualized Educational Plans (I.E.P.). 3. 6.

When the contemplated discipline includes a suspension of longer than (ten) 10 consecutive days or a series of suspensions that constitute a pattern as defined in applicable law, , the IEP team shall convene to:

1. Conduct a manifestation determination, in which the team determines whether the behavior at issue is a manifestation of the student's disability or is a direct result of the district's failure to implement the IEP
2. As appropriate, conduct or review a Functional Behavior Assessment (FBA) of the student's behavior
3. As appropriate, develop behavioral intervention services or modifications

If the team determines that the behavior is not a manifestation of the disability, the district may suspend or expel the student consistent with policies applied to any student. In such case, the district shall offer an appropriate educational program to the student that may be in another setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting for up to 45 school days if the behavior involves weapons, illegal drugs/controlled substances or serious bodily injury.

If the team determines that the behavior is a manifestation of the disability, the district shall take steps to return the student to his/her placement pending as of the time the conduct occurred, conduct a functional behavioral assessment and implement or review the behavior intervention plan.

The district shall provide written notice to the parents of all procedural protections.

### **Discipline of Students Not Yet Determined Eligible for Special Education**

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary action measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as the result of the evaluation, the school district shall provide the student with special education and related services in accordance with IDEA.

### **Due Process**

With regard to due process for students, The Code of Student Conduct is administered within the guidelines set forth by Massachusetts General Laws, Massachusetts court cases, and the U.S.

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Supreme Court. The Supreme Court has held that the Due Process Clause of the Fourteenth Amendment requires that a student facing suspension from a public school be given notice of the charge(s) against him or her, explanation of the basis for the accusation(s), and an opportunity to present his or her version of the facts. The formality of the notice and opportunity to be heard depends on the length of the contemplated removal from school. In addition, the Court has held that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow the suspension.

### **Appeals Process**

The decision of the principal at his school level is final. The exception to this rule is when the discipline consists of a removal of more than ten days.

## **DISCIPLINARY INFRACTIONS**

Below is a glossary of potential disciplinary violations that could occur:

### **Academic Integrity**

Students are expected to maintain the highest standards of trustworthiness, honesty, intellectual integrity, and responsibility.

### **Cheating**

1. Cheating includes, but is not limited to the following:
  - a. communicating with another student during a test, quiz, or any other form of evaluation
  - b. copying or allowing copying in any testing situation
  - c. copying or allowing copying of homework, class work, projects, or other material unless specifically allowed by the teacher
  - d. using unauthorized notes or devices
  - e. attempting to cheat
  - f. submitting falsified information for grading purposes
  - g. obtaining a copy of information about a examination and/or giving information about such examinations without the knowledge of the teacher
2. Collaboration
  - a. Study or homework collaboration is not considered academic dishonesty unless the teacher prohibits or limits procedures or expectations. Teachers shall guide students in understanding when collaborative efforts are not appropriate.
3. Plagiarism. Plagiarism includes, but is not limited to, the following:
  - a. presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment

- b. borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement

The following are examples of plagiarism:

- failure to document with quotation marks any material copied directly from other sources
- failure to provide an appropriate bibliography
- use of another's work as one's own, particularly in the creative arts, e.g. themes, poems, musical compositions, or artwork
- copying or duplicating another person's homework, essay, tests, or projects

Often, in responding to research and written assignments, students are engaged with other's ideas: in lectures, from texts, from class discussions. Thus, it is imperative that students give credit, where credit is due. If a student uses the ideas and/or words of others without giving proper credit to the writer or speaker of those ideas and/or words, a student is plagiarizing.

In addition, easy access of electronic information and multiple web sites that offer responses to assignments present students with opportunities that may compromise their integrity and define their work as plagiarism.

#### How Can Students Avoid Plagiarism?

- To avoid plagiarism, a student must give credit whenever a student uses:
- another person's ideas, opinion, or theory
- any facts, statistics, graphs, drawing-any pieces of information that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrases of another person's spoken or written words

Students should be very careful to copy direct quotes exactly when taking notes from another source. Remember, any paraphrase of another's words and/or ideas must also be given credit. Use the MLS listing for bibliography and footnotes, available from your teachers and at the Media Center front desk, in order to document the material you integrated into your paper or presentation.

#### 4. Lying and Forgery include, but are not limited to, the following:

- willfully telling an untruth or falsehood
- any form of deceit, attempted deception, or fraud
- lying to administrators, faculty members, and other staff
- falsifying any school document
- signing any signature that is not one's own

- altering or falsifying notes and passes

5. Illegal Use of Technology includes, but is not limited to, the following:

- illegally using or accessing computers, software, telecommunications and related technologies; or being involved in willful acts that cause physical, financial, emotional, or other harm; or disrupting information technology in any manner
- illegally copying of videotapes or broadcast material

### **Consequences**

The administration has instructed each teacher to develop and implement a policy relating to these infractions and to communicate this policy to students in his/her classes. A violation of this section could result in a disciplinary procedure including:

1. The teacher will hold a conference with the student regarding the infraction.
2. The student who plagiarized (committed the violation) will receive a zero for the test, paper, or assignment in which the plagiarism (violation) occurred.
3. The student will not have the opportunity to make up the test, paper, or assignment.
4. The teacher will notify the parents and document the incident with a referral to the main office. The referral form will be kept in the student's discipline file.
5. The student will have 3 hours of office detention for a first offense.
6. On the second and future offenses, students will receive the above responses as well as referral to the administration and disciplinary action of Office Detention or Out-of School suspension. Students will also render themselves ineligible for character-based activities such as, but not limited to, National Honor Society

### **Arson**

#### **Discipline response:**

All – Minimally, a short-term suspension of ten days will be imposed. The principal may consider long-term suspension or expulsion; referral to the police.

#### **Being in an unauthorized area**

All students are assigned to a class period or other area during the school day. If a student is found in another area other than their assignment, this constitutes being in an unauthorized area. This violation also relates to passage in an unnecessary hallway, use of gymnasium area restrooms when not assigned to the gymnasium, and other areas not related to a student's assigned class.

Discipline response: Office detention

## Bomb Threats and False Fire Alarms

Discipline response:

All - Minimally, a short-term suspension of ten days will be imposed. The principal may consider long-term suspension or expulsion; referral to the police.

## Chemical Health

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,” as well as electronic or vapor cigarettes. 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 and approved for the student to carry, in consultation with the nurse.

Herbal remedies/extracts/oils, as well as legally defined drugs either prescribed for another person’s use or not approved for the student to carry in consultation with the nurse, are not permitted.

To better understand the policy, Dighton Rehoboth Regional High School adopts the following definitions:

- Consumption, which is considered use of alcohol or drugs. Student need not be in the act of consuming; rather, information indicative of any consumption constitutes a violation.
- Possession, which is considered actual presence of alcohol or drugs, including those in ownership and in the presence of said substance(s).
- Paraphernalia, which ranges from items that support or promote alcohol or drugs to items that contained or are employed in the use of tobacco, alcohol or other drugs.
- Distribution, which is the provision of alcohol, illegal drugs, legal proximates of illegal drugs, or legal drugs prescribed to the distributor to others, whether or not for profit. Due to the danger to our community, distribution escalates the school’s response.

If the school finds that any of the above standards are met/violated, it will be determined that the student is in violation of the Chemical Health Eligibility Policy and subject to consequences.

## Class Cutting

A class cut is any unauthorized non-attendance during an assigned period, including lunch.

Discipline response:

- |       |                                    |
|-------|------------------------------------|
| 1st   | - 1 teacher detention              |
| 2nd   | - 2 office detentions              |
| 3rd + | - 3 hours of office detention/ ISS |

No credit may be earned for work missed as a result of class cutting.

### **Class Disruption**

A school can meet its educational goals only when each student respects the rights of every other student to learn in an orderly environment. No student has the right to behave in a way that hinders the learning process. Every student and staff member has the right to be treated with dignity and respect.

Generally, the first response to disruptive behavior is from the classroom teacher. The teacher may move the student's seat, contact the parent/guardian, conference with the student, or keep the student after school both as a disciplinary consequence and as an opportunity to discuss the student's behavior. If these initial teacher efforts fail to produce a behavior change, the teacher may remove the student from the class.

The teacher may arrange for a parent/teacher/student/administrator conference, at which time a contract may be written regarding classroom behavior. This contract will identify what is expected of the student, what the teacher and/or other school personnel will do to help the student meet these expectations, and what the consequences for inappropriate behavior will be. Such consequences may include after school detention with the teacher, removal from the class for an instructional period, removal from the class pending a parent/teacher/student conference, removal from the class with parent to remove the student from school or permanent removal from the class.

### **Corridor Passes**

Corridor passes are necessary for any passing within the building during class time. Passes are obtained from the teacher.

Discipline response: Office detention

### **Destruction of School Property**

The destruction of school property can lead to a short-term suspension of up to 10 days and restitution. In the case of a felonious destruction of property or vandalism, the police will be contacted and consequences including those pursuant to Massachusetts Chapter 37H ½ will be imposed.

### **Dismissal from School**

Dismissal from school should be used for medical or legal appointments that could not be scheduled after school hours. Student dismissal on a daily or consistent basis will not be permitted unless documented for an extreme medical condition. Students are required to sign out of the office.

**Disturbing the Normal Process of the Daily Activity of the School**

Behavior which disrupts the educational process may include but not limited to:

- Inappropriate behavior, inappropriate physical contact, making excessive noise, misuse of equipment, etc.

Based upon the nature of the disturbance, the range of discipline responses will be (a) office detention, (b) Saturday suspension, and/or (c) short-term suspension (d) notification and involvement of the Police.

**Drugs, Dangerous Weapons and Staff Assaults**

(Massachusetts General Laws Chapter 71, Section 37H)

(a) Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school

district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### **Felony Complaints**

(Massachusetts General Laws Chapter 71, Section 37H-1/2)

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 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 his 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.

### **Felony Adjudications**

(Massachusetts General Laws Chapter 71, Section 37H-1/2)

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 substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons 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.

### **Fighting/Assault**

Pushing, punching, horseplay, wrestling, or other types of physical force such as locker boxing cannot be tolerated. The determination as to whether such behavior constitutes a fight rests with the staff member who observes the behavior, not with the student participants. A fight is typically defined as mutual engagement in physical altercation. An assault can be defined as a single individual wishing to inflict harm or control another individual.

Discipline response: Short-term suspension of up to five days

At the discretion of the principal or assistant principal, a hearing may be scheduled to consider a Short-term suspension of more than five days, long-term suspension or expulsion. Referral to police where appropriate.

### **Hazing**

(Massachusetts General Laws Chapter 536 and Chapter 269, Sections 17-19)

Section 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 three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, or 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

Section 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 a crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each secondary school shall issue to every group or organization under its authority of operating on or in conjunction with its campus or school, and to every member, plebe, pledge 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 shall file, at least annually, a report with 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 regard to the organizers and participants of hazing. The Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Each Offense:

- Referral to police for possible prosecution.
- Minimally, a short-term 10 days suspension.
- A hearing before the principal to consider a long-term suspension of more than 10 (ten) days.

#### **Language (abusive or threatening)**

Language that is abusive or threatening is even more serious than language that is rude or profane.

Discipline Response: Short-term suspension of up to ten days.

At the discretion of the principal or assistant principal, a hearing may be scheduled to consider a long-term suspension of more than 10 days or expulsion. Referral to the police as appropriate.

#### **Language (rude, profane, or obscene)**

Language, which is rude, profane, or obscene, whether directed at students or staff members or used in the presence of others, cannot be tolerated.

**Discipline Response:**

Vulgarity undirected:

1 teacher detention, contact parent

Vulgarity directed toward staff:

In-School or Short-term suspension

**Leaving School Grounds**

Once students are present in school or on school grounds, they may not leave without permission. This issue presents a serious safety issue at school. If students need to leave school for any length of time due to an emergency, they must first ask the permission of an administrator. A student leaving school in a car may lose his/her driving privileges for twenty school days. A second violation may result in losing driving/parking privileges for the remainder of the school year.

Discipline Response: In-School Suspension, Office Detention, Out-of-School Suspension  
Respect for Authority/Insubordination

**Insubordination is noncompliance with a request from any member of the staff.** Students at Dighton Rehoboth Regional High School must yield to the authority of staff members and comply with direct requests for modifications of behavior. When a student feels a request or direction is unreasonable or unjustified, he or she is still expected to comply at the time of the direction and may later appeal first to the teacher, then to an administrator.

Discipline response: At the discretion of the teacher or administrator where appropriate.

**Throwing Food/Other Items in the Cafeteria**

Every student has the right to eat lunch in a non-threatening environment. Therefore, throwing of food or other items in the cafeteria is prohibited. Based upon the nature of the disturbance, the range of discipline responses could be a detention up to an out-of-school suspension.

**Tobacco Possession**

Possession of tobacco products and/or possession of paraphernalia (electronic cigarettes, lighters, matches, etc.) will result in the following discipline response:

Discipline response: At the discretion of the administrator where appropriate.

**Tobacco Use**

Smoking and the use of any other tobacco products, including electronic cigarettes, are prohibited in all areas of public school buildings, facilities, properties, and grounds.

Discipline Response:

- 1st Offense: At the discretion of the administrator where appropriate.
- 2nd Offense: At the discretion of the administrator where appropriate, and/or confirmed participation in an approved smoking cessation/counseling program.

A student found with a lighted cigarette will be considered to be smoking. If smoke is detected coming from a group of students (for example, in a closed bathroom stall), all persons in the group will be considered to have been smoking. In each of these instances, the consequences outlined above will apply.

### **Truancy**

Truancy is defined as unexcused non-attendance for a full day of school without parental knowledge.

Discipline response: In-School Suspension

### **Vandalism and Theft**

The intentional marring, damaging or destroying of school property including the parking lot, its vehicles, or the property of students and staff constitutes vandalism. Taking the property of another without prior permission constitutes theft.

All Discipline responses:

1. Short-term suspension of up to 10 days. The student may be scheduled for a hearing before the principal to consider to consider a long-term suspension of more than 10 days.
2. Prosecution may be sought.
3. Restitution will be required.
4. Community service may be assigned.
5. A senior student may not be allowed to participate in senior week activities (Class Day, Senior Scholarship/Awards Night, etc...) and may be denied participation in graduation exercises. Students are advised to lock all belongings in their lockers. The school district is not responsible for lost or stolen items.

## **CONSEQUENCES**

### **Community Service**

A donated service or activity that in some cases may be given as a consequence. Time and placement of service will vary based on the infraction.

Discipline Response:

Failure to report to community service: Missed community service reassigned and make up of the original hours.

**Disruptive behavior during community service:** Suspension

### **Office Detention**

*Dighton- Rehoboth Regional School District does not discriminate based on race, color, religion, gender, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group.*

Office detention will be assigned by an administrator for misconduct of a more serious nature and for repeated misconduct of a minor nature. Some examples are: habitual tardiness to class, misbehavior on busses or in the cafeteria, corridors or library. Office detention is held between 1:51 PM-2:50 PM Monday-Friday. Office detention must be served on the day it is assigned or the next available day. Work and other appointments are not excuses to miss an office detention.

If a student is absent or dismissed on the day of a scheduled Office Detention, the student will be automatically placed on the Office Detention list for the following day. Since detention will be automatically assigned, it is the responsibility of the student to track their scheduled detentions.

**Discipline Response:**

Failure to stay for office detention: Missed detention reassigned and second office detention assigned.

Failure to stay for either of those: In-School Suspension or Short-Term Suspension

**Saturday School**

Saturday School is an assigned period of four (4) hours on Saturday morning. Students must report to the media center doors. Students arriving more than 30 minutes late will not be allowed to enter, and will be considered a Saturday School cut. If a Saturday school is cut or missed without prior discussion with an administrator, the student will serve a day of in-school suspension and will still be responsible for serving the Saturday school on the next available Saturday school session.

**Failure to fulfill Saturday School:**

**Discipline Response:**

Missed Saturday School reassigned and a day of in-school suspension

**Social/Extra Curricular Suspension**

A student is not permitted to participate in extracurricular activities for a predetermined periods, including all proms, dances, athletic events, or club activities. A student may also forfeit a position of leadership or have his/her privileges revoked, either temporarily or permanently, based on the infraction and per conference with administration.

**In School Suspension**

The student will report to the school and participate in activities in a predetermined location, with reflection on the conduct that led to the behavior/consequence. The consequence is supervised.

**Teacher Assigned Detention**

All teachers will handle their own detention for minor incidents occurring within the teacher's jurisdiction. If a student does not report for a teacher detention, the teacher will confer with the student and determine whether the student's explanation is acceptable.

Discipline response:

Failure to report: 1 Office detention (see chart)

### **Disciplinary Chart**

Applies to classroom, building, property and school events. School sponsored events off campus are subject to the same rules. The administrator may make exceptions to these, either in favor of a lesser or a more severe consequence, depending upon the individual circumstances. All students should note that rules related to substance possession and use apply to school and non-school events during the entire school year. This chart does not replace student responsibility to read and understand full text as detailed in the handbook.

Students in positions of leadership may have those positions forfeited, as deemed appropriate by school administration or upon recommendation of an advisor or coach. When considered an appropriate measure by the administrator, social/extracurricular consequences may be a disciplinary action for all offenses listed below.

Definition of terms:

ISS – In-School Suspension

OSS – Out-of-School Suspension

**Typical Consequences / Positive Steps**

Offense	Positive Action Steps	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
<i>Absences</i>				
Cutting Class	Verbal Processing, Learning Style Inventory, Reflection sheet	1 teacher detention	2 office detention	3 office detention/ ISS
<i>Acceptable Use of Technology Policy</i>				
Violation of Acceptable use Policy (Technology)	Verbal Processing, Learning Style Inventory, Reflection sheet	Administration discretion	Administration discretion	Administration discretion
<i>General Behavioral Expectations</i>				
Inappropriate/ Disruptive Conduct	Verbal Processing, Reflection sheet	Contact parent, teacher detention, possible removal from class	Administration discretion	Administration discretion
Misbehavior on school grounds/in hallways	Verbal Processing, Reflection sheet	1 office detention	2 office detentions	3 office detentions
Disrespectful behavior toward school employees	Verbal Processing, Reflection sheet	1 office detention	2 office detentions	3 office detentions
Leaving the classroom without permission	Verbal Processing, Reflection sheet	1 teacher detention, and parent contact	1 office detentions	2 office detentions
<i>Cheating/ Plagiarism</i>				
Cheating/ Plagiarism	Verbal Processing, Reflection sheet	3 office detentions, Zero on the assignment, and a phone call home	Zero on the assignment and 1 full ISS	1 day OSS

<b><i>Detentions</i></b>				
Skipping teacher detention	Verbal Processing, Reflection sheet	1 office detention	2 office detentions	3 office detention/ ISS
Skipping office detention		2 office detentions	$\frac{1}{2}$ day of ISS	Full ISS
Skiping/ disrupting Saturday School		1 day of in-school suspension and repeat SAT school	2 days of in-school suspension and repeat SAT school	3 days ISS and repeat SAT school
Dress Code	Verbal Processing, Reflection sheet, Guidance Meeting	verbal warning, parents may be called, student is to change	1 office detention	2 office detention/ ISS
<b><i>Drugs and Alcohol</i></b>				
Tobacco (possession and use)	Verbal Processing, Reflection sheet, Guidance Meeting	Up to 5 days OSS	Up to 10 days OSS and potential referral to police for legal action	long term suspension and potential referral to police for legal action
Use or possession of drugs, synthetic drugs, or alcohol	Verbal Processing, Reflection sheet	OSS up to 10 days	OSS up to 10 days	OSS up to 10 days
<b><i>Electronic Devices</i></b>				
Electronic Devices	Verbal Processing, Reflection sheet	Verbal warning from teacher	Teacher detention and teacher hold phone	Referral to the office
<b><i>Fighting</i></b>				
Fighting/ Assault	Verbal Processing, Reflection sheet, Mediation	Potential emergency removal and OSS up to 5 days	Potential emergency removal and OSS 5-10 days	Long-term suspension or expulsion
Assault on a staff or faculty member	Verbal Processing, Reflection sheet, Mediation	Emergency removal and OSS and referral to the police	Long term suspension- expulsion and referral to police	
<b><i>Forgery</i></b>				
Forgery	Verbal Processing, Reflection sheet	1 office detention	$\frac{1}{2}$ day of ISS	1 full day of ISS

<b><i>Harassment/ Hazing/ Bullying</i></b>				
Harassment/ Hazing/ Bullying	Verbal Processing, Reflection sheet, Mediation	2 days OSS or 3 day ISS	2 days of OSS or 3 day ISS	2 days of OSS or 3 day ISS
<b><i>Inciting</i></b>				
Inciting disobedience/a fight	Verbal Processing, Reflection sheet	$\frac{1}{2}$ day of ISS	full day of ISS	1 day of OSS
<b><i>Insubordination and Language</i></b>				
Failure to identify oneself/Giving a false name/lying	Verbal processing, reflection sheet	1 office detention	$\frac{1}{2}$ day ISS	Full day ISS
Insubordination Disregard or opposition to school authority	Verbal processing, reflection sheet	$\frac{1}{2}$ day of ISS	Full day ISS	Full day OSS
Inappropriate language/ profanity /gestures	Verbal processing, reflection sheet	1 office detention	$\frac{1}{2}$ day ISS	Full day ISS
Inappropriate language/ profanity/ gestures toward a staff member	Verbal Processing, Reflection sheet	1 full day of ISS	1 day OSS	2-3 day OSS
Threatening a student or staff member (verbal or nonverbal)	Verbal Processing, Reflection sheet	2-3 days of OSS and potential police referral	5 days of OSS	Long term suspension/ possible expulsion
Disturbing school assembly	Verbal Processing	Police referral and short term suspension		
<b><i>Late Bus</i></b>				
Late Bus	Verbal Processing	3 office detentions and lose the right to	lose his/her right to ride the late bus for the remainder of the semester.	

		ride the late bus for (2) weeks, administrator and bus driver discretion may lose his/her right to ride the late bus for the remainder of the semester.		
<i><b>Leaving school without permission</b></i>				
Leaving School (building or grounds)	Verbal Processing	Welfare check 1 day of ISS	Welfare check 2 days of ISS	Welfare check 2 days of ISS
Entering or congregating in unauthorized areas	Verbal Processing	Warning and a phone call home	1 office detention	½ day ISS; Full day ISS
<i><b>Medical Procedures</b></i>				
Bringing prescription or over-the-counter medication into school for personal use	Verbal Processing	The medication is confiscated immediately, parent will be contacted immediately and the medication returned to parent, the parent and the students will discuss the medication procedure with the nurse	The student may be suspended from school	The student may be suspended from school for 10 days and face possible expulsion procedures.
Distributing, selling, or otherwise make available prescription or over-the-counter medication to others	Verbal Processing	Suspension from school for 10 days and face expulsion procedures.		

<b><i>Tardiness</i></b>				
<b><i>Tardy to School</i></b>	Verbal Processing	Absence	Tardies/ Dismissals	
		Every 4 unexcused absences per term equals 1 Saturday School	Every 5 unexcused tardies/ dismissals per term equals 1 Saturday School	
		8 unexcused absences in a semester will result in student losing social privileges for the remainder of the semester	8 unexcused tardies/ dismissals in a semester will result in student losing social privileges for the remainder of the semester	
		8 unexcused absences in a semester will result in student losing driving privileges for the remainder of the semester	8 unexcused tardies/ dismissals in a semester will result in student losing driving privileges for the remainder of the semester	
<b><i>NOTE:</i> Any student who accumulates 14 or more tardies/ dismissals in a semester will lose all social and driving privileges for the school year.</b>				
Tardiness to Class	Verbal Processing	Teacher warning	Teacher detention	Office referral
<b><i>Theft/Possession of Stolen Property</i></b>				
Theft/Possession of stolen property	Verbal Processing	Phone call home, possible police referral, 1-2 days ISS	Phone call home, possible police referral, 1-2 days ISS	Phone call home, possible police referral, 1-2 days ISS
<b><i>Truancy</i></b>				
Truancy	Verbal Processing	Phone call home and welfare check and 1 day ISS	Phone call home and welfare check and 2 days ISS	Phone call home and welfare check and 3 days ISS

<b><i>Vandalism</i></b>				
Damage to school property	Verbal Processing	phone call home and 1-5 days OSS and restitution	phone call home and up to 10 days OSS and restitution	long term suspension and restitution
<b><i>Weapons</i></b>				
Possession of weapons		Administrative discretion	Administrative discretion	Administrative discretion
Possession of fireworks, chemicals, or fire starting materials		Up to 5 days OSS possible police referral	6-10 OSS possible police referral	Long term suspension/ possible expulsion

## HARASSMENT/BULLYING

Dighton-Rehoboth Regional High School recognizes the right of all students to attend school in a safe and comfortable environment that is free of bullying and harassment. Verbal, physical, and sexual harassment of others will not be tolerated.

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. The principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. To the extent feasible, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Procedures for investigating reports of bullying and retaliation will be consistent with Dighton-Rehoboth Regional School District procedures for investigations.

The full Dighton-Rehoboth Regional School District Bullying Prevention and Intervention Plan can be obtained on District website.

**Racial harassment** is included in this area. When a student comes forth with a complaint that he/she has been the subject of racial harassment, the procedures set forth under the policy 1480.5, Appendix G, Procedures for Responding to Complaints, will be followed.

**Sexual harassment** is also included in this area. When a student comes forth with a complaint that he/she has been the subject of sexual harassment, the procedures set forth in the School Committee Policy on Sexual Harassment, Appendix G will be followed. Consequences for students are a verbal warning; reprimand; a written warning/reprimand entered into the student's file; suspension; expulsion; an apology to the victim; a written paper on the topic; learning about sexual harassment; referral for psychological assessment; parental/student/school administrator conference; police involvement; community service; other sanctions deemed appropriate by the school administrator.

Students who bully and/or harass others will be subject to disciplinary measures that may include suspension from school. Students who feel they are being harassed should report the incident immediately to a teacher, guidance counselor, adjustment counselor or administrator. See School Committee Policy, Appendix "G" and refer to Appendix G, File JICFB, pages 28-31.

## SEXUAL HARASSMENT

All persons associated with the Dighton-Rehoboth Regional School District, including but not necessarily limited to, the school committee, administration, professional personnel, classified personnel, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person acting as a member of the school district who engages in sexual harassment against another member of the school district will be in violation of this policy. The Dighton-Rehoboth Regional School District is committed to providing a safe, positive learning and working environment and will not tolerate sexual harassment.

The school district will investigate all formal and informal, verbal and written complaints of sexual harassment. Any student or employee who is found to have used sexual harassment and sexual violence toward any other student or employee will be disciplined.

*Dighton-Rehoboth Regional School District does not discriminate based on race, color, religion, gender, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group.*

**Definition of Sexual Harassment: Unwelcome advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:**

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonable interference with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

\*School personnel are required to report and/or investigate all incidents of sexual harassment and sexual violence and take appropriate action, whether they personally observe or are made aware by some other means. Reporting, investigation, and action must occur even if the victim does not express any overt disapproval of the harassment. Such reports must be made to the principal or superintendent of schools. The principal shall notify the superintendent of schools or school committee chairperson.

Information concerning any sexual harassment and sexual violence complaint shall be treated confidentially and consistently with the district's legal obligations, the need to investigate, and the need to take disciplinary action if it found that sexual harassment or sexual violence has occurred.

The Sexual Harassment grievance officer for the District is the District Coordinator of Special Services.

## **PROCEDURES FOR RESPONDING TO HARASSMENT COMPLAINTS**

Any member of the school district who believes that he/she has been subjected to sexual harassment will report the incident(s) to the superintendent of schools or the chairperson of the school committee. A verbal report shall be documented in writing within twenty-four hours. The report should identify what happened, when it happened, how she/he felt, what she/he did or said in response to the harasser, what the alleged harasser did or said, and the names of witnesses, if any.

A student who believes that he/she has been subjected to harassment should report the incident(s) to any adult, teacher, administrator, etc. with whom he/she feels comfortable, understanding that school employees are mandatory reporters and will have to report the incident to the school district's grievance officer.

The school committee chairperson or superintendent shall appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing the complaint within ten days. The grievance officer is the Director of Special Services for the District.

The grievance officer will attempt to resolve the problem in an informal manner through the

following process: (1) confer with the charging party in order to obtain a clear understanding of that party's statements of facts; (2) meet with the charged party in order to obtain her/his response to the complaint; (3) hold as many meetings with the parties as is necessary to gather the facts; and, (4) on the basis of the grievance officer's perception of the situation she/he may attempt to resolve the matter informally through conciliation, or report the incident and transfer the record to the superintendent, and so notify the parties by mail.

After reviewing the record made by the grievance officer, the superintendent or school committee chairperson may gather more information or evidence necessary to decide the case, and thereafter, impose any sanctions deemed appropriate within her/his authority or refer the matter to the school committee for disciplinary action.

**\*The victim and/or accused may appeal the action of the superintendent to the school committee.**

**Consequences:**

Depending upon the seriousness of the harassing behaviors and whether the student has been previously involved in harassing behavior, the student will face one or more of the following consequences:

A verbal warning or reprimand; a written warning or reprimand entered into the student's file; suspension; expulsion; an apology to the victim; a written paper on the topic; learning about sexual harassment; referral for psychological assessment; parental/ student/school administrator conference; police involvement; community service or other sanctions deemed appropriate by the school administrator.

## **HAZING LAW- AN ACT PROHIBITING THE PRACTICE OF HAZING.\***

**Chapter 269 of the General Laws is hereby amended by adding the following three sections:**

**Section 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 \$1000.00 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment.**

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

**Section 18 – Whoever knows that another person is the victim of hazing as defined in Section 17 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 \$1,000.00.**

**Section 19 – Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or 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 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.**

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 any such institution which fails to make such a report.

## MOTOR VEHICLE

All seniors may drive to school once they fulfill the requirements listed below in Part I. Underclass students who meet the requirements listed below in Part II may be granted permission to drive to school. Permission will be granted on an individual basis to underclass students. This procedure pertains to motorcycles and mopeds, as well as automobiles. Students driving to the school and parking at the school are expected to comply with all Massachusetts State Laws with regards to the registration and inspection of their motor vehicles. The School Committee has enacted a parking fee for all student drivers wishing to park on school premises during the regular school day. The fee is \$60.00 and must be paid by October 1<sup>st</sup> of each school year. Any student, who obtains his /her driver's license and has met the requirements below after January 15<sup>th</sup>, will pay \$30.00 for half of the school year.

### **I. SENIORS ONLY**

- A. Seniors must fill out the form "Application for Driving a Motor Vehicle to School" and file it with the administration. Applications may be secured in the main office or online at [www.drregional.org](http://www.drregional.org).
- B. Once a parking permit is approved and issued, it must be displayed on the automobile as directed in the "Application for Driving a Motor Vehicle to School" that is given to each student.

### **II. UNDERCLASS STUDENTS**

- A. Underclass students with an after-school job or participating in after-school activities and needing their motor vehicle to arrive at the job on time may apply for authorization to drive.
- B. Underclass students who have other school commitments (football practice, play rehearsal, etc.) that require them to be in school beyond 2:45 each day may also request authorization to drive.
- C. Underclass students must fill out the form "Application for Driving a Motor Vehicle to School" and file it with the administration.
- D. Once a parking permit is approved and issued, it must be displayed on the automobile as directed in the "Application for Driving a Motor Vehicle to School" sheet that is given to each student.

### **III. EMERGENCY SITUATIONS**

- A. The student who must unexpectedly drive a motor vehicle to school because of an emergency situation must bring written parental explanation to the office upon entering school that day. A temporary pass will be issued.
- B. Exceptions are made on a day-to-day basis and not for extended periods of time.
- C. Motor vehicles must be registered with the office or signed in daily. Violators will be subject to suspension of driving privileges and possible disciplinary action.

### **IV. DRIVING AND PARKING REGULATIONS**

- A. All motor vehicles must enter and leave the parking lot in a slow and careful manner. There is a firm 10 M.P.H. speed limit on school property, and all drivers and their passengers must wear safety belts. Any violation of the 10 M.P.H. speed limit, failure to adhere to safety belt regulations, or reckless use of a motor vehicle will be cause for automatic suspension of the driving privilege. The first offense will result in three (3)

weeks suspension of the driving privilege; for the second offense, a suspension of the driving privilege for the remainder of the semester will occur.

- B. In order to retain the privilege of driving on school grounds, each student driver must drive in a responsible manner while driving to and from school.
- C. Students with driving permits who exhibit persistent and/or excessive tardiness (more than 8 in a semester) to school will lose their driving privilege.
- D. Students may only park in the designated student parking areas as outlined in the information that accompanies the “Application for Driving a Motor Vehicle to School”. Students are not permitted to park in the reserved spaces. A first offense will result in one (1) night office detention. A second offense will result in a suspension of driving privileges for up to three (3) weeks. A third offense will result in a suspension of driving privileges for the remainder of the semester.
- E. The vehicle, any contents within the vehicle, and any passengers are the sole responsibility and liability of the driver.
- F. Students cannot sit in their vehicles or remain in the parking lots for extended periods of time. Upon arrival to school, students are expected to enter the building and upon dismissal from school, students are expected to leave the parking lot.
- G. Students parking in either spaces marked reserved or in areas not designated for parking will be subject to loss of parking privileges and/or towing.
- H. Any student, who does not properly display a parking sticker after October 1, without appropriately notifying the office, may be towed at his/her own expense.
- I. If it becomes necessary to tow a vehicle for any reason, the cost will be charged to the student

## SCHOOL BUS DISCIPLINE PROCEDURES

Students will not be dropped off the bus except at their regularly scheduled stop or at school. A permission note from home to a member of the administration is required for stops other than regularly scheduled stops.

The enforcement of proper behavior is the responsibility of the bus driver. Any infraction of the bus rules will be brought to the attention of the student(s) involved by the bus driver. The sequence of notification is as follows:

1. A verbal warning and/or an assigned seat will be issued by the bus driver.
2. If a serious violation, or if a verbal warning did not result in corrective behavior by the student, the driver will complete a written Bus Conduct Report and submit it to a member of the administration.

The student will be spoken to by an administrator and the action taken will be noted on the Bus Conduct Report. Copies of the report will be distributed as follows:

Copy 1 (White) – is for the parent\*

Copy 2 (Canary) – is returned to the bus driver

Copy 3 (Pink) – is retained by a member of the administration

Copy 4 (Gold) – is sent to the Bus Transportation Supervisor if a bus suspension is to occur.

(\*In certain instances a parent's signature may be required by the administrator.)

1. If in the judgment of the administrator the student's behavior warrants it, or it is a **second** referral, the student will be placed on bus probation by the administrator. Any violation during the probationary period will result in the suspension of bus privileges.
2. If in the judgment of the administrator the violation was extremely serious or it was a **third** referral, a student will lose his/her bus privileges for an extended period of time. Acts of deliberate vandalism or acts that put the safety of the driver and the other students in jeopardy will result in immediate suspension. When a student is suspended from bus transportation, the administrator will verbally notify the student and parent. Such notification will be followed by written confirmation. A student who receives a bus suspension at the end of the school year may have the suspension continued into the following school year.

## BEFORE AND AFTER SCHOOL REGULATIONS

Students should not arrive to school any earlier than 6:45. Upon arrival to school students may report to the cafeteria and remain there until the first bell. Students may use this time before 1st period for studying or meeting with teachers or other students. At the warning bell, all students are to proceed to their 1st period class without delay. Failure to be in their assigned classroom before the 2nd bell will result in the student being marked tardy for school.

Dismissal at the close of school must be orderly and follow the method described below:

- At the end of the last period class, students will remain in their assigned rooms and wait for the teacher to dismiss the class. Students may not leave until dismissed by the teacher.
- Students will then move as quickly as possible to their lockers and then to their

- respective buses. There is to be no loitering in the classrooms, corridors or bathrooms.
- Students may remain after school for a pre-arranged teacher or office detention. Administrative discretion will be employed.
  - Students may **not** loiter around the building, be in the corridors, or be walking throughout the building without a disciplinary consequence.
  - Students who complete an activity or assignment early and are waiting for the late buses at 2:45 must wait in the foyer. The late buses will receive students, with a valid late bus pass, outside the Media Center. Students staying in school after 2:45 must be engaged in a specific school activity. There are no late buses on Friday.

## DRESS CODE

The School understands that dress is often a reflection of individual taste and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the school must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of a normal school day. **The following are considered inappropriate dress and/or violations of the Student Code of Conduct: wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol, and other drug use and/or distribution; or that represent gang activity and/or membership; or that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical abilities, emotional abilities, or intellectual abilities; or that are considered to be distracting or inappropriate attire at the discretion of that administrator.** Additionally, the following rules have been established to ensure a safe, effective learning environment.

At Dighton-Rehoboth Regional High School, students are expected to be neat and clean in appearance and dress in good taste. The following guidelines should be followed:

1. For health and safety, footwear must be worn at all times.
2. Garments designed as underwear, sleepwear or are transparent garments must not be worn as outerwear. Pants must not display underwear.
3. Hats, bandanas, hoods, visors, and all other head coverings are prohibited in the school building (except for religious purposes, medical reasons or Hat Days approved by administration). Hats are not to be carried during the school day and will be implemented as a procedure of "off and out of sight." Staff will collect the hat and hand to administrator until detention is made up.
4. Heavy chains, spiked collars or bracelets and choke collars are not permitted.
5. Any clothing, referring to tops and bottoms, must eliminate any exposure of skin at the waist.
6. Skirts, dresses, and shorts should be without gaps or holes in the fabric. The length of skirts/dresses/shorts/rompers must be appropriate at the discretion of the administration. All pants should be fastened securely above the hips.
7. Clothing that depicts graphics, text, or a depiction of actions against school procedure, promotes alcohol or tobacco, or against the law is prohibited.
8. Students cannot wear sunglasses during school unless a doctor's note is provided for medical reasons.
9. Crop tops and/or strapless tops are not allowed.

Administrators will determine if a violation of dress code regulations has occurred; after meeting with the administrator, the student's parents will be called, and students will be required to change into more appropriate dress. Students refusing to comply will be sent home. No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.

## CAFETERIA

The following rules serve to make lunchtime at Dighton-Rehoboth run smoothly:

1. Tables are to be left clean.
2. No food may be consumed outside of the cafeteria.
3. Proper behavior is always expected.
4. Students who charge to their account will be capped at \$20.
5. No students are to leave the cafeteria without permission.

Some students may be eligible for free or reduced price lunches. This is sometimes true in families where there are unusually high medical bills, shelter costs in excess of 30% of the family income, special education expenses due to the mental or physical education of a child, or disaster or casualty losses. A bulletin and application for free lunches is supplied to each student at the start of the year that explains this program in detail.

Any student who behaves disrespectfully or rudely toward any cafeteria worker shall be subject to the same discipline consequence as if cited by a teacher.

## BEVERAGES

Bringing outside beverages into school is a privilege. The teacher has discretion on whether to allow students to have beverages in the classroom. An appropriate beverage is defined but not limited to: water, fruit drinks, any item that is sold in the cafeteria, and coffee (tea or hot chocolate) brought from outside the building. **A student will have this privilege revoked if he/she is abusing this policy.**

## CORRIDOR REGULATIONS

1. Students are allowed four minutes passing time between classes. Students should move through the corridor without delay and enter the classroom so that other students may pass freely in the halls.
2. Students should always walk on the right side of corridors.
3. In traveling from one class to another, students should use the most direct route.
4. Students should do nothing to impede movement in the corridors.
5. Students in the corridor during class time are required to have a pass.
6. The courtyard may be used for passing between classes during good weather.
7. Proper behavior and appropriate language are always required.
8. Students should not engage in overt public displays of affection.

## CELLULAR PHONES AND ELECTRONIC DEVICES

Cellular phones and electronic devices are not permitted to be on or visible unless being used for an academic purpose and students must receive consent from the teacher in advance. If caught with any electronic device when a student is not supposed to be using it, the student will hand it to the requesting staff member. (*A student who refuses to do so will be cited for insubordination*). However, students will be permitted to use electronic devices during lunch and passing between periods but not during class periods when they are in the corridor.

1 <sup>st</sup> Violation	verbal warning from teacher
2 <sup>nd</sup> Violation	teacher detention and teacher holds phone
3 <sup>rd</sup> Violation	referral to office and administrator holds phone

## PROMS AND DANCES

1. The following procedures will be followed for all proms and dances.
  - a. Tickets must be purchased in school. Students with excessive absences will be denied purchase or have purchased tickets revoked by the administration; students must be in school for the minimum amount of time in order to attend.
  - b. Outside guests must be pre-registered (1 per student).
  - c. Guests are subject to the same regulations as Dighton-Rehoboth students.
  - d. Students must arrive within one hour of the scheduled starting time or they will not be admitted unless accompanied by a parent or upon receipt of a call from a parent. Written notes will not be accepted.
  - e. The parents of students who do not arrive will be contacted by the advisor.
  - f. Students may leave a dance or prom no earlier than one half-hour before the end of the dance unless the parent or guardian of that student comes to the dance or prom to pick up his or her child. The date or friend of that student may not leave prior to one half hour before the scheduled end of the dance unless the parent of that student (date or friend) has made arrangements with the administration in advance.
  - g. A mandatory Breathalyzer test is required at any dance or prom.
  - h. Respectful and safe environment for all attendees. All outside guests must be under the age of 21 years old.

## DUE PROCESS

The discipline code of the school is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against him or her. Explanation for the basis for the accusation(s) and an opportunity to present his or her version of the facts is given. In addition, the Court holds that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow his or her suspension. The Court points out that due process does not require that hearings in connection

with suspension be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross examine witnesses supporting the charges, or to call his or her supporting witnesses.

## SCHOOL SEARCHES

A student search by a public school official will be found reasonable under the U.S. Supreme Court standard if there are reasonable grounds for suspecting that the student has violated or is violating either State or Federal law or rules of the school. The search itself will be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. "Reasonable grounds" for student search may include, for example, a school official's personal observation that the student possesses contraband material on school premises, or the official's receipt of a report to the effect from a teacher, another school employee, student, or some other reliable source.

Search of student lockers, backpacks, pocketbooks and cars on premises: Certain items (including, but not limited to weapons, illegal drugs, alcoholic beverages, tobacco products, stolen property, and so on) may not be stored in lockers, backpacks, pocketbooks or cars.

The school retains the right to periodically inspect lockers, backpacks, pocketbooks, and students' cars (on the premises) for compliance with these rules.

All school and state laws included above have the purpose of ensuring that school remains a safe haven and students are provided the optimum conditions to learn.

## CONDUCT OF STUDENTS OUTSIDE OF SCHOOL

If a student were to engage in unlawful and/or improper conduct outside of school, thus raising serious question about the effect that his/her presence in school might have on the rest of the student body or the staff, the principal/ assistant principal may consider such out of school activity sufficient cause for disciplinary action including suspension and or expulsion.

When a felony complaint or conviction of a student arises Mass General Laws, Chapter 71 Section 37 H 1/2 will be followed.

**Notwithstanding the provisions of section 84 and sections 16-17 of chapter 76:**

(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 will 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 his 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 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.

(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. 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.

## **GRIEVANCE PROCEDURE**

A grievance is a complaint brought by a student, or group of students, who feel that a provision of school regulation has been misinterpreted, applied inequitably or unjustly. When a grievance is alleged, the following procedures should be followed:

1. The aggrieved party should attempt remediation through a conference with the teacher involved. Should this prove unsatisfactory or undesirable, the grievance may be taken to the guidance counselor (if applicable).
2. The aggrieved party, if dissatisfied, may present his/her grievance to the principal, who after hearing the facts and after consultation with the teacher, may take any action he/she thinks is necessary.
3. If aggrieved party feels the solution/decision is not agreeable, he/she may appeal to the superintendent, who, after consultation with the principal, may take any action deemed necessary.
4. Still dissatisfied, the aggrieved party may present the case to the School Committee.

## SECTION SIX: GENERAL PROCEDURES

### ASBESTOS MANAGEMENT

In compliance with the United States Environmental Protection Agency's Asbestos Hazardous Emergency Response Act (AHERA) and the 40 Code of Federal Regulations (CFR) Part 763 Subpart E – Asbestos Containing Materials in Schools, The Dighton-Rehoboth Regional School District is committed to providing a safe and healthy environment for all employees, building occupants, transient occupants, contracted building service workers and the public.

Also, in compliance with AHERA, the District will contract with a licensed and approved Inspector to perform three-year re-inspections of school buildings, along with the maintenance of updated Management Plan materials to be kept on file in the Principals' Office of each District School as well as in the Superintendent's Office of the Dighton-Rehoboth Regional School District, 2700 Regional Road, North Dighton, MA, 02764. Questions regarding the Asbestos Management Plan may be directed to the Superintendent of Schools.

### INTEGRATED PEST MANAGEMENT PLAN

All schools in the Dighton-Rehoboth Regional School District, in compliance with the Act Protecting Children and Families from Harmful Pesticides, have filed Indoor and Outdoor Pest Management Plans with the Massachusetts Department of Agricultural Resources (MDAR). These plans, about pest management and pesticide use procedure, are accessible at the MDAR website, <http://massnrc.org/ipm/>, in the principal's office of each school and at the District office.

### REGULATIONS PERTAINING TO STUDENT RECORDS

Regulations pertaining to student records were adopted by the State Board of Education. These regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of school records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The Every Student Succeeds Act (ESSA) Act of 2015 (formerly known as No Child Left Behind (NCLB) contains a provision regarding the disclosure of names, addresses, and telephone numbers of secondary students to military recruiters and institutions of higher learning. Dighton-Rehoboth Regional High School is obligated to provide this information for all students in grades 9 - 12 unless the parent/ guardian or student notifies the Principal in writing that they do not want this information released.

The state has mandated that all schools keep two types of records: one referred to as a permanent record, the other referred to as a temporary record. The permanent record will be maintained by

Dighton-Rehoboth Regional High School for sixty years following a student's transfer, graduation or withdrawal from this school. All temporary records will be destroyed within five years after a student leaves Dighton-Rehoboth. Medical records are distributed to all students upon graduation.

Information in a student record is not disseminated to any third party (not required by law) without the expressed written consent of the eligible student and/or his/ her parent/guardian. Students and parents have the right to add information to the student record or to request, in writing, deletion of any information. A more complete explanation of all of these rights is available in the Guidance Center, or at <http://www.doe.mass.edu/lawsregs/603cmr23.html>

### **CLASS DUES**

A system of voluntary class dues is in effect for all students who wish to participate. Dues are:

<b>\$15.00 per year for FRESHMAN</b>	<b>\$25.00 per year for JUNIORS</b>
<b>\$15.00 per year for SOPHOMORES</b>	<b>\$40.00 per year for SENIORS</b>

Students who are part of the dues system are guaranteed a free yearbook, a free graduation cap and gown, and a reduced price ticket for both the junior and senior proms. Students who are not part of the dues system must pay the full price for each of those items at the time of the event. See your class advisor for details.

### **VOTER REGISTRATION**

Dighton-Rehoboth Regional High School encourages students who are of voting age to engage in the democratic process. Voter registration forms are available in the main office for students who have reached the voting age of 18. They can also be requested online at <http://www.sec.state.ma.us/ele/elestudents/studentsidx.htm>. Massachusetts State Law allows pre-registration if you are 16 and over.

### **WORK PERMITS**

Students between the ages of 14 and 16 should pick up a "promise of employment" card from the Superintendent's Office. The completed form is returned to the Superintendent's Office; students must be accompanied by a parent and must bring a birth certificate to complete the work permit process. Students between the ages of 16 and 18 should bring a driver's license, birth certificate, or social security card to the Superintendent's Office to obtain a work permit.

### **ACCIDENT INSURANCE PLAN**

The accident insurance plan will be sent home with students to all parents in September.

## PROPERTY CARE

All students are responsible for damaged, destroyed, or lost property or materials and must pay for replacement or repair. All textbooks must be covered, and students are reminded to take proper care of them. Failure to do so may result in monetary and/or academic consequences.

## LOST AND FOUND

All items found, regardless of value, must be turned in to the office. When you lose something, you should inquire at the office to see if it has been found. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.** Students reporting lost items will be asked to complete a form in the office. Students should clearly mark their names on all items of personal property.

## STUDENT CORRIDOR LOCKERS

Lockers are issued to students upon entry to school and are for the storage of clothing, textbooks, notebooks and lunches throughout the students' time at Dighton-Rehoboth Regional High School. The administration reserves the right to inspect lockers at any time when reasonable cause exists, and retains a master key allowing access to all student lockers.

Do not share lockers or give your combination to another student. Report damage to lockers immediately to the main office. **The school is not responsible for lost or stolen items.**

## LOCK FOR PHYSICAL EDUCATION

Locks that are the property of the school will be placed on all physical education lockers. Lockers and combinations will be distributed by teachers at the beginning of each school year. At the conclusion of the school year, lockers are to be emptied of their contents so that cleaning can be done. If not, items found therein will be discarded.

## LATE BUSES

Late buses will be provided for students who have a valid reason to stay after school. The late buses for Dighton and Rehoboth will depart between 2:40-2:50 (depending on route) and will be boarded at the exit by the Media Center, with a valid late bus pass. Late buses will bring students to either town's elementary school where students must transfer to a specific bus to complete their ride home. There will be **no** late buses on Friday.

The behavioral expectations for students riding the late buses are the same as those for students who ride the buses to school at the start of the day and for students who ride the buses home immediately after school. The consequences for infractions are more stringent, though, because the late bus is a privilege that does not have to be offered, and high school students are expected to be good role models for the elementary and middle school students with whom they ride the

late bus. For a first offense, a student will be assigned three (3) office detentions and lose the right to ride the late bus for two (2) weeks. For a second offense, or first offense deemed serious in nature by the bus driver and administrator, a student will lose his/her right to ride the late bus for the remainder of the semester.

## FIELD TRIPS

Field trips by a class are optional opportunities offered from time to time to members of the student body. Their basic purpose is to enrich the regular instruction of the classroom. No student is required to participate in a class trip.

As an optional activity the student has a choice – either to meet the requirements of the school or to not go on the trip. The requirements are simple:

1. Proper behavior is expected of everyone participating. All procedures in the *Discipline Guide* of this handbook are applicable to field trips.
2. Field trips are dress-up affairs. Students who are not dressed properly for the occasion will not be allowed on the field trip.
3. Students are responsible for any work missed in school because of the field trip. Students must make up all work missed, and be prepared to take any quizzes or tests that are given the next day in class. Students must check with teachers before leaving on any field trip.
4. No field trip will be scheduled after May 1, unless approved by the administration.
5. Students who choose not to participate in a class sponsored educational field trip must still attend school, and complete the expected work as assigned by their teachers.
6. Prior to attending a field trip, students must submit the following paperwork to their teacher in charge of the field trip:
  - A. Signed Parental Permission Slip
  - B. Grade Eligibility Form completed with signatures.

From time to time, the school will provide buses for pupils to attend athletic contests. Reservations for these will be made in advance in accordance with established procedure. Only students with reservations will be allowed on the bus. Regulations outlined above will be adhered to. All team athletic trips and field trips are “dress-up” affairs.

## NO SCHOOL ANNOUNCEMENTS

Announcements relative to “No School” or “Late Start Day” are carried by the following stations beginning at 6:00 a.m.

**WPEP (1570)**

**WARA (1320)**

**WSAR (1480)**

**WJAR (TV10)**

**WPRO (630)**

**WSNE (93.3) WPRO (92.3)**

**REHOBOTH EDUCATION ACCESS TV (15)**

**DIGHTON EDUCATION ACCESS TV (98)**

## VISITORS TO SCHOOL

All visitors, including parents, must report to and sign in at the main office, and they must wear a visitor’s pass at all times. Due to the fact that the school cannot be expected to provide for those who do not attend Dighton-Rehoboth Regional High School, visitors are generally not allowed. Exceptions to this rule may be approved on an individual basis by the administration.

## SECTION SEVEN: EXTRACURRICULAR ACTIVITIES

### ELIGIBILITY

Dighton-Rehoboth Regional High School does not discriminate on the basis of race, color, sex, disability, religion, national origin, or sexual orientation in its access of students to all extra-curricular activities. Academic requirements for eligibility to participate in extracurricular activities are the same as athletics.

Students with disabilities may be entitled to aides, services, and/or modifications in order to accomplish the objective of equal opportunity to participate in extracurricular activities. The need for any aides, services and/or modifications will be determined on an individual basis. For further information please contact the Guidance Department, or Assistant Principals.

### ART CLUB

The Art Club is an organization formed by a group of involved students who are interested in further exploring varied fields in the arts. Art Club students will be helping the Art Department in the exhibition of work done by our students during the year and for the end of the year art show. The Art Club will be involved in community projects, hosting visiting artists, cooperative projects, and field trips.

### COLOR GUARD

All students interested are eligible to participate. The body has a set of rules and regulations and is under the supervision of the Flag Unit advisor. Regular practice sessions are held and this group is expected to provide much of the spirit and support for our athletic teams. Tryouts are held in the spring to select participants for the following year.

### COMIC BOOK CLUB

Do you like reading comics? Do you enjoy deep philosophical conversations about people in capes? If so, comic book club is the place for you! Join us every Thursday to read the latest comics, graphic novels, and manga.

### DR IMPROV

During club meetings, the club members practice improvising comedic scenes. This discipline allows students to develop many life-long habits: a greater confidence, stronger listening skills, much needed public performance skills, the ability to work seamlessly with others, a deeper understanding of dramatic literature, a deep understanding of how stories inform our lives, as well as a sense of levity to help soften the stressful world around us. Hour and a half long practices would be held once a week in the evening throughout most of the school year. The club

performs a minimum of three times within the school year.

## **ENVIRONMENTAL CLUB**

The Environmental Club is available for students to join. The purpose is to raise awareness of environmental issues among high school students and to promote a structure through which they can effect positive change. The club is run by and for high school student for the preservation of our environment . Members of this club meet under the direction of the advisor and carry out activities and programs that the club organizes. Meetings are usually held monthly. Hiking, canoeing and ski trips are also part of the club's activities.

## **“FALCON FLYER” –STUDENT NEWSPAPER**

The student newspaper, *The Falcon Flyer*, is printed on a semi-monthly basis, depending on interest and club enrollment. As recently as 2006 the newspaper earned awards for writing and overall excellence. Club membership is open to all students interested in the writing, photography, art, proofreading, typing, and layout phases of production.

## **FRESHMAN TRANSITION PROGRAM**

A separate and special program is provided for freshmen entering Dighton-Rehoboth. This program offers 4 days of orientation and assistance by the Peer Mentors and Advisors of the school.

## **GAY-STRAIGHT ALLIANCE**

The goal of the GSA is to promote tolerance and understanding of Gay, Lesbian, Bisexual, and Transgender students through friendship. Membership is open to anyone. Each spring, the GSA sponsors a Day of Silence, a student-led activity where concerned individuals take some form of a vow of silence to bring attention to the name-calling, bullying, and harassment – in effect, the silencing – experienced by lesbian, gay, bisexual and transgender students and their allies.

## **JAZZ BAND**

The D-R Jazz Band is formatted after the big swing bands. The band has full trumpet, trombone, and sax sections which accompany rhythm and guitars. The group plays soft rock, swing and easy jazz. Students are encouraged to develop skills on secondary instruments and double on them in Jazz Band. Jazz Band performs at the Winter Concerts and the Spring Concert, and also performs outside of school by invitation.

## **LANGUAGE CLUBS**

The different language clubs are organizations formed by students interested in any or all of the languages offered for study in our school curriculum. Student sign ups are held in September.

The clubs meet 2 - 3 times a month (September - May)

Types of Activities:

1. Fund-raising events
1. Plan foreign language trips
2. Plan foreign language week activities
3. Attend charity events to help raise money

### **LEO CLUB**

The Dighton-Rehoboth Leo Club is a community service group sponsored and affiliated with the four Lions Clubs of Dighton and Rehoboth whose purpose is to do good works around the school and around the communities of Dighton and Rehoboth. Leos will have the opportunity to plan fundraising events, attend meetings discussing works to do, attend conferences, help out in the school and community, and make donations to charitable causes. There is an emphasis on having fun along with doing these good works. Students who would make good Leos are young men and women who care about their school and town, feel that doing good things is a worthwhile endeavor, like planning events and lending a hand, and are positive and kind individuals

### **MAJORETTES**

The majorette squad will consist of 9 members; 6 regular members and 3 substitutes. All freshmen, sophomores and junior are invited to practice with the squad.

### **MARCHING BAND**

Membership is open to anyone in grades 7 through 12, who are interested in music and who plays an instrument. In the fall, the band plays at rallies, football games, and parades.

### **MATH TEAM**

D-R is a participant in both the Southeastern Massachusetts Math League and the Southeastern Massachusetts Conference Math League. Each league sponsors interscholastic competition in math contests among member schools. Each competition includes questions from arithmetic, algebra, geometry, trigonometry, and analytic geometry. The team is selected from students in grades 9 through 12 by intramural math contests. Students participating on the math team are eligible for varsity interscholastic awards.

To qualify for a letter award a student must:

1. Participate in at least half of the regular meets.
2. Score equal to or greater than the meet averages in at least half of his/her individual rounds of competition.

## MEDIA CLUB

The Media Club gives students an opportunity to participate in the daily operations of a library. These students gain valuable work experience and skills while performing a valuable service to the school.

## MOCK TRIAL

If you have an interest in law, Mock Trial will offer you an opportunity to argue cases in a real, live courtroom. Mock Trial is part of the law related education program of the Massachusetts Bar Association. This is an activity that is open to the entire student body. All Mock Trial members have an opportunity to participate in the state-wide Mock Trial tournament. Students may participate as attorneys, witnesses, courtroom artists and video camera operators.

## NATIONAL HONOR SOCIETY

Election to Dighton-Rehoboth's chapter of the National Honor Society, named the James A. Frates Chapter, is one of the school's highest honors for students. Only juniors and seniors are eligible for membership. Election standards are based on elements of SERVICE, SCHOLARSHIP, LEADERSHIP, and CHARACTER.

First, students must meet a minimum cumulative weighted average of **96.0** at the end of the sophomore or junior year to be considered for membership. These minimum cumulative averages are the standards that must be attained without the process of rounding off.

Academically eligible students, before election, then must compile a portfolio in which they document at least three examples of SERVICE and one area of LEADERSHIP. Each student is required to obtain three letters of CHARACTER reference, one of which must be from a member of the Dighton-Rehoboth faculty. The portfolios are judged by the Faculty Committee, who will make a decision of acceptance. The Faculty Committee evaluates students on these same characteristics each year.

## PEER LEADERS

The Peer Leadership Program at D-RRHS consists of students who wish to work together to promote positive peer pressure in the school environment and community awareness outside of school. The Peer Leaders coordinate many school wide events to foster a safe environment and provide positive choice activities. Peer Leadership is open to freshmen, sophomores, juniors and seniors who have successfully completed the application process.

## PRO MUSICA

*Pro Musica* is the select choir at Dighton-Rehoboth. Participants are chosen by audition. Pro Musica performs at two school concerts each year. In addition, they participate in the Tri-County

Choral Festival (January) and have performed at community events and venues such as the town Tree Lightings, the American Auto Auction, Heritage Museum and Gardens, and the Providence Bruins.

## SOUTHEASTERN REGIONAL STUDENT ADVISORY COUNCIL

In 1971, a law was passed providing for student representation on the State Board of Education through a Student Advisory Council comprising eleven regional councils and one state-wide council. Dighton-Rehoboth is a member of Council A in the Southeast Region. Monthly meetings are held by the Department of Education. Elections are held annually in March to select the D-R representatives to the Regional Advisory Council. The students elected represent D-R at meetings of schools in this area to discuss state-wide secondary schools and legislation affecting secondary schools. Elected students are automatically on the Student Government.

## SPEECH TEAM

Speech team is a fun opportunity for students to compete in various aspects of public speaking and dramatic/comic literature. Team members compete in league-wide meets approximately one Saturday per month. Team members are also expected to practice once a week and attend weekly meetings. Qualifying competitors can attend state and national competitions.

## THEATER COMPANY

The D-R Theatre Company performs two productions each year. Casting is open to all students by general audition, not for a specific role. Students not wishing to perform on stage may consider joining the technical crew. Typically, the fall production is a play, while the spring brings the annual musical.

### **Criteria for all shows:**

**Dance:** Technique (flexibility and articulation of movement); Time (maintains relation to and coordination with rhythm and syncopation); Energy (appropriate tension, force, effort, weight, and style of movement); Space (maintains shape, pathway, level and direction); Collaboration (assimilates corrections accurately and consistently); Performance value (dances with artistic expression).

**Vocal:** Tone (demonstrates secure pitches); Breath Control (projects and controls the tone); Diction (performs with accurate diction); Phrasing (shows comprehension of the character); Expression (performs with style that correctly interprets the score).

**Acting:** Character Development (creates a well-rounded character which demonstrates understanding of the character's objective); Improvisation (delivers lines and creates

movement that elicits audience response); Believability (creates a believable character); Vocal Expression (Uses the correct volume, phrasing and inflection); Movement (uses movement to portray the character); and Focus (remains focused on the scene/exercise).

## YEARBOOK

The yearbook staff produces the D-R yearbook which is called the *Aurora*. A tradition that has lasted 40 years, the *Aurora* chronicles the classes, organizations, athletic teams, and important events that occur each school year. The staff meets three to four afternoons each week, usually in groups of two to six members. The work includes desktop publishing tasks such as layout and design using Adobe PageMaker, various organizational and planning tasks, reporting, selecting and cropping pictures, etc. Membership is open to freshmen, sophomores, juniors, and seniors. The editor-in-chief is usually a senior appointed by the yearbook advisor. Other responsibilities and positions are open to all classes. These appointments are usually made by the editor.

## STUDENT GOVERNMENT

In order to build a better relationship among students, to create a genuine respect for teachers, to provide wholesome student activities, and to produce outstanding future citizens, Dighton-Rehoboth students have established a Student Government. Student Government consists of the four class presidents, the two student advisory committee members, representatives to the School Committee, and six representatives from each class. The president must be a member of either the senior or junior class; the vice president, secretary, and treasurer, must be members of either the senior, junior, or sophomore classes. All officers will be elected by the student body in the spring. Elected officials must have 80% attendance at student government meetings (excused absences do not hurt attendance) or they will be removed from office. Elections for Student Body Positions are contingent on at least a 1 year term in student government.

## RESPONSIBILITIES OF STUDENT GOVERNMENT AND CLASS OFFICERS

The election of Student Government and class officers shall be organized and directed by the Administration. Potential candidates are advised that specific duties are a part of each office and that they must be willing to assume these duties, if elected. Once elected, if a student is unwilling or unable to fulfill the duties and/or obligations of his/her position, then a recommendation may be brought to the Student Government Advisor who will convene with the elected student. The purpose of this meeting will be to discuss the elected student's unwillingness or inability to fulfill his/her duties and/or obligations. Following the meeting, a recommendation may be brought to the Student Government membership for the student's removal from office.

## DUTIES OF STUDENT GOVERNMENT OFFICERS

**President** – The President shall preside at all meetings and shall assist the advisor in preparing an agenda for each meeting. The President shall assist the advisor in overseeing and checking on the progress of all committees.

**Vice President** – The Vice President shall act as President of the Student Government in the absence of the President. The Vice President shall call attendance and keep records of attendance at all meetings. The Vice President shall assist the President and the advisor with all matters of the Student Government.

**Recording Secretary** – The Recording Secretary shall keep, record, and deliver the minutes of every Student Government meeting. The Recording Secretary shall maintain a record of all committees, their membership and chairperson, and dates on which they meet. The Recording Secretary shall assist in the preparation of meeting agendas and be responsible for their posting correspondence to the full membership at each Student Government meeting. The Corresponding Secretary shall be responsible for preparing and mailing all Student Government press releases.

**Treasurer** – The Treasurer shall maintain a balance sheet showing all Student Government financial transactions and shall give a financial report at each Student Government meeting. The Treasurer shall assist the advisor in the collecting and accounting of all Student Government monies.

**Corresponding Secretary** – The Corresponding Secretary shall be responsible for all correspondence both to and from the Student Government shall read all pertinent.

## DUTIES OF CLASS OFFICERS

**President:** It is the duty of the class president to request meetings and to act as the presiding officer. This office is an executive position and requires initiative in proposing class activities and leadership in bringing them to a successful conclusion.

In case of a long absence of the vice-president, secretary, or treasurer, the president shall appoint a member of the class to serve temporarily until the return of the elected officer.

The president shall appoint the chairman of any committee concerned with a special activity, such as fund raising. This chairman shall be responsible for selecting the committee members.

The class president and committee chairman should be sure that an adequate cross section of the class is represented on all committees.

**Vice President:** The vice-president shall preside at meetings in the absence of the president. This

office includes the responsibility of assisting the president by performing any duties that may be delegated to the vice-president by the presiding

**Secretary:** The secretary shall keep all class records and be prepared to read the minutes of the previous meeting at each succeeding meeting of the class. These minutes, with any necessary amendments, shall be accepted by vote of the class and so recorded.

The class records shall be entered in a suitable book and kept in the school office where they can be available to the elected class officers, the class advisors, and the administration.

**Treasurer:** The treasurer's records shall be responsible for all class funds and furnish a properly prepared financial report at each meeting. This report, with any necessary amendments, shall be accepted by vote of the class and so recorded. The treasurer's records shall be documented and made available to the class officers, the class advisors, and the administration upon request.

All monies collected shall be recorded in accordance with district wide policies and procedures.

## SPECIAL DUTIES OF CLASS OFFICERS

It has been the custom that the senior class president to deliver the welcoming address at graduation. The **senior class officers** are responsible for planning and conducting spirit week activities, and for planning reunions of the class. The **junior class officers** shall serve as ushers for the senior prom. If unable to be present, they must provide a substitute satisfactory to the class advisor, who will assume their duties. The junior class president and vice president serve as marshals at graduation. The **sophomore class officers** shall serve as ushers for the junior prom. If unable to be present, they must provide a substitute satisfactory to the class advisor, who will assume their duties.

## SCHOOL COUNCIL

School Councils are at the heart of the Education Reform Act of 1993. Teachers, school administrators, parents, students from all grade levels, and community members in the establishment of goals and standards for the local school base them on the belief that there must be active involvement. These stakeholders in educational improvement are viewed as vital partners in educational reform who must work together to identify and achieve the school community's educational mission.

The council holds regularly scheduled meetings. All meetings are open meetings. Students are equal partners on the school council. The school council advises the principal on school matters.

## STUDENT REPRESENTATIVE TO THE SCHOOL COMMITTEE

One student from each class and two students elected at large represent Dighton-Rehoboth

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students in meetings with the Regional School Committee. On a rotating basis a student representative is to be present at each School Committee meeting.

## **INSTRUCTIONS FOR REQUESTING AN ACTIVITY OR CLUB**

Any request for a club, activity, or social event should be based on the following criteria and will be heard by the administration based on available funding:

1. Does it meet a need either socially or co-curricular?
2. Are there enough pupils interested?
3. Is there a faculty member interested in giving up his time for the activity?
4. Is it a legitimate school connected activity?

If the criteria listed above has been met, the office has a request form that may be filled out and submitted. The request will then be reviewed by the administration.

## **THE ROLE OF THE FACULTY CLASS ADVISOR**

Class meetings are to be requested from the advisors by the class president. Special class meetings may be called on written request of thirty-five (35) members of the class. Such requests must be presented to the class advisors for approval at least two days before the date of the proposed meeting and the agenda for such meetings must be prepared as specified in the following paragraph: copies of this agenda must be posted. Class meetings may be called at any time by the principal of the school.

Prior to any meeting, the class officers and the student class representatives, if any, shall meet with the class advisors and prepare an agenda for the meeting; copies of this agenda must be posted.

Notification of class meetings shall be announced to the faculty two days prior to the date of the meeting.

At the first meeting of the class during any calendar year, the advisors shall instruct the class on its role in class activities, emphasizing that it is the duty of the class itself to propose and execute these activities.

The most important work of the school is done in the classroom. Other activities are entirely extracurricular. The student body should be primarily responsible for the success or failure of these extracurricular activities and not the faculty advisor.

Class advisors shall be chosen by the administration from a volunteer list. Advisors may continue with a class for succeeding years, if they so desire. Each class must have an advisor. The advisor acts as general chairperson for all class activities.

## SECTION EIGHT: ATHLETICS

The athletic program at Dighton-Rehoboth Regional High School shall be an integral part of the educational process. Competitive athletics shall be developed within the context of sportsmanship, health, and scholastic achievement. The program should occupy a position at Dighton-Rehoboth Regional High School comparable to that of other extracurricular activities.

### PHILOSOPHY

The Interscholastic Athletic Program at Dighton-Rehoboth Regional High School is committed to the total physical, emotional, social and mental development of its participants. The program is an extension of the values and ideals of our school leading to the development of a well rounded individual. D-R athletes will take pride in themselves, their team, school and community while learning to work together towards common goals. Every athlete should enjoy the experience of being a team member.

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship and basic physical/health qualifications. Participation in the program is a privilege granted to students who meet and maintain these standards.

### GENERAL OBJECTIVES

1. Encourage participation in athletic contests on the part of as many student-athletes as possible;
2. Promote the observance of good sportsmanship, ethical conduct, and fair play in all athletic contests;
3. Maintain essential standards of eligibility;
4. Promote an atmosphere that will enable student-athletes to reach their potential;
5. Encourage self-discipline, high standards, team spirit, and individual responsibility;
6. Realize that academics is the primary concern of each student athlete.

### STUDENT-ATHLETE RESPONSIBILITIES

1. Exhibit the proper ideals of sportsmanship, ethical conduct, and fair play;
2. Avoid actions that may degrade the school, the sport, or the athlete;
3. Demonstrate courtesy to visiting teams, coaches, and officials;
4. Respect the integrity and judgment of sports officials;
5. Establish an amiable relationship between visitors and hosts;
6. Achieve a thorough understanding and acceptance of the rules and standards of the Athletic Handbook;
7. Encourage leadership, use of initiative, and good judgment by all players on the team;
8. Recognize that the purpose of athletics is to promote the mental, moral, social, emotional and physical well-being of the individual.
9. Demonstrate respectful behavior and adhere to the standards of good citizenship established by the Student Handbook.
10. Remember that an athletic contest is only a game.

## TEAMS AVAILABLE FOR STUDENTS

### FALL

<b>BOYS</b>	<b>GIRLS</b>	<b>CO-ED</b>
Football (V, JV, F)	Field Hockey (V, JV)	Golf
Soccer (V, JV)	Soccer (V, JV)	Cross Country (V, JV)
	Volleyball (V, JV, F)	Cheerleading

### WINTER

<b>BOYS</b>	<b>GIRLS</b>	<b>CO-ED</b>
Basketball (V, JV, F)	Basketball (V, JV, F)	Indoor Track
Ice Hockey (V, JV, F)		Swimming
Wrestling		Cheerleading

### SPRING

<b>BOYS</b>	<b>GIRLS</b>	<b>CO-ED</b>
Baseball (V, JV, F)	Softball (V, JV, F)	Outdoor Track
Tennis (V, JV)	Tennis (V, JV)	
Lacrosse (V, JV)	Lacrosse (V, JV)	

\*Dighton-Rehoboth competes as a member of the South Coast Conference

## RULES AND REGULATIONS

All rules and regulations governing secondary school students, interscholastic athletic contests, and practices are established by the Massachusetts Interscholastic Athletic Association (hereinafter referred to as the MIAA). All coaches and personnel concerned with the administration of the athletic program must be thoroughly familiar with these regulations. Coaches are responsible for properly administering their particular sports.

## PARENT/ATHLETE HEAD INJURY DISCLOSURE FORM

Pursuant to Massachusetts General Law, Chapter 111, Section 222, participants of interscholastic athletic programs and their parents prior to each season must disclose any information relative to any sports head injury history. This information must be shared with the athlete's coach(s) and a copy will be kept on file in the offices of the Athletic Director and the School Nurse.

Have you ever exhibited signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) during a sporting competition at any level?

YES  NO

Have you ever been diagnosed with a concussion?

YES  NO

If yes to either of the above questions please list and explain each individual circumstance (sign, symptom, or behavior followed by date of incident)

Do you currently have or have you ever had athletic participation restrictions in relation to being diagnosed with a concussion?

YES  NO

I attest under penalty of law that the above information is accurate to the best of my knowledge.

Parent/Guardian Signature:

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

Athlete/Participant Signature:

\_\_\_\_\_  
Athlete/Participant Name (Print)

\_\_\_\_\_  
Date

## CONCUSSION LAW/ATHLETICS

### Sports Head Injury

Massachusetts General Laws, Chapter 111, Section 222 mandates that each school system adhere to the following:

The department shall develop forms on which students shall be instructed to provide information relative to any sports head injury history at the start of each sports season. These forms shall require the signature of both the student and the parent or legal guardian thereof. Once complete, the forms shall be forwarded to all coaches prior to allowing any student to participate in an extracurricular athletic activity so as to provide coaches with up-to-date information relative to an athlete's head injury history and to enable coaches to identify students who are at greater risk for repeated head injuries.

If a student participating in an extracurricular athletic activity becomes unconscious during a practice or competition, the student shall not return to the practice or competition during which the student became unconscious or participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neuropsychologist, certified athletic trainer or other appropriately trained or licensed health care professional as determined by the department of public health, to the school's athletic director.

A coach, trainer or volunteer for an extracurricular athletic activity shall not encourage or permit

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a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student, including using a helmet or any other sports equipment as a weapon.

## **LOCKER ROOM AND EQUIPMENT**

The student-athlete is responsible not only for the general care and upkeep of his / her locker but also for the care and return of any uniforms and/or equipment issued to him / her. Along with a locker, a student-athlete will also be provided with an individual lock to secure his/her belongings. Any item damaged or not returned must be paid for equal to its replacement value. **All obligations concerning equipment, lockers and uniforms must be met prior to the involvement of the student-athlete in another sport or his/her participation in any class activity, including school dances and proms.**

## **PARENTS' PERMISSION FORM**

A student must submit a completed, signed parent's permission form prior to his/her first practice session. This form must be completed for each athletic season of involvement.

The form used to certify parent receipt of this Student Handbook implies compliance with all athletic regulations.

## **PHYSICAL EXAMINATION**

All student-athletes are required to have the Physical Form signed by a parent or guardian on file with the Nurse. The Massachusetts Interscholastic Athletic Association requires that all participants have a valid physical examination prior to try-outs. **All such examinations must be documented on the Medical Examination Form provided by the Athletic Department and coaches must supply an athletic roster to the school nurse for verification prior to participation in any sport.** It is the responsibility of the coach to insure that no one takes part in a practice or contest if the student-athlete has not provided proof of a current physical examination. It is strongly recommended that an annual examination be scheduled between June 15th and August 20th of each school year. An exam administered during this period of time will cover a student for the complete school year. Please ask the physician to mail a signed copy of the completed exam to either the nurse or the athletic office at the high school or to deliver it personally.

## **INSURANCE**

All D-R student athletes participating in the interscholastic athletic program are covered by a rider to the basic insurance plan. This procedure is non-duplicating, which means that if you have any type of personal insurance coverage, our insurance carrier will only pay what your insurance carrier does not and that will only be for what they determine to be reasonable and customary charges. If you do not have any type of personal insurance coverage, our insurance carrier will only pay reasonable and customary charges for treatment. The limits for these charges will be determined by the carrier. If you have any questions regarding these limits that our insurance carrier provides, we ask that you please contact the insurance carrier directly.

If your son or daughter is injured AND has sought medical care, it is the student's responsibility

to report this injury to the athletic trainer, accompanied by a note from the practitioner with a diagnosis, so that an Athletic Injury Report can be filled out. (This report starts a paper trail for the school). If school athletic insurance is necessary for payment or partial payment, it is the responsibility of the parents to obtain the necessary forms from the front office and send these forms to medical personnel. If an athlete is taken ill by an athletic related injury after leaving practice or a game and must be taken for medical assistance, he or she should report this fact to the coach or trainer immediately upon return to school.

## **EMERGENCY AMBULANCE PROCEDURES**

All emergency ambulance procedures governing the school as found in the Student Services Section of the Student-Parent Handbook apply to student-athletes. These procedures have been agreed to by the Chairman of the Rehoboth Ambulance Committee and the Dighton Fire Chief.

## **PRESCRIPTION AND NON-PRESCRIPTION MEDICATION**

The same procedure as is in place for all students for the administration of medication to students in the school is in place for athletes.

## **EMERGENCIES**

During each athletic season, Dighton-Rehoboth has on duty a certified athletic trainer. The athletic trainer is located in the athletic trainer's office. The athletic trainer should be summoned immediately when there is an injury. Remember — the injured athlete takes priority over all else.

All coaches take with them medical kits and ice coolers for every practice and game. Water coolers are also available to coaches.

Coaches should be made aware of any medical conditions that their athletes may have. Those with asthma/allergies who have a prescribed inhaler/epi pen should not be allowed to participate unless their inhaler/epi pen is with them. They may not share with others. Any questions should be directed to the Trainer.

Coaches should maintain their medical kits with proper supplies and replenish supplies with the Athletic Trainer. Supplies in the medical kit are for injuries, not equipment.

Each coach should have a list of team members with the following information: name of parent/guardian; emergency numbers; pertinent medical information.

All injuries must be reported to the Athletic Trainer. In case of an emergency:

1. Contact the trainer to report status and determine whether 911 call is needed.
2. Give direction as to where the athlete is located (field, gym, etc.) and suspected injury.
3. Give immediate first aid based on coach's training. Do not hesitate to call 911 if the trainer is unable to be contacted. Give any ambulance specific information as to athlete's location.
4. If any athlete is sent to the trainer, make sure that the athlete is accompanied by a teammate.

## MIAA ATHLETIC ELIGIBILITY RULES

MIAA student eligibility requirements for participation in high school athletics are quite involved. The MIAA regulations have been condensed considerably here in an attempt to highlight the most important rules and regulations. As with all MIAA rules, there is a waiver process. Waivers of MIAA rules must be initiated by the school principal. If the below information does not answer specific questions, or there is a concern that a waiver might be necessary, please contact the Athletic Office.

### MEMBERSHIP IN SCHOOL

A student-athlete shall have been a member of some secondary school for a minimum of two months (exclusive of the summer vacation) and have been issued a report card preceding the contest, unless entering from elementary or junior high school during the same school year. A pupil's attendance at school does not start when he/ she registers in that, but rather when he/she begins attending school sessions. When a student-athlete drops out of school and then decides later to return to the same school, he/she cannot become eligible for athletics until a report card has been issued and until the expiration of a minimum of two calendar months from the date of his/her return to the same school, and until the requirements of the Rules of Eligibility are fully met.

### TRANSFERS

A student-athlete who transfers from any school to a MIAA member high school is ineligible to participate in any interscholastic athletic contests at any level for a period of one year in all sports in which that student participated at the varsity level during the one year period immediately preceding the transfer (except as exempted on the next page). For the purpose of this rule, no transfer will be deemed to have taken place if a student-athlete returns to his/her former school on or before the eleventh school day from the date of the last attendance there.

Varsity participation is defined as any appearance, as a competitor, in a varsity inter-school contest other than a scrimmage. For a transfer student-athlete to be eligible in a specific sport within the year of his / her transfer, the sending school principal, athletic director, and head varsity coach(es) of the sport(s) in which the student-athlete desires to participate must certify by signature that the student-athlete did not participate at the varsity level during the year prior to the actual transfer. If it is later determined that the sending school falsely or erroneously certified eligibility, then the sending school will be subject to minimally a letter of censure, copies of which will be mailed to the school committee, superintendent, principal, athletic director, and reported in the MIAA Newsletter. The MIAA certification form must be dated and filed at the receiving school before the student is declared eligible (as to the transfer rule only) by the receiving school principal. All other eligibility requirements must also be satisfied before the student-athlete is permitted to participate. Foreign exchange students are not eligible until Form 100 (A) is properly executed. A student-athlete who transfers after the start of the practice season is ineligible in all sports during that sport season.

Exemptions to the transfer rule — Eligible immediately provided that all other eligibility

requirements are met:

1. Change of residence of a student-athlete's parents: A student-athlete's transfer is necessitated by a change of residence of his / her parent(s) to the area served by the school to which he / she transfers. (This exception does not apply to a change in custody, guardianship, or to a student's change in residence from one parent to another.)
2. Junior high school transfer: A student-athlete who enters the 9th grade of a 4-year school and who has not been enrolled previously in the 9th grade.
3. Elementary / Junior High / Middle School graduate: A student-athlete who has completed the last grade available previously attended.
4. Closed school: If a school no longer exists, a student-athlete in attendance may be eligible at the school of his / her choice immediately after the closing of the school which he / she had been attending.

## **COOPERATIVE TEAMS**

Student-Athletes participating in a School Committee and MIAA approved cooperative athletic team will be held responsible to Dighton-Rehoboth Regional High School and Athletic Department policies as presented in the respective handbooks. In addition, student-athletes will also be responsible to policies of the cooperative host school as presented in their handbooks when applicable or more stringent than Dighton-Rehoboth Regional policies.

## **AGE LIMITS**

A student-athlete shall be under nineteen years of age, but may compete during the remainder of the school year provided that his / her 19th birthday occurs on or after September 1 of the year. For grade 9 competition, a player shall be under 16 years of age, but may compete during the remainder of the school year provided that his / her 16th birthday occurs on or after September 1 of the year. Principals must exercise great care in determining the ages of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

## **PENALTY FOR PLAYING IF INELIGIBLE**

The principal of a school which plays a student-athlete who is later found to be ineligible, whether because of the student-athlete's own misstatements or lack of care on the part of the school authorities, shall notify in writing the principal(s) of the opposing school(s) and the executive director of the MIAA forfeiting every competition in which the ineligible student-athlete competed. Since the principal is personally responsible for attesting to the eligibility of each contestant, and since allowing an ineligible player to participate in a contest is a serious matter, it is strongly advised that the principal give personal attention to this matter. In all contests such as cross country, golf, gymnastics, skiing, swimming, tennis, track, and wrestling, the participation of an ineligible player shall result in the forfeiture of the whole contest.

## **ATHLETE CONTEST EXPULSION**

A student who is ruled out of a contest shall not participate in the next scheduled competition

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with a member school or in MIAA tournament play. The disqualified student is ineligible for any contest in that sport until the next contest at the same level has been completed.

A student ruled out of a contest twice in the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his / her second disqualification. A student or coach who physically assaults an official shall be expelled from the game immediately and banned from further participation or coaching in all sports for one year from the date of the offense.

The game official who excludes a student under the provision of this rule should immediately inform the coach of each team, official scorer, and state the violation. If the game official fails to file his / her report but notifies the coaches and the official scorer, the player is bound by the suspension. The athletic director in charge of the contest or his / her designee is responsible for having the official suspension forms available for game officials, and sending copies to the principal of each school involved, the athletic director of each school involved and the executive director of the MIAA. The official should complete the forms before leaving the site of the game.

Fighting and unsportsmanlike conduct penalties will be within the authority of an official at all times at the game site. Any student in any sport who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the game immediately and shall not participate in that sport season for one year from the date of the incident. Some of the reasons that an official may eject a student from a contest that would lead to a game expulsion are: fighting (caution should be taken to ensure that a player who is defending him / herself is not penalized if he/she is not the aggressor), flagrant unsportsmanlike conduct which is defined but not limited to violent action toward a player, official, and spectator, the use of foul or abusive language and the like.

If a student is ruled out of the last contest of the season, the penalty carries over to the following year in that same sport season. However, if a team is playing in tournament competition, it is considered an extension of the sport season.

## ACADEMIC REQUIREMENTS

**Note:** academic requirements at Dighton-Rehoboth are different from the MIAA minimal academic standard.

At Dighton-Rehoboth Regional High School all students are expected to pass all of his/her courses. Academic eligibility is then determined at the end of each of the four marking periods. At Dighton-Rehoboth the four eligibility periods are: first quarter, second quarter, third quarter, and final grade. **A student who fails more than one major course (courses equivalent to 2.5 or more credits per semester or 5 credits or more for the year) or two minors (courses equivalent to 1.25 credits per semester) will be ineligible to participate in athletics, including practice, until the next marking period. A student who fails one major and one minor would thus be ineligible.**

The academic eligibility of all students shall be considered as official on the date when report cards for that marking period have been issued. Incomplete grades do not count toward eligibility. A student-athlete who repeats work upon which he / she has once received credit cannot count that subject a second time for eligibility. A student-athlete cannot count for eligibility any subject taken during summer vacation unless that subject has been previously

pursued and failed.

A student-athlete receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype may be declared academically eligible by the principal provided that all other eligibility requirements are met.

A Major Course = 2.5 credits per semester or 5.0 credits per year;

A Minor Course = 1.25 credits per semester or 2.5 credits per year.

## PARTICIPATION

A student-athlete shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond 8th grade. In no case may a student-athlete be eligible to participate in more than four of the three annual athletic seasons. In special cases where a student-athlete has been absent because of an accident or illness which prevented school attendance, the executive director or his / her designee shall have the authority to extend the student-athlete's eligibility upon presentation of a doctor's certificate on the student-athlete's behalf and a letter from the principal attesting to the inability of the student-athlete to attend school during the period of the student-athlete's absence because of an accident or illness. In instances where an extended eligibility is granted the student-athlete may be declared eligible only for the season(s) that the student-athlete's illness prevented him / her from participating.

## PRACTICE LIMITATIONS/LOYALTY

A bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring) including tournaments and/or championships in that season. A student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport.

Participation in any Meet or Tournament sponsored by the MIAA is limited to students of institutional member schools which have registered that sport with the Association during the summer membership renewal process. Rule 45 of the July 1, 2007 MIAA Handbook states: "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. 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 for 25% of the season. 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.

## SCHOOL DISCIPLINE OBLIGATIONS

A student-athlete with a school disciplinary obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect, and should not request, disciplinary action to be postponed or cancelled for any athletic reason. It is

expected that our athletes be model citizens both in and out of school; they should set an example for all students.

## **MIAA CHEMICAL HEALTH/ALCOHOL/DRUGS/TOBACCO**

As a member of the MIAA, Dighton-Rehoboth Regional High School strictly enforces the below listed Rule (MIAA Handbook July 2007, page 54. Rule 62.1):

“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 or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana, steroids; or any controlled substance. This procedure includes products such as ‘non-alcoholic, 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.”

(Note: This Rule, during an athletic season, is in effect seven (7) days of a week, 24 hours a day.)

### **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 of the next interscholastic contest totaling 60% of all interscholastic contests in that sport.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. Such certification must be issued by the Director or Counselor of a chemical dependency treatment center.”

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.”

## **CODE OF CONDUCT FOR STUDENT-ATHLETES**

In addition to the rules established by the MIAA, Dighton-Rehoboth also has in place a set of rules designed to strengthen the athletic program at the high school. They are to be considered as

procedure for all individuals that are part of our athletic program.

School rules which apply to the general student body always apply to the student-athletes. The Student Handbook and any other school rules are automatically part of this Code of Conduct.

Violation of any rules encompassed in the athletic code or a code issued by the coaches are to be reported to the athletic director within 24 hours of the infraction. A written report must be filed on the following school day. In all cases of discipline, an athlete may have his or her case reviewed. This may be done in the following manner:

1. The student-athlete and / or parent/guardian has 2 school days after disciplining action to request a meeting with the athletic director.
2. If not satisfied, the student-athlete and/or parent/ guardian may ask to meet with the principal, athletic director, and coach within 5 school days after step one has been followed.
3. If a satisfactory disposition of the incident has not been reached after (1) and (2), then the parent may contact the superintendent of schools for possible further action. The decision of the superintendent is final.

### **PARENT CODE OF CONDUCT ATHLETICS AND ACTIVITIES**

The essential elements of character building and ethics in athletics and activities are embodied in the concept of sportsmanship and six core principles: sportsmanship, leadership, teamwork, responsibility, dedication, and professionalism. The highest potential of excellence is achieved when competition reflects these "six pillars of character".

Expectations for spectators for extra-curricular events will be the following:

1. Respect the decision making of the coach, advisor, and game officials during games and events.
2. Respect game officials during games and events.
3. Support a positive sportsmanship environment that is centered on best effort rather than winning.
4. Encourage DRRHS core values throughout all events.
5. Parents or guests in violation of the code of conduct may be dismissed, suspended, or permanently expelled from future extracurricular activity by Administration.

### **ABSENCE**

Students who are absent from school may not participate in any school activity during that afternoon or evening unless they have an excused note from doctor, court, etc. Students who arrive in school after 9:07 A.M. or who are dismissed before 12:08 A.M. are recorded as absent from school on that day. Any student who is absent from school is ineligible to play in a game that day or to participate in after-school or evening activities on that same day unless with an authorized excuse. Students must attend school for a minimum of five periods in a day in order to be eligible to participate in after-school or evening activities on that day. There may be

extenuating circumstances that are exceptions to the above rule; however, only the principal and/or his designee may decide when this rule may not apply.

## **MISSING PRACTICE**

A team can function effectively only when all participants are present. Any player who skips practice is hurting himself and the team. A player should make every effort to notify the coach of any practice he or she may miss. The coach of the team will determine if the excuse is acceptable. Punctuality is considered as an important factor in evaluating the development of a program. Any player reporting late to practice or missing practice will be informed of the effects behavior has on the team and self. Repeated offense without an acceptable excuse could result in suspension or dismissal from the team.

## **SUSPENSION**

As a minimum, any player suspended out-of-school or placed in in-school suspension will not be allowed to practice or play or to attend any meetings during the time of such suspensions. If the suspension includes a Friday or the day before a long weekend or vacation, the student is not allowed to take part in any activity on the weekend or during the time period when school is not in session.

## **PHYSICAL EDUCATION**

No athletes are to be excused from physical education and be permitted to participate in extracurricular practices or contests.

## **SCHOOL NURSE**

Students who spend time in the nurse's office during the school day due to illness should be cleared by the nurse to participate that day.

## **JOINING A TEAM**

While most athletic teams have a tryout period for prospective athletes to join a squad, it is extremely important for the participant to join the team during these tryouts. No student-athlete will be allowed to join a team after tryouts have been completed and the official roster has been established. Exceptions to this rule can also be granted by the athletic director. The only exception to this rule will be in the case of the following: the student who has been injured and has been cleared or the academically ineligible student who regain eligibility during the third marking period. Under NO circumstances will students be allowed to join a program once 20% of the varsity season has concluded.

## **LEAVING A TEAM**

When a student tries out for a team, he or she does so with the thought and deliberation about the many commitments required for the participation in that sport. The coach will devote some of his or her time and effort in the development of each individual. Athletes have a responsibility toward the coach and team. Any athlete who quits a team once interscholastic play has begun

will not be permitted to participate on another team during that same season. The coach will notify the athletic director when an athlete leaves a team after the start of the season. In the event that a student-athlete is cut during tryouts for a sport, that student-athlete will be permitted to join a non-cut sport if he / she so desires.

## **DISMISSAL FROM A TEAM**

All student-athletes are expected to adhere to the Student-Athlete's Responsibilities, as outlined by this handbook. Students who chronically miss practices because of detentions, suspensions, and/or other unexcused reasons or who chronically misbehave either in school or on the team, and whose actions are deemed detrimental to the welfare of the team, can be suspended or dismissed from the team.

In all cases, the head coach must inform the athletes of the behavior in question and give them the opportunity to correct the behavior. Also, the head coach must inform the athletic director before any decision is made to remove an athlete from the team. The head coach shall be responsible for any decision made as to dismissal, and the athlete may appeal the coach's decision to the athletic director. The decision of the athletic director shall be final.

## **SELECTION OF SQUADS**

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. However, their actions must be governed according to the limits as determined by the Athletic Department, and they must choose their squad members in conformity. Special consideration to seniors who have played for the previous three years. The decision of the head coach is final, unless the decision was arbitrary, capricious, or discriminatory. Appeals of the coach's selection by parents/students should be made first to the head coach, then to the athletic director, and, if still dissatisfied, then to the principal.

Coaches shall provide students trying out for a sport with the following information:

- 1) the extent of the tryout period, 2) the criteria to be used to select the squad, 3) the number of team members to be selected, and 4) the practice and game commitments.

## **OVERLAPPING**

No student may compete simultaneously on two (2) different squads during the same sport season. A student who has been cut from one squad may apply for another sport within three days after being cut. The athletic director must be notified, and he/ she must approve the change. The decision of the athletic director is final. There will be no additions to a team once interscholastic contest begin.

## **PRACTICE SESSIONS**

All practice sessions are cancelled in the event of an emergency school closing. All non-school day practice sessions must be cleared through the athletic director. Coaches are directed to give athletes one weekend day off (two days preferably) off each week. In addition, Sunday practices are to be held no earlier than 11:30 am. These considerations allow for both religious and family

obligations as well as the mental and physical well-being of the athletes. However, a game may have to be rescheduled for 11:00 a.m. on that day. It is a rare occurrence and should be seen as a necessary exception. Students will not be penalized if they miss a game because of Sunday obligations.

## **USER FEES**

When students and/or their families are obliged to pay user fees, the athletic user fee must be paid in full by the end of the second week of competition OR a specific date set by the athletic director. If the user fee(s) have not been paid, an athlete can be denied participation.

Fees shall be established by the School Committee prior to the start of the season; records as to the amount paid by individual athletes or families shall be kept by the athletic director.

## **FUND RAISING**

A school may not in any way subsidize students who might attend a summer camp outside of the authorized seasonal limits for a sport. No fund raiser can be initiated for any reason without first clearing it through the athletic director.

## **PARENT ORGANIZATIONS**

There currently exist six adult organizations that support athletics: The Drivers Club (Field Hockey); Gridiron Club (Football and related activities); Hoopsters Club (boys and girls basketball and related activities); Track and Field Boosters (cross country, winter and spring track and related activities); Strikers (boys and girls soccer and related activities); and Friends of the Marching Band. We encourage all parents to join any of these fine organizations.

## **TEAM CAPTAINS**

Team captains at Dighton-Rehoboth Regional High School accept great responsibility upon election or selection. They should possess the ethical and moral character to lead a team and accept responsibilities and duties associated with the position.

Captains are only recognized at the varsity level, and no captain will be able to assume the responsibilities of a captaincy until he/she has successfully completed a training program organized by the Athletic Department. Game captains are not recognized as team captains and thus do not have to attend a captains' training program.

It is recognized that captains are held to a higher standard than those established for other team members. Failure to comply with the responsibilities outlined for a captain can result in the loss of a captaincy.

Violations to established MIAA Chemical Health policies will result in an immediate forfeiture of the captaincy for the full school year; in the case of chronic violations of the Student-Parent Handbook, including repeated detentions or suspensions, or suspension from school based on a criminal complaint, a coach can recommend the forfeiture of one's captaincy for the season or full year. In all cases, the student will be provided with an opportunity to be heard. This

procedure will apply to underclass students who have been elected/appointed as captains for the following year.

Duties of the captain include, but are not limited to: attending the captains' workshop; meeting regularly with the head coach; setting a proper example for all athletes to follow, both on and off the field; assisting the head coach as required; encouraging team members to follow the Athletic Code and school/athletic procedures.

## **LETTER AWARDS, BANQUETS, AND CHAMPIONSHIPS**

1. A letter, certificate, YOG pin, and insert are awarded to all student-athletes who earn their first letter in any sport.
2. A student-athlete who earns a letter in a second sport receives the insert emblematic of that sport.
3. A student-athlete who earns a second, third, or fourth letter in the same sport receives an insert emblematic of that sport of each subsequent letter earned after the first.
4. Captains receive a captain's insert for each sport in which they served in that capacity.
5. Year of graduation pins are awarded to all first-letter award winners.
6. Certificates are presented to all student-athletes at the conclusion of each sport season
7. Each team member of a South Coast Conference championship team receives a team picture plaque. In addition, a championship banner or year-flag is ordered to be hung in the gymnasium.
8. For a state championship, a special committee will be formed to decide upon an appropriate award.
9. Coaches and/or booster clubs are encouraged to hold banquets or awards' nights at the end of each sport season for all student-athletes who finished the season in good standing. Certificates and trophy awards are presented at this banquet.
10. The Athletic Department will host an all-sport varsity banquet at the end of the year.

## **LETTER AWARD REQUIREMENTS**

To earn a letter in any sport all student-athletes must comply with the following:

### **GENERAL**

1. Must uphold all rules and regulations set forth in this Athletic Handbook;
2. Remain a member in good standing for the entire season;
3. Have good attendance and demonstrate commitment to the team as demonstrated by a positive attitude and effort.

### **SPORT SPECIFIC**

**Baseball** - must participate in a minimum of 50% of the varsity schedule.

**Basketball** - must participate in a minimum of 50% of the varsity schedule.

**Cheerleading** - must participate in a minimum of 80% of the varsity schedule.

**Cross Country** - must finish in the top seven positions for D-R runners in a

minimum of 50% of the varsity schedule.

**Field Hockey** - must participate in a minimum of 50% of the varsity schedule.

**Football** - must participate in a minimum of 50% of the varsity schedule.

**Golf** - Must earn a minimum of 18 points; Two points awarded for each match started and one point awarded for each match as alternate participant.

**Soccer** - must participate in a minimum of 50% of the varsity schedule.

**Softball** - must participate in a minimum of 50% of the varsity schedule.

**Spring Track** - Must earn a minimum of 25 points during the course of the season.

For example, in dual meets a 1<sup>st</sup> place finish is worth 5 points, 2<sup>nd</sup> worth 3 points, 3<sup>rd</sup>is worth 1 point.

**Tennis** - must participate in a minimum of 50% of the varsity schedule.

**Volleyball** - must participate in a minimum of 50% of the varsity schedule.

**Winter Track** - Must earn a minimum of 15 points during the course of the season. For example, in dual meets a 1<sup>st</sup> place finish is worth 5 points, 2<sup>nd</sup> worth 3 points, 3<sup>rd</sup>is worth 1 point.

**Marching Band/Color Guard** - The Band Director and Color Guard Instructor will determine eligibility for a Varsity Letter based on criteria set in place. Varsity letters will be awarded to the Marching Band/Color Guard members based on the following criteria:

1. Must have three years of continuous service starting with the 9th grade. No letter will be awarded prior to Junior year in High School.
2. Must attend:
  - a. Band camp starting with the 9<sup>th</sup> grade
  - b. 90% of football games
  - c. Somerset Jamboree
  - d. Memorial Day Parades
  - e. Thanksgiving Day game
  - f. Hometown events – both Dighton and Rehoboth
  - g. 75% of practices

This is the criteria for a Varsity Letter. The Band Director and Color Guard Instructor will review absences and special circumstances on a case-by-case basis to determine Varsity Letter eligibility.

## EXCEPTIONS

1. A senior who makes a varsity squad need only meet the general criteria listed above to earn a letter.
2. A senior who makes a varsity squad and is injured while practicing and/or playing and cannot finish the season will earn a letter.
3. Student-athletes at any grade level can earn a varsity letter if they serve a varsity squad

- in the capacity of team manager or statistician. The varsity coach will be the sole determinant.
4. Special cases not specifically covered herein will be discussed with the athletic director to determine whether or not a letter is to be awarded.
  5. At the coach's discretion, an underclassman who serves in the capacity of captain and has faithfully fulfilled his/her duties may receive a letter.

## **TRANSPORTATION TO CONTESTS**

For team unity, safety and liability reasons, athletes are required to travel to and from contests on the vehicle provided by the school. Exceptions — which should be rare occurrences and emergency in nature — can only be granted under the following guidelines.

Student-athletes will be allowed to travel with a parent/ guardian after the conclusion of a game at the coach's discretion. Most coaches require student-athletes to travel to and from a contest together as a team. The parent/guardian must be willing to assume all liability for the student's travel.

In any case where a student-athlete must travel with a parent of another student-athlete at the conclusion of a contest (for instance, a concert or play), written authorization must be on file with the athletic director prior to the departure of the team on that game day. Once again, the parent/guardian must be willing to assume all liability for the students' travel.

There will not be any cases at all which involve a student-athlete driving to or from a contest in his/her own vehicle or any travel with another student. The only permissible exceptions to the transportation rule that will be allowed involve a parent/guardian driving and assuming all liability for the student(s).

## **DRESS AND BUS DECORUM**

At all away games, athletes are official representatives of their school and community. Accordingly their dress should be appropriate and representable. The coach is responsible for all behavior on team buses. To help coaches, it is recommended that the team captain(s) assume some responsibility for behavior on the bus.

## **DIRECTIONS TO SCC SCHOOLS**

Apponequet: Take Route 140 South to County Road (Exit 9). Bear right off the exit and take first left onto Freetown Street. At the end of the street is Howland Road. The high school is across the street on the right hand side. The track is in back of the school.

Bourne: Take Route 495 over the Bourne Bridge. Take the first right as you go around the rotary (there is a Gulf station on the corner). Bourne High School will be the second school on the left. To get to the track, take the first left after the school. At the end of the road, make a left, and the school entrance will be at your left.

Case: From Rehoboth: Take Route 118 toward Swansea. Take a left at the water tank in Swansea onto Locust Street. Locust Street becomes Hortonville Road. Stay on this road until you come to Lovett's Market. Take a right onto Milford Road; the entrance to Case High School is on the right. From Dighton: Take Williams Street to Sharps Lot Road at the Dighton-Swansea line. Go

left onto Sharps Lot Road. Stay on Sharps Lot Road until you come to your first stop sign. Turn right onto Marvel Road. Marvel Road takes you into Hales Hill Road and then onto Hornbine Road. Stay on Hornbine Road until you come to a variety store. Take a right onto Milford Road; the entrance to Case High School will be on your right.

Fairhaven: Take Route 195 East to Exit 18. Exit right onto Route 240. At the second set of lights, turn right onto Route 6. Fairhaven High School is a couple of miles down Route 6 on the right; the track facility is located off of Park Street, which is across the street from the high school on the left.

Greater New Bedford V-T: Follow Route 44 East to Route 140 South to Ashley Boulevard exit. Off of the exit, continue straight past a blinking light and through one set of lights. V-T is about a half mile ahead on the right.

Old Rochester: Take Route 195 East through Fairhaven to Mattapoisett Exit 19. Take a right off the exit and proceed to the traffic lights at Route 6. Turn left onto Route 6 and the school is on the left about 4 miles up Route 6.

Seekonk: Take Route 44 West into Seekonk Turn right at Arcade Avenue. Turn left onto Ledge Street and the high school entrance will be on your right.

Wareham: Take 195 East to Cape Cod. Take a right onto Route 28. Follow Route 28 (Main Street) until you come to the lights at the Route 6 intersection. Take a left and the school is on the left behind the middle school.

## APPENDIX

### **COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS OF THE DIGHTON~REHOBOTH REGIONAL SCHOOL DISTRICT**

File: IJNDB-E-3

The Internet is a worldwide network of interconnected computers that allows users, including students, corporations, government agencies, authors, doctors, and scientists to share information with one another. The Internet also provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. Because of its enormous size, the Internet provides an almost limitless amount of information that can be used for educational purposes. With such great potential for education also comes the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all members of the Dighton~Rehoboth Regional School District computer network, which includes World Wide Web access and electronic mail capability, to use this resource safely and appropriately.

The Dighton~Rehoboth Regional School District computer network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development, and high quality self-discovery activities of an educational nature. The Dighton~Rehoboth Regional School District computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Dighton~Rehoboth Regional School District community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Dighton~Rehoboth Regional School District believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Dighton~Rehoboth Regional School District respects each family's right to decide whether or not their child will have independent access to the World Wide Web and an individual e-mail account at school.

For students to be permitted to gain independent access to the web or individual e - mail accounts, they must agree to and abide by the rules set out below. For students under 18, parents must provide written permission forms before students will be permitted to gain independent access to the web or individual e-mail accounts. If the Dighton~Rehoboth Regional School District does not receive a signed user agreement and, if applicable, a signed parental permission form, students will not gain independent access to the web or individual e-mail accounts, but they may still have exposure to the Internet during classroom instruction or library research

exercises.

The Dighton~Rehoboth Regional School District will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Dighton~Rehoboth Regional School District intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Dighton~Rehoboth Regional School District believes that the Internet can be used safely to enhance the delivery of educational services.

Rules:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Dighton~Rehoboth Regional School District. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Dighton~Rehoboth Regional School District and could also result in criminal prosecution where applicable. The Dighton~Rehoboth Regional School District will cooperate fully with law enforcement officials in any investigation relating to misuse of the Dighton~Rehoboth Regional School District computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
  - a. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
  - b. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
  - c. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
  - d. Participating in other types of use that would cause congestion of the network or interfere with the work of others.
  - e. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material, and spreading of computer viruses.
  - f. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
  - g. Accessing any prohibited sites on the Internet
  - h. Revealing the personal address or telephone number of oneself or another person.
  - i. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
  - j. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
  - k. Attempting to harm, modify, or destroy data of another user.
  - l. Exhibiting any other action whatsoever which would in any way subject the user or the Dighton~Rehoboth Regional School District to any civil or criminal action.

- m. Discussing sensitive or confidential school department information in e - mail communications.
- n. Using the Dighton~Rehoboth Regional School District technology network to buy, sell, or advertise anything.
- o. Using discussion groups or “chat rooms.”
- p. Using the Dighton~Rehoboth Regional School District technology network for gambling.
- q. Using the Dighton~Rehoboth Regional School District technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- r. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
- s. Using the computer network for recreational purposes or activities relating to personal hobbies.
  - 3. The Dighton~Rehoboth Regional School District assumes no responsibility for:
    - a. any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.
    - b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
    - c. any cost, liability, or damages caused by a user’s violation of these guidelines.
    - d. any information or materials that are transferred through the network.
  - 4. The Dighton~Rehoboth Regional School District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Dighton~Rehoboth Regional School District shall not be liable for any loss or corruption of data resulting while using the network.
- 5. All messages and information created, sent or retrieved on the network are the property of Dighton~Rehoboth Regional School District. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Dighton~Rehoboth Regional School District and should not be considered confidential. Copies of all information created, sent, or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network’s back-up files. While the Dighton~Rehoboth Regional School District does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use, and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
- 6. The Dighton~Rehoboth Regional School District strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user’s network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

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7. Many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Dighton~Rehoboth Regional School District Technology Network, he/she shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Dighton~Rehoboth Regional School District Technology Network, encounter any material that he/she feels may constitute a threat against the safety of fellow students, staff members, or the property of the Dighton~Rehoboth Regional School District, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
9. The Dighton~Rehoboth Regional School District administration reserves the right to amend this policy at any time without prior notice.

**COMPUTER NETWORK, INTERNET AND E-MAIL ACCEPTABLE USE POLICY  
FOR STUDENTS OF THE DIGHTON~REHOBOTH REGIONAL SCHOOL DISTRICT  
USER CONTRACT**

File: IJNDB-E-4

I agree to follow the rules set forth in the Dighton~Rehoboth Regional School District Acceptable Use Policy. I understand that if I break any of these rules, my school e-mail account, if I have one, may be taken away from me. I also understand that, if I break any of these rules, I may not be allowed to do independent research on the World Wide Web. I also understand that if I break any rules set forth in the Acceptable Use Policy, I may also be disciplined according to school rules. I also agree to pay my school back for any money it loses because of any violation by me of the rules set forth in the Acceptable Use Policy.

**COMPUTER NETWORK, INTERNET AND E-MAIL ACCEPTABLE USE POLICY  
FOR STUDENTS OF THE DIGHTON~REHOBOTH REGIONAL SCHOOL DISTRICT  
PARENT/GUARDIAN PERMISSION**

File: IJNDB-E-5

1. I have read the Computer Network, Internet, and E-Mail Acceptable Use Policy for the Dighton~Rehoboth Regional School District.
2. I understand that this access is designed for educational purposes.
3. I recognize that some controversial material exists on the Internet.
4. I understand that the level of my child's independent access to the Internet depends on my child's grade level, as explained in the Acceptable Use Policy.
5. I give permission for my son/daughter to have the access to the Internet that corresponds with his/her grade level.
6. I have discussed with my son/daughter his/her responsibilities regarding the use of the Dighton~Rehoboth Regional School District Network and Internet access.
7. My son/daughter understands and agrees to follow the Acceptable Use Policy of the Dighton~Rehoboth Regional School District.
8. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her e - mail account or independent access to the World Wide Web and may also result in school disciplinary action.

9. I will not hold the Dighton~Rehoboth Regional School District liable or responsible for any materials my son/daughter accesses, acquires, or transmits via the Dighton~Rehoboth Regional School District computer network and/or Internet connection.
10. I agree to indemnify the Dighton~Rehoboth Regional School District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the Dighton~Rehoboth Regional School District relating to or arising out of any violation by my son/daughter of the Acceptable Use Policy.

File: ACAB

## **DIGHTON-REHOBOTH REGIONAL SCHOOL DISTRICT SEXUAL HARASSMENT**

All persons associated with the Dighton-Rehoboth Regional School District, including but not necessarily limited to, the Regional School Committee, administration, professional personnel, classified personnel, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person acting as a member of the school district who engages in sexual harassment against another member of the school district will be in violation of this policy. The Dighton-Rehoboth Regional School District is committed to providing a safe, positive learning and working environment and will not tolerate sexual harassment.

The school district will investigate all formal and informal, verbal and written complaints of sexual harassment. Any student or employee who is found to have used sexual harassment and sexual violence toward any other student or employee will be disciplined.

Definition of Sexual Harassment: Unwelcomed advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual. Such conduct has the purpose or effect of unreasonable interference with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. A range of behaviors include leering, pinching, patting, verbal comments, subtle pressure for sexual activity, attempted rape, rape, other unwanted touching, unwelcomed sexual advances, displaying sexually suggestive objects, and discussion of one's sexual activities.

School personnel are required to report and/or investigate all incidents of sexual harassment and sexual violence and take appropriate action, whether they personally observe or are made aware by some other means. Reporting, investigation, and action must occur even if the victim does not express any overt disapproval of the harassment. Such reports must be made to the Grievance Officer:

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Ms. Janet Griffith, Special Education Director  
Dighton-Rehoboth Regional School District  
2700 Regional Road  
North Dighton, MA 02764  
(508) 252-5000 ext. 165

File: ACAB

Information concerning any sexual harassment and sexual violence complaint shall be treated confidentially and consistently with the district's legal obligations, the need to investigate, and the need to take disciplinary action if it is found that sexual harassment or sexual violence has occurred.

Procedures for Responding to Complaints:

Any member of the school district who believes that she/he has been subjected to sexual harassment will report the incident(s) to the Grievance Officer. A verbal report shall be documented in writing within twenty-four hours. The report should identify what happened, when it happened, how she/he felt, what she/he did or said in response to the harasser, what the alleged harasser did or said, and the names of witnesses, if any. The grievance officer will be vested with the authority and responsibility of processing the complaint within ten days. The grievance officer will attempt to resolve the problem in an informal manner through the following process: (1) confer with the charging party in order to obtain a clear understanding of that party's statements of facts; (2) meet with the charged party in order to obtain her/his response to the complaint; (3) hold as many meetings with the parties as is necessary to gather the facts; and, (4) on the basis of the grievance officer's perception of the situation she/he may attempt to resolve the matter informally through conciliation, or report the incident and transfer the record to the superintendent, and so notify the parties by mail. After reviewing the record made by the grievance officer, just or School Committee Chairperson may gather more information or evidence necessary to decide the case, and thereafter, impose any sanctions deemed appropriate within her/his authority. The victim and/or accused may appeal the action of the superintendent to the Regional School Committee.

Consequences:

Depending upon the seriousness of the harassing behaviors and whether the student or employee has been previously involved in harassing behavior, the student or employee will face one or more of the following consequences:

Consequences for Students:

A verbal warning; reprimand; a written warning/reprimand entered in the student's file; suspension; expulsion; an apology to the victim; a written paper on the topic; learning about sexual harassment; referral for psychological assessment; parental/student/school administrator conference; police involvement; community service; other sanctions deemed appropriate by the school administrator.

Consequences for Employees:

A verbal warning; reprimand; a written reprimand/warning, entered into the employee's personnel file; suspension without pay; termination of employment; an apology to the victim; learning about sexual harassment; referral for psychological assessment; police involvement; other sanctions deemed appropriate by the school administration.

The victim may seek informal resolution in the form of telling or writing the harasser to stop the behavior.

File: ACAB

This policy shall be published in the high school's student handbook. All employees shall receive a copy of this policy annually, and new employees will receive a copy of this policy when they commence employment.

It is unlawful to sexually harass or retaliate against an individual involved in a sexual harassment case. Anyone who retaliates against an individual who reports sexual harassment or sexual violence will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceedings, or hearing related to a complaint of sexual harassment and sexual violence will be disciplined.

Submission of a complaint or a report shall not affect the individual's employment, grade, work assignment, etc.

Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment.

Students in grades K-12 shall receive age appropriate education in sexual harassment and sexual violence. This instruction will emphasize the importance of treating others with respect.

The state and federal agencies responsible for enforcing nondiscrimination statutes include:

Massachusetts Commission Against Discrimination  
1 Ashburton Place  
Boston, MA 02108 (617-727-3990)

Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114 (617-565-3200)

The Dighton-Rehoboth Regional School District recognizes that not every advance or comment of a sexual nature constitutes harassment. Every complaint, however, requires an investigation of the facts. Accusations of sexual harassment are serious matters and will be so treated. If such accusations are falsely made or without good faith, they can have a serious effect on innocent parties.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45

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Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

## **SCHOOL COMMITTEE POLICIES**

**The Dighton-Rehoboth Regional School Committee has several policies that relate to student discipline. For purposes of easy understanding we have included only the following three sections in this handbook. The full policy manual of the School Committee is available in the main office.**

**A. School Committee policy requires the Principal – or his delegate – to refer to police authorities any student who:**

1. Commits an assault and battery which results in an injury requiring medical hospital treatment to another student, school personnel, or school visitor;
2. Possesses or transmits any firearm, knife, explosive, other dangerous weapon, or any other dangerous sharp-pointed instrument which can cause serious injury or intimidation;
3. Possesses, transmits, or sells alcohol, illegal drugs, or any other controlled substance;
4. Damages or steals school property of value;
5. Threatens or attempts to commit an assault, to do bodily harm to a student, staff member, or administrator;
6. Commits any other criminal act.

**B. A student may be suspended or expelled if he/she violates one or more of the following specific standards of conduct on school premises, or at school sponsored school related events, including but not limited to proms or athletic events.**

1. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property of value;
2. Causing or attempting to cause physical injury to another person, except in self-defense;
3. Violating a criminal law;
4. Continually violating school rules;
5. Using, possessing, selling or distributing dangerous weapons including but not limited to, any pistol (revolver, rifle, shotgun, air or spring gun); slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; any knife (regardless of size); razor; any device or object with a sharp point; or, any other object that is carried for the purpose of inflicting injury on another;
6. Using, possessing, transmitting, or being under the influence of alcohol, illicit drugs, or any other controlled substance;
7. Defying the valid authority of school personnel;
8. Violating the smoking and use of tobacco products law;
9. Directing profanity, vulgar language, or obscene gestures toward another student, school personnel, or visitors to the school;
10. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, derogatory statements addressed publicly to others that precipitates disruption of the school or incites violence;
11. Committing extortion, coercion, or blackmail;
12. Lying or giving false information, either verbally or in writing, to school personnel;
13. Violating another student's civil rights;

14. Committing any other action not herein listed which would seriously interfere with the education of others or seriously threaten the safety of others.

The Dighton-Rehoboth School District's Food Service Program is intended to be user-funded, although it is supplemented by federal resources. Breakfast and hot lunch meals are available to students and staff who wish to purchase them. The charge to students and staff for breakfast and lunch shall be determined annually by the Dighton-Rehoboth Regional School Committee. The charge for students' meals shall be published annually in each school's student handbook.

**I. PURPOSE:** The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the school budget. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges;
- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive situations with district staff, district business policies, students and parents/guardians to the maximum extent possible; and
- To encourage parents/guardians to assume the financial responsibility of meal payments and to promote self-responsibility of the student.

## **II. SCOPE OF RESPONSIBILITY:**

The District Point Of Sale (POS) Contractor: Responsible for maintaining charge records and notifying parent(s)/guardian(s) and the school district business office when outstanding balances reach or exceed the allowed limits established by this policy. Whatever system is used should be compatible with the district student management system (X2). The district also needs the ability to have periodic reports to show outstanding lunch charges. The POS system should keep any information regarding the financial status of students (including those that qualify free and reduced lunch status) confidential (i.e. discreet enough to not be seen by other students).

The Food Service Contractor: The Food Service Department is responsible for monitoring the status of each student as they purchase lunch – if a student is over the \$20 amount, then the cashier should only allow the student to purchase the minimum state required lunch.

The School District: Each school office is responsible for supporting the POS Contractor and the Food Service Contractor, in collection activities and managing the monetary accounts for that school. The school district business office shall be responsible for handling those accounts that exceed the maximum dollar charge amount.

The Parent/Guardian: Responsible for immediate payment of outstanding lunch charges.

## **III. ADMINISTRATION**

### **1) Free and Reduced Lunch Students**

- a) Free Lunch Status students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A-la-carte items are not part of the USDA program.
- b) Reduced Lunch Status students will be subject to the same policy outlined below under Section “**2) All Other Students**”. Reduced lunch status allows a child to receive meals at a reduced amount, which is determined by the Department of Elementary and Secondary Education, Nutrition, Health & Safety Programs.

### **2) All Other Students**

- a) Students will be allowed to charge up to a maximum dollar amount of \$20.00 which will be known as the “account cap.” This policy applies to students at the elementary,

middle, and high school levels, with the following stipulations:

- i) These meals will include anything on the menu;
- ii) Notice(s) of deficit balances will be sent to parents/guardians when the account deficit reaches or exceeds \$10.00;
- iii) When the child reaches the “account cap”, they will only be offered a designated menu alternative. Sample: cheese sandwich, veggie sticks, fruit, and milk;
- iv) This designated menu alternative will be charged to the child’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities, and thus will be eligible for reimbursement. Parents/guardians are responsible for payment of these meals to the food service program; and
- v) Once the child reaches the maximum meal charge, no a-la-carte items will be sold to the child, and all transactions may become a cash basis transaction.

**3) Balances Owed:** Collection of balances owed will follow the School Committee’s Policy: Student Fees, Fines, and Charges (File: JQ). This will apply to any account balances above the “account cap” at any time, and any payments made by check that are returned to the district by the bank with notice of “insufficient funds”. Balances may be checked at any time by logging into the MealPayPlus system (if applicable) or by contacting the school building administrator.

**a) Checks Returned for Non-Sufficient Funds (NSF):** When a check is returned to the Treasurer’s Office for “NSF,” a letter will be sent to inform the parent(s)/guardian(s) from the individual school office. A penalty fee of \$25.00, plus the amount of the check, will be deducted from the child/children’s lunch account immediately upon notification from the bank. Payment for the NSF check, plus the penalty, must be in the form of cash, cashier’s check, or money order, and should be made payable to the Dighton~Rehoboth Regional School District and sent to the Business Office. Payment must be received within ten (10) days of the date of the letter. Second requests will follow Massachusetts General Law, Chapter 93 §40A.

**b) Balances Owed with No Response by Parent/Guardian:** If the payment is not received, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

- 1) Prohibit participation of the student in the program;
- 2) Prohibit participation of the student from participating in any future fee-based program, until or unless outstanding balances are resolved;
- 3) Prohibit student participation in senior activities or graduation exercises;
- 4) Referral to small claims court and/or District Attorney’s Office.

**4) End of Year Accounting -** All charges not paid before the end of the school year will be carried forward into the next school year. Letters will be sent home prior to the last day of school to students whose accounts show a deficit. Seniors must pay all outstanding charges before receiving their cap and gown. All seniors will receive a notice in May of remaining money in their lunch account. In the case of a positive lunch balance, the student can elect to move money into a sibling lunch account or can choose to receive a refund. All refund

requests will be sent to the business office for payment.

- 5) All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student, and said record will be made available to the parent upon request. The POS vendor shall provide material that the school district will send out to inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the business office will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals.
  - a) **Blocks on Accounts:** The system will not support any type of account restrictions - it will be up to the parent(s)/guardian(s) to determine what their child may or may not purchase from the food service vendor.
  - b) **Refunds:**
    - i) Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. E-mail requests are also acceptable.
    - ii) Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request.
  - c) **Unclaimed Funds:** All refunds must be requested within one year. Unclaimed funds will then become the property of the Dighton-Rehoboth Regional School District Food Service Program.

NOTE: All funds collected by the District POS Contractor are the property of the Dighton-Rehoboth Regional School District under the authority of the Dighton-Rehoboth Regional School Committee. All funds are deposited into a bank account controlled by the district business office. It is from this fund that the Food Service Management Company is paid for goods and services required to operate the program.

Legal Reference: 7 CFR 210, Office of Management and Budget Circular A-87

**Chapter 71: Section 72.** Sale of lunches

**Chapter 71: Section 68.** Duties of towns to maintain schools; transportation of children; school building committee representation

**Chapter 71: Section 37K.** Business demonstration projects; disposition of proceeds

**Chapter 44: Section 69.** Municipal or district services, fees or charges; insufficient funds checks; penalty

**Chapter 60: Section 57A.** Payment by check not duly paid; penalty

**Chapter 93: Section 40A.** Dishonored checks; demand for payment

**Chapter 222 of the Acts of 2012,** An Act Relative to Student Access to Educational Services and Exclusion from School. Please click [here](#) to view the entire law.