



STUDENT HANDBOOK

2017-2018

Dover-Sherborn High School

High School Main Number: 508-785-1730

Guidance - Ex 8615 and 8616

Athletic Department - Ex 8127

Health Office – Ex 8621

NOTICE

The electronic version of the *Student Handbook* as available on the website is the most current version and will contain any updates and amendments.

REQUEST FOR TRANSLATION

A parent/guardian of a student in the Dover Sherborn Public Schools may receive a copy of this and other pertinent school documents translated into their native language by contacting the office of the assistant superintendent of schools, 157 Farm Street, Dover, MA 02030.

The Dover Sherborn Public Schools do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness

Si un padre/acudiente de un(a) estudiante de las escuelas de Dover, Sherborn, y Dover-Sherborn quisiera recibir una copia de este documento u otros documentos de la escuela traducido a su idioma nativo, puede contactar la oficina de la Asistente del Superintendente de Escuelas: 157 Farm Street, Dover, MA 02030.

Qualquer pais ou responsáveis de un estudante das cidades de Dover ou Sherborn que estudam nas escolas Dover-Sherborn podem solicitar uma cópia desse documento na sua lingua native entrando em contato com a secretaria da Direção no endereço abaixo: 157 Farm Street, Dover, MA 02030.

LETTER FROM THE HEADMASTER.....	8
MISSION STATEMENT	9
SCHOOL-WIDE EXPECTATIONS FOR STUDENT LEARNING	9
Academic Expectations.....	9
Social Expectations	10
Civic Expectations	10
SCHOOL-WIDE RUBRICS.....	11
Reading	11
Writing	12
Speaking.....	13
Problem Solving.....	14
Designing and Creating.....	15
Performing	16
DOVER SHERBORN PUBLIC SCHOOLS.....	17
NON-DISCRIMINATION POLICY AND PROCEDURES	17
Non-Discrimination Statement and Procedures	17
Process for Filing a Complaint.....	17
Grievance Procedures for Discrimination Violations.....	17
English Language Learner Education	19
McKinney-Vento Homeless Education	20
Pregnant Students.....	20
Corporal Punishment.....	20
ACADEMIC INFORMATION	21
Graduation Requirements.....	21
MCAS	22
Transition from Freshman to Sophomore Status	22
Community Service.....	22
Interim Reports	23
Grade Reports	23
Extra-Help Sessions	23
Course Request/Selection Process	23
Review of the Course Selection, Placement, and Changes Process for the 2017-2018 School Year	24
Accelerating in a Course of Study.....	25
Auditing a Course	25
Minimum Course Load	25
Course Change Procedures for the 2017-2018 School Year.....	25
Calculating a Grade Point Average	26
Grading System.....	27
Honor Roll	28
Conferences.....	28
Pre-assigned Assessment Event	28

Homework Policy	28
Homework Policy for School Vacations	28
Make-up Policy: Homework and Quizzes/Tests*	29
Overnight Trips	29
Textbooks	30
School-wide Examinations.....	30
Exemption for Seniors from Final Examinations	30
Final Grades	30
Resolution of Incompletes.....	30
Eligibility for Extracurricular Activities.....	30
Repeating a Course at Dover-Sherborn.....	31
Original Credit Courses.....	31
Summer School for Making up a Failed Course	32
Enrollment in Programs Outside Dover-Sherborn High School--Parental Choice	32
Withdrawal from Dover-Sherborn High School	32
Fifth Year Students	33
Digital Citizenship and Internet Acceptable Use Policy	33
Random Review of Student Emails	38
TEC Online Academy	38
Library/Media Center.....	38
Senior Project (Academic Option)	39
STUDENT SERVICES	41
Guidance	41
Special Education.....	41
Students with Disabilities.....	42
Health Information	42
Emergency Care	42
Student Immunizations.....	42
Physical Examinations	43
Medication Policies.....	43
Protocol for Students Requiring Temporary Home or Hospital Education Pursuant to 603 CMR 28.08(3)....	44
Re-Entry Protocol	44
ATTENDANCE REGULATIONS AND PROCEDURES.....	46
Attendance Policy	46
Absence or Tardiness	48
Tardiness	48
Unauthorized Absences from a Day of School	49
Dismissal.....	49

Non-Resident Policy	50
Religious Day Observances	50
SCHOOL POLICIES AND PRACTICES	52
Use of student photographs or images	52
Parent/Guardian Messages to Students	52
Attire	52
Field Trips	52
Cheating/Plagiarism Policy	53
Forging Parent/Guardian Signature	55
Driving on School Property	55
Student Parking Privileges	55
Seniors with Parking Privileges	57
Students Ineligible for Parking Privileges	58
Non-designated Areas	58
Directed Research/Open Campus Release Form.....	60
Leaving Campus	62
Use of Seat Belts	62
Longboards/Skateboards, Scooters, Hoverboards, and Motorized Scooters	62
Cell Phones, Laser Pointers and Other Electronic or Communication Devices	62
Directed Research Regulations	63
Lockers.....	64
Valuable Items	64
Lost and Found.....	64
Bus Regulations	64
Visitors	65
STUDENT RECORDS	66
Inspection of Records.....	66
Non-Custodial Parents, Access Procedures.....	67
Confidentiality of Records	67
Transfer of Records.....	67
Amendment of Records.....	68
Destruction of Records.....	68
Release of Directory Information.....	68
Armed Services Recruiters' Request for Student Information	69
Right to file a complaint.....	69
DISCIPLINE CODE	70
Alcohol and Other Drug Policy.....	70
Selling and Distributing	71

Use of a Breathalyzer	71
Violation of Another’s Civil Rights.....	73
Inappropriate Social Contact.....	73
Physical Assault	73
Fighting	74
Provoking a Fight.....	74
Conduct Outside of School	74
Policy	74
Hazing	79
Bullying.....	81
Definitions essential to the Dover Sherborn Bullying Prevention and Intervention Plan	81
Class Cutting	82
Smoking Policy/Tobacco Use (including the use of chewing tobacco, e-cigarettes/vaporizers):.....	82
Good Citizen Rule.....	82
Theft.....	82
Vandalism.....	83
Graffiti.....	83
Painting the Rock	83
Trespassing.....	83
Climbing	83
Snowball Throwing.....	83
Partial Listing of Disciplinary Offenses/Behaviors and Sanctions.....	84
Disciplinary Sanctions	86
Teacher Detention	86
Office Detention.....	86
Social Probation	94
STATE REGULATIONS	95
Disturbance of Schools or Assemblies	95
Weapons, Drugs and Assaults on Staff.....	95
Felony Complaint or Conviction of Student	96
Discipline of Students With Disabilities	97
Chemical Health Policy.....	98
CO-CURRICULAR/EXTRACURRICULAR PARTICIPATION	100
National Honor Society.....	100
World Language Honor Society.....	101
Student Government	101
Student Council.....	101
Class Officers	102

Student Advisory Delegate to the School Committee	102
Election Procedure	102
Class Officers 2017-2018.....	103
Athletic Program	105
Concussion Management	105
Academically Eligibility	107
Good Citizen Rule.....	108
Sportsmanship and Spectator Behavior.....	108
Varsity Games Missed During School Vacations	108
Eligibility	109
Social Activities	109
Senior Dinner Dance Policy.....	110
Junior/Senior Prom	111
Overnight Trips	111
Working Certificates	111
Fire Drills	111
WEATHER AND OTHER EMERGENCIES	112
No-School Announcements.....	112

LETTER FROM THE HEADMASTER

Dover-Sherborn High School
9 Junction Street
Dover, MA 02030
Phone: 508-785-1730 Fax: 508-785-8141

John Smith
Headmaster

Ann Dever-Keegan
Assistant Headmaster



Ellen Chagnon
Director of Guidance

Jeff Parcels
Athletic Director

August 2017

Dear Parent, Guardian and Student:

This Handbook contains school guidelines, rules, and information. Kindly note that the electronic version of the *Student Handbook* as available on the website is the most current version and will contain any updates and amendments. Please read it carefully because many changes have been made. If you have any questions, contact an administrator or guidance counselor.

Thank you for your cooperation. I wish you a successful school year.

Sincerely,

A handwritten signature in cursive script, appearing to read "John G. Smith".

John G. Smith
Headmaster

MISSION STATEMENT

Dover Sherborn Public Schools' Mission Statement

**To inspire, challenge, and support all students
as they discover and pursue their full potential.**

Dover-Sherborn High School's Mission Statement

**Dover-Sherborn High School is a community of learners
whose goal is to inspire academic excellence
and a commitment to personal and civic responsibility.
We engage in the learning process with honesty, creativity,
dedication, and respect,
and seek to cultivate an atmosphere of freedom and trust
in a safe and nurturing environment.**

SCHOOL-WIDE EXPECTATIONS FOR STUDENT LEARNING

Academic Expectations

Dover-Sherborn graduates will demonstrate the ability to:

- 1. Read effectively**
- 2. Write effectively**
- 3. Speak effectively**
- 4. Solve problems effectively**
- 5. Design and create effectively**
- 6. Perform Effectively**

Social Expectations

Dover-Sherborn graduates will demonstrate:

1. **Respect for individuals, school and community by:**
 - adhering to school policies
 - practicing common courtesy
 - practicing safe behavior
 - maintaining a clean facility

1. **Responsibility for their behavior by:**
 - investing in their education
 - acting with integrity
 - accepting consequences for their actions

1. **Sensitivity to diversity in opinions, abilities, learning styles, lifestyles, and cultures by:**
 - fostering supportive relationships
 - practicing respectful disagreement

1. **The ability to work collaboratively by:**
 - assuming productive roles
 - interacting cooperatively
 - achieving shared goals

Civic Expectations

Dover-Sherborn graduates will demonstrate:

1. **Civic responsibility by:**
 - accepting the role of an individual in a democratic society
 - actively participating in school
 - adhering to school policies
 - serving the community

1. **A global perspective by:**
 - identifying links, commonalities, and differences among world cultures
 - demonstrating the ability to communicate in a language other than English
 - recognizing their role as world citizens

SCHOOL-WIDE RUBRICS

Reading

Performance Levels for Academic Expectations	Read effectively
<i>4 – Work Consistently Exceeds Expectations</i>	<ul style="list-style-type: none"> ➤ Insightfully and consistently summarizes and analyzes literal and inferential meaning ➤ Insightfully and consistently makes connections among texts <u>and</u> applies acquired knowledge outside the text ➤ Reaches insightful conclusions involving critical elements of the text(s)
<i>3 – Work Meets Expectations</i>	<ul style="list-style-type: none"> ➤ Proficiently summarizes and analyzes literal and inferential meaning ➤ Generally makes relevant connections among texts and/or to the world outside the text ➤ Distinguishes the critical elements of the text(s).
<i>2 – Work Sometimes Meets Expectations</i>	<ul style="list-style-type: none"> ➤ Recognizes and summarizes literal meanings ➤ Sometimes makes relevant connections among texts and/or to the world outside text ➤ Distinguishes some critical elements of the text(s)
<i>1 – Work Rarely or Never Meets Expectations</i>	<ul style="list-style-type: none"> ➤ Recognizes literal meanings ➤ Rarely or never makes relevant connections among texts and /or to the world outside text ➤ Distinguishes almost none of the critical elements of the text(s)

Writing

Performance Levels for Academic Expectations	Write effectively
4 – Work Consistently Exceeds Expectations	<ul style="list-style-type: none"> ➤ Displays clear and insightful focus ➤ Displays sophisticated and/or original organization ➤ Consistently uses specific, relevant and accurate details as well as insightfully develops topic ➤ Displays exemplary command of language conventions ➤ Uses rich, precise vocabulary and sophisticated syntax
3 – Work Meets Expectations	<ul style="list-style-type: none"> ➤ Displays clear and appropriate focus ➤ Displays logical and appropriate organization ➤ Generally uses relevant and accurate details and thoroughly develops topic ➤ Demonstrates fluency in standard conventions of language ➤ Makes effective use of vocabulary and displays sentence variety
2 – Work Sometimes Meets Expectations	<ul style="list-style-type: none"> ➤ Displays somewhat clear and generally appropriate focus ➤ Displays some evidence of organization ➤ Uses some relevant and accurate details but has limited development of topic ➤ Demonstrates inconsistent grasp of standard conventions of language ➤ Sometimes makes effective use of vocabulary and syntax
1 – Work Rarely or Never Meets Expectations	<ul style="list-style-type: none"> ➤ Displays unclear and/or inappropriate focus ➤ Displays incoherent organization ➤ Uses few or no relevant or accurate details to develop topic ➤ Demonstrates little or no grasp of standard conventions of language ➤ Rarely or never makes effective use of vocabulary and syntax

Speaking

Performance Levels for Academic Expectations	Speak effectively
4 – Work Consistently Exceeds Expectations	<ul style="list-style-type: none"> ➤ Displays exemplary command of subject ➤ Delivers with exemplary confidence, fluency, and poise/presence ➤ Masterfully and consistently engages listeners by establishing focus, tone, volume, and style appropriate for audience ➤ Displays exemplary articulation/command of language conventions ➤ Makes exemplary use of visuals/props/technology to convey meaning
3 – Work Meets Expectations	<ul style="list-style-type: none"> ➤ Displays command of subject ➤ Delivers confidently and fluently ➤ Generally engages listeners by establishing focus, tone, volume, and style appropriate for audience ➤ Displays clear articulation/command of language conventions ➤ Makes appropriate use of visuals/props/technology to convey meaning
2 – Work Sometimes Meets Expectations	<ul style="list-style-type: none"> ➤ Displays limited command of subject ➤ Delivers with limited confidence and fluency ➤ Occasionally engages listeners by establishing focus, tone, volume, and style appropriate for audience ➤ Displays somewhat unclear articulation/command of language conventions ➤ Makes limited use of visuals/props/technology to convey meaning
1 – Work Rarely or Never Meets Expectations	<ul style="list-style-type: none"> ➤ Displays little or no command of subject ➤ Delivers with little or no confidence or fluency ➤ Rarely or never engages listeners ➤ Displays inadequate articulation/command of language conventions ➤ Makes little or no use of visuals/props/technology to convey meaning

Problem Solving

Performance Levels for Academic Expectations	Solve problems effectively
4 – Work Consistently Exceeds Expectations	<ul style="list-style-type: none"> ➤ Solution shows a complete understanding of the problem, identifying appropriate concepts and the information necessary for its solution ➤ Uses an efficient and sophisticated strategy to reach solution, evaluating any errors made and revising the strategy for future investigation ➤ Employs refined and complex reasoning, applying procedures accurately and verifying the results ➤ Includes a complete and logical explanation detailing how the problem is solved, including all of the steps involved ➤ Follows standard conventions of writing; uses precise and appropriate terminology and symbols
3 – Work Meets Expectations	<ul style="list-style-type: none"> ➤ Solution shows an understanding of the problem, identifying major concepts and the information necessary for its solution ➤ Uses a strategy that leads to a solution of the problem, making few or no errors ➤ Employs proficient reasoning, applying procedures appropriately ➤ Includes a clear explanation of how the problem is solved, detailing most of the steps involved ➤ Generally follows standard conventions of writing; generally uses appropriate terminology and symbols
2 – Work Sometimes Meets Expectations	<ul style="list-style-type: none"> ➤ Solution shows limited understanding. ➤ Uses a strategy that approaches a solution, making some errors that prevent a complete solution ➤ Employs some effective reasoning, sometimes applying procedures appropriately ➤ Includes an incomplete explanation that may not be clearly presented ➤ Inconsistently follows standard conventions of writing; ➤ uses terminology and symbols inappropriately or fails to use them
1 – Work Rarely or Never Meets Expectations	<ul style="list-style-type: none"> ➤ Solution shows that few or no parts of the problem are understood ➤ Uses no strategy or a strategy that does not lead to a solution ➤ Employs little or no reasoning, making many procedural errors ➤ Includes no explanation or an explanation that is not understandable or related to the problem ➤ Rarely follows standard conventions of writing; uses no appropriate terminology or symbols

Designing and Creating

Performance Levels for Academic Expectations	Design and create effectively
4 – Work Consistently Exceeds Expectations	<ul style="list-style-type: none"> ➤ Insightfully and consistently uses varied sources of inspiration ➤ Accepts or rejects ideas after insightful and consistent analysis or evaluation of them ➤ Insightfully and consistently directs a course of action based upon conclusions ➤ Insightfully and consistently relates ideas and applies imagination and conscientiousness to presentations/performances/construction ➤ Demonstrates insightful perspective in the application and presentation of ideas
3 – Work Meets Expectations	<ul style="list-style-type: none"> ➤ Proficiently uses varied sources of inspiration ➤ Accepts or rejects ideas after thorough analysis or evaluation of them ➤ Proficiently directs a course of action based upon conclusions ➤ Proficiently relates ideas and applies imagination and conscientiousness to presentations/performances/construction ➤ Demonstrates informed perspective in the application and presentation of ideas
2 – Work Sometimes Meets Expectations	<ul style="list-style-type: none"> ➤ Makes limited use of varied sources of inspiration ➤ Accepts or rejects ideas after limited analysis and evaluation of them ➤ Inconsistently or inappropriately directs a course of action based upon conclusions ➤ Usually relates ideas and applies imagination and conscientiousness to presentations/performances/construction ➤ Demonstrates somewhat informed perspective in the application and presentation of ideas
1 – Work Rarely or Never Meets Expectations	<ul style="list-style-type: none"> ➤ Makes little or no use of varied sources of inspiration ➤ Accepts or rejects ideas after little or no analysis or evaluation of them ➤ Does not direct a course of action based upon conclusions ➤ Needs assistance to relate ideas and apply imagination and conscientiousness to presentations/performances/construction ➤ Demonstrates uninformed perspective in the application and presentation of ideas

Performing

Performance Levels for Academic Expectations	Perform effectively
4 – Work Consistently Exceeds Expectations	<ul style="list-style-type: none"> ➤ Consistently demonstrates evidence of thorough preparation/rehearsal ➤ Consistently demonstrates exemplary technical skill, technique, and/or physical prowess ➤ Performs dynamically and confidently ➤ Achieves and sustains unity of role and performer ➤ Uses appropriate props, attire, and/or equipment to full effect ➤ Consistently demonstrates ability to work independently and/or cooperatively/collaboratively, as appropriate to task ➤ Consistently demonstrates ability to analyze and reflect insightfully on performance
3 – Work Meets Expectations	<ul style="list-style-type: none"> ➤ Demonstrates clear evidence of preparation/rehearsal ➤ Generally demonstrates technical skill, technique, and/or physical prowess ➤ Performs confidently ➤ Achieves unity of role and performer ➤ Uses appropriate props, attire, and/or equipment ➤ Generally demonstrates ability to work independently and/or cooperatively/collaboratively, as appropriate to task ➤ Demonstrates ability to analyze and reflect on performance
2 – Work Sometimes Meets Expectations	<ul style="list-style-type: none"> ➤ Demonstrates limited evidence of preparation/rehearsal ➤ Sometimes demonstrates technical skill, technique, and/or physical prowess ➤ Performs perfunctorily—without enthusiasm ➤ Approaches unity of role and performer ➤ Uses some props, attire, and/or equipment ➤ Demonstrates limited ability to work independently and/or cooperatively/collaboratively, as appropriate to task ➤ Demonstrates limited ability to analyze and reflect on performance
1 – Work Rarely or Never Meets Expectations	<ul style="list-style-type: none"> ➤ Demonstrates little or no evidence of preparation/rehearsal ➤ Demonstrates little or no technical skill, technique, and/or physical prowess ➤ Performs inadequately ➤ Displays disunity of role and performer ➤ Uses inappropriate or inadequate props, attire, and/or equipment ➤ Demonstrates little or no ability to work independently and/or cooperatively/collaboratively, as appropriate to task ➤ Demonstrates little or no ability to analyze and reflect on performance

DOVER SHERBORN PUBLIC SCHOOLS NON-DISCRIMINATION POLICY AND PROCEDURES

Non-Discrimination Statement and Procedures

The Dover Sherborn Public Schools do not discriminate in admission to, access to, treatment in, or employment in its services, programs, activities, on the basis of race, color, or origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Titles I and II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act); or on the basis of homelessness in accordance with The McKinney-Vento Homeless Assistance Act of 1987. Furthermore, in accordance with M.G.L. c.76 s.5 Dover, Sherborn, and Dover Sherborn Schools do not exclude or discriminate against students in admission or in obtaining its advantages, privileges, or courses of study on the basis of age, race, color, national origin, sex/gender, gender identity, religion, national origin, disability, sexual orientation, or homelessness.

Process for Filing a Complaint

Inquiries concerning the application of Title VI, Title IX/Chapter 622 and Section 504 in the Dover Sherborn Public Schools may be referred to an Equity Coordinator or the building's Headmaster/Principal. All inquiries concerning the protection and rights afforded to persons in the other protected categories (color, religion, sexual orientation, homelessness) may be referred to an equity coordinator or to the Assistant Superintendent of Schools at 157 Farm Street, Dover, MA 02030. The telephone number is 508.785.0036.

Inquiries concerning the applicability of the aforementioned federal laws and regulations to the Dover Sherborn Public Schools may also be referred to the U. S. Department of Education, Office of Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, 617-223-9662, TTY 617-223-9695. Concerns relating to the implementation of the Massachusetts equal educational opportunity law (M. G. L. c. 76 s.5) may be directed to the Massachusetts Department of Education, Program Quality Assurance, 350 Main Street, Malden, MA 02148, 781-338-3700.

In lieu of filing a complaint with the Dover Sherborn Public Schools, a complaint may be filed directly with the OCR within 180 days of the alleged discrimination or harassment. In addition, a complaint may be filed with OCR within 60 days of receiving notice of final disposition of the complaint by the Dover Sherborn Public Schools, or in certain instances, within 60 days of receiving a final decision from the Bureau of Special Appeal (BSEA). Please note that a complaint filed with OCR is limited to issues of discrimination and harassment. OCR has no jurisdiction over compliance with state and federal special education laws.

Grievance Procedures for Discrimination Violations

Any student or school employee who feels that he or she has been discriminated against because of age, race, color, national origin, sex/gender, gender identity, religion, national origin, disability, sexual orientation, or homelessness with regard to admission to, access to, treatment in, or employment in its services, programs and activities should utilize the following procedure to register a grievance with the Dover Sherborn Public Schools:

1. Students or employees should submit any allegation of discrimination in writing to their building Headmaster/Principal for consideration. The nature of the complaint should be specified in detail.
2. The Headmaster/Principal or his/her designee will investigate the allegations and respond to the complaint in writing within fifteen (15) school days of the receipt of the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to the Grievance Coordinator, Assistant Superintendent of Schools. The Coordinator will meet with the complainant and respond within fifteen (15) days of receipt of the written complaint.
4. If at the end of ten (10) school days following the written response from the Grievance Coordinator the matter remains unresolved, the complainant has the right to appeal to the Superintendent of Schools in writing.
5. The Superintendent will investigate the complaint and respond in writing to the complainant within fifteen (15) school days after having received the complaint.

6. If the matter remains unresolved, the complainant may appeal in writing to the appropriate school committee within ten (10) school days of the receipt of the Superintendent's response. The school committee will meet within fifteen (15) days to review and consider the matter. The committee will respond to the complainant in writing within fifteen (15) school days following the meeting.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.

**The Grievance Coordinator for the Dover Sherborn Public Schools is:
Elizabeth McCoy
Assistant Superintendent of Schools
157 Farm Street, Dover
The phone number is 508.785.0036**

The Equity Coordinators are:

**Dover Sherborn High School
Kirsten Stantos & Paul Butterworth
9 Junction Street, Dover
Telephone: 508.785.1730**

**Dover Sherborn Middle School
Callie Egan & Mark Thompson
155 Farm Street, Dover
Telephone: 508.785.0635**

**Chickering Elementary School
Cheryl Chase & Ken Wadness
29 Cross Street, Dover
Telephone: 508.785.0480**

**Pine Hill Elementary School
Laurie Ryan & Maury Frieman
10 Pine Hill Lane, Sherborn
Telephone: 508.655.0630**

English Language Learner Education

Parents/Guardians of students whose primary language is not English may request that Dover Sherborn Public Schools translate school documents into their child's native language. Such documents may include, but not be limited to the following: Home Language Survey, Parental Waiver Application, Chickering Elementary School, Pine Hill Elementary School, Dover Sherborn Middle School and Dover Sherborn High School Student and or Parent/Family Handbooks, Dover-Sherborn Middle and Dover-Sherborn High Schools' Program of Studies.

Parents/guardians should contact their building principal and/or headmaster to request translated documents. Requests will be forwarded to the Assistant Superintendent of Schools. Translated documents will be forwarded to the student's school in a timely manner. Additional requests after the first may be directed to the Assistant Superintendent of Schools at 508-785-0036.

- Limited English Proficiency (LEP) students are assigned to classes in which the classroom teacher has some category training.
- LEP students receive services from an ESL teacher for as many periods as possible, depending on one's proficiency level.
- LEP students participate fully with their English-speaking peers and are provided support in non-academic courses.
- While LEP students have the opportunity to receive support services in a language that the students understands no student has requested such services in recent years.
- LEP students are taught the same curriculum as the general population and are held to the same academic, civic, and social expectations.
- The district uses grade appropriate content objectives for LEP students based on district curricula in English language arts, history and social studies, mathematics, and science and technology/engineering, taught by qualified teachers. Both the middle and high school are reported as 100% highly qualified as per NCLB credentialing guidelines.
- Translators and translation services are readily available to all LEP students and their families.

McKinney-Vento Homeless Education

NOTICE: MCKINNEY-VENTO HOMELESS EDUCATION

If you, your family, or someone you know...

- Usually sleep(s) on someone's couch or in a car or in an abandoned building
- Live(s) with relatives or friends
- Live(s) in a temporary trailer park or campground
- Lost or left your/his/her home

There are some things you should know about.

Students without a permanent place to live have the right to:

- Go to school, including public pre-school
- Obtain free lunch
- Receive transportation, if requested
- Participate in all school programs (like athletics and other student activities)
- Receive the same support and services provided to all students, as needed.

For more information or questions, please contact the homeless liaison for the Dover Sherborn Public Schools 508-785-0036.

Pregnant Students

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school during the pregnancy.

Corporal Punishment

Corporal punishment in public school is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons or themselves from a physical assault by a student.

ACADEMIC INFORMATION

Graduation Requirements

According to *The Massachusetts Educational Reform Act of 1993*, students must be engaged in learning throughout the school day. In order to ensure this, students choose a minimum of at least 35 credits but not more than 45 credits per year. All students must earn 140 credits to graduate as well as satisfy all other graduation requirements including state graduation examinations. Meeting graduation requirements is the responsibility of each student and his or her parent/guardian. Students must monitor their credit totals and be certain they have completed all graduation requirements and have sufficient credits for graduation.

All students must pass and earn the following credits as part of the 140 credits required for graduation:

• English , four years	(24.0 credits)
• Mathematics , four years	(24.0 credits)
• Science , three years	(18.0 credits)
• Social Studies , three years consisting of World History and U.S. History	(18.0 credits)
• Technology Engineering & Computer Science /Fine & Performing Arts	(18.0 Credits)
• World Language , three years	(18.0 credits)
• Wellness	(12.5 credits)
*9th Grade: One semester of Phys Ed and One semester Health	(2.5 credits) (2.5 credits)
*10 th Grade: Two semesters of Phys Ed & Health	(3.0 credits)
*11 th Grade: Two semesters of Phys Ed & Health	(3.0 credits)
*12 th Grade: One semester of Phys Ed & Health	(1.5 credits)

•**Community Service** (40 hours)

•**Earn a passing score in all MCAS Graduation/Competency Determination Requirements noted below in order to earn a diploma:**

Pass ELA and Math with a score of 240, or 220-238 with a completed *Educational Proficiency Plan

Pass Science

***Educational Proficiency Plans:** To comply with the Department of Elementary and Secondary Education's regulations, all students earning passing scores between 220-238 on ELA and/or Math MCAS are to be supported by the development of an Educational Proficiency Plan and must earn a passing score on an end-of-course final assessment provided by the school as outlined in the student's EPP.

Participation in the graduation ceremony by students with disabilities shall be determined pursuant to guidelines from the Department of Elementary and Secondary Education.

MCAS

In order for a performance appeal to go forward, students must meet eligibility and performance requirements. *For the most current information on the MCAS appeals process, please visit: www.doe.mass.edu/mcasappeals.*

Transition from Freshman to Sophomore Status

Freshmen must pass 6 credits in mathematics and 6 credits in English plus 12 additional credits to attain sophomore status by the beginning of the next academic year. A passing grade of D is equivalent to a numeric average of 65. Parents/Guardians will be notified by the Guidance Department early in the second semester if their son or daughter is in danger of not attaining sophomore status for the next academic year. This policy has been adopted to support Dover-Sherborn's high academic expectations and in response to Massachusetts Education Reform initiatives.

In keeping with the school's policy, no more than two courses in a student's overall high school career may be taken in summer school for makeup credit. Each summer school course presented for credit toward graduation must receive **prior** approval of the Headmaster. Headmaster approval is based upon review of the course curriculum and consultation with the appropriate department head. (See Summer School Policy on page 32.)

Community Service

Dover-Sherborn High School is committed to the benefits of a Community Service Graduation Requirement. All students will be required to demonstrate proof of forty hours of Community Service to fulfill requirements for graduation. Verification of these hours will be kept in the students' portfolios throughout their four years of high school. It is recommended that students

complete ten hours of this requirement per year. Community Service forms must be turned in for verification within one calendar year of the date that service was completed.

Students MUST fulfill this obligation by the end of the first semester of senior year to be eligible for participation in Senior Project as well as Senior Privilege. Students not using Senior Privilege will lose DR library privilege until hours are complete.

Students should refer to the Community Service information located on the High School web page for questions around what is allowed/not allowed for DSHS Community Service.

Interim Reports

Interim reports for each student enrolled at the high school can be accessed through the family portal approximately halfway through each term. These reports inform students and their parents/guardians of the student's current standing in classes. An email will be sent informing parents/guardians when the portal will be open. If a student is in danger of failing a course, that is, if a student has a grade of C- or below, the online report will indicate this and the comment, "Student is in danger of failing for the term," will accompany the interim grade for that course/those courses."

If a student is failing at the time of the interim report, he/she must attend one extra help session per week until the grade is at a passing level. It is the responsibility of the individual student to attend these extra help sessions. Attendance at extra help sessions takes precedence over all other school related activities and jobs (i.e. sports, clubs, etc.).

Grade Reports

End of term and semester grade reports will be available through the family portal. An email will be sent to parents/guardians to inform them when the portal will be opened so that grade reports may be viewed.

Extra-Help Sessions

Extra help sessions run from 2:30 to 3:15 p.m. Monday – Thursday. Teachers generally schedule 45 minute sessions two afternoons per week. Teachers who serve as coaches may offer extra help from 2:30 to 3:00 p.m. as well as prior to start of school in the a.m.

Course Request/Selection Process

The Program of Studies is updated annually and published to the website in January for students and families to review in anticipation of requesting courses for the following school year. Families are encouraged to read course the desired descriptions and requirements carefully when requesting courses.

Beginning in January, students are encouraged to speak with teachers regarding course choices for the following school year. In March, teachers make online recommendations regarding student course level (CP, Honors, and AP) for all academic courses and any other courses requiring teacher recommendation as indicated in the Program of Studies.

From mid-January through mid-March, students will be given time to make their course selections online. Only those academic courses that are recommended by teachers will be accessible for student selection. Students will request courses in the Fine and Performing Arts and Technology Engineering and Computer Science as well as request other elective courses and enter their choices online. After making these course requests students will print out their Course Request Form to return to school. Both student and parent/guardian signatures are required on this form. Students will be scheduled for an individual appointment with their school counselors during the course registration period in March to review course requests. Students are expected to arrive at this appointment with their signed Course Request Form. Any necessary additions or adjustments will be discussed at this appointment and counselors will request approval from teachers and parents/guardians before making any changes to academic subjects.

Review of the Course Selection, Placement, and Changes Process for the 2017-2018 School Year

Parents/Guardians and/or incoming sophomores, juniors and seniors who did not meet the academic prerequisites had the opportunity to initiate a review process by:

Scheduling a joint meeting with the **recommending subject teacher and the department head** to review the teacher's recommendation at this meeting, the parents/guardians must submit evidence that the student is capable of Honors/AP level work in this subject and would contribute positively to the success of the course. The decision of the Department Head and Headmaster will prevail.

All requests for placement reviews for the 2017-2018 school year were to be completed in writing by April 8, 2017.

All scheduling decisions were to be completed by May 1st, 2017 for the 2017-2018 school year. The decisions as of May 1st, 2017 will prevail in the fall. The school reserves the right to consult students' alternate course requests when courses are cancelled, closed or when course conflicts arise.

Parents/Guardians of incoming freshmen: Incoming eighth grade students will be recommended by their eighth grade teachers for the appropriate course level in each subject. These placements are a result of the teachers' best professional judgment after working daily with the student and after reviewing the placement standards agreed to by middle and high school staff. Parents/Guardians may request to meet with the teacher of a subject to better

understand the teacher's decision. After the initial subject teacher contact, any further discussion about the placement should be directed to the appropriate High School Department Head.

Please be advised that when changes are made to a student's schedule, the school attempts to minimize disruption. However, sometimes the requested change necessitates a total revision of the student's schedule and at times, his or her courses.

Please consult the 2017–2018 Program of Studies for further details. Please consult the 2018-2019 Program of Studies when it becomes available in January, 2018 for the 2018-2019 Course Request/Selection Process and established dates for placement reviews.

Accelerating in a Course of Study

A student who has taken an approved accredited course and who wishes to accelerate a course of study must take both the midyear and final exam for the preceding course to demonstrate complete mastery of the subject material. The student must earn the pre-requisite passing grade(s) on the Dover- Sherborn exam(s) as outlined in the Program of Studies for this course. Acceleration will not reduce the required number of courses that a student must take to fulfill graduation requirements. Any exception must be pre-approved by the Headmaster.

Auditing a Course

A student may elect to audit additional courses if there is sufficient space. The student will be expected to do all work and to take all tests and examinations. The course will appear on the final transcript marked 'Audit' with no grade or credit toward graduation.

Minimum Course Load

Students must elect courses generating a minimum of 36 credits or a maximum of 45 credits per year.

Course Change Procedures for the 2017-2018 School Year

When a scheduling change is considered during the school year for a course in which a student is currently enrolled, the following guidelines apply:

1. **Adding a Course:**

Courses may be added only within the **first six class meetings** of any course. Students will not be added to new classes after this time.

2. Class Level Transfers:

After the first six classes have passed, a student may change ONLY the level of a current class and ONLY with the recommendation of the classroom teacher and Department Head. **A course level change may only be considered until midway through the first grading term of a course.** A student's grade average in his/her current class, as of the date of the level transfer, will follow him/her into the new class.

For example:

<u>Course</u>	<u>Level</u>	<u>Grade</u>
Pre-Calculus	Honors	W/P or W/F
Pre-Calculus	College Preparatory	C+

NO COURSE WILL BE CHANGED WITHOUT THE COMPLETION OF THE ADD/DROP FORM THAT PROVIDES WRITTEN ACKNOWLEDGMENT FROM THE STUDENT'S PARENT/GUARDIAN, THE APPROVAL FROM TEACHER AND THE DEPARTMENT CHAIR, AND THE RECOMMENDATION OF HIS OR HER SCHOOL COUNSELOR. ALL FINAL DECISIONS REST WITH THE HEADMASTER.

Even with approval, a change in a course or level can be made only if there is sufficient space in the receiving course at the time that the actual schedule change computer transaction is completed.

1. Dropping a Course:

A student must carry a minimum of 36 credits each year. A student may not drop a course or fall below the minimum credit requirement without the approval of the Headmaster. . **Any course drop after the first interim grade report is posted will appear as Withdrawal/Pass (WP) or Withdrawal/Fail (WF) on the student's permanent record/transcript. After fifty percent (50%) of a courses's class meetings have passed (for all year courses, this includes the mid-year exam), a student who withdraws from a course will receive a failing grade (F). The result of dropping this class will appear on a student's permanent record/transcript a failure (F) for this course.**

Calculating a Grade Point Average

Cumulative Grade Point Averages are calculated at the end of each semester of high school. The GPA is calculated by using the grading code below and assigning the correct weight to each letter grade in the following academic subjects taken at Dover-Sherborn High School that meet six or more times in our eight day cycle: English, mathematics, science, world language

and social studies. After determining the weights for each course, a sum is calculated. This sum is then divided by the number of counted courses completed. *Please note:*

- The weight for an all year course is calculated at 50% at Semester 1 of a given class. It is calculated at 100% at the end of the full year.
- The weight for a one semester course is half the weight of an all year course.
- If a course taken at Dover-Sherborn High School is repeated at Dover-Sherborn High School then both final grades count in the GPA.
- GPA's are only calculated for courses taken at Dover-Sherborn High School. The only exception to this is that advanced mathematics courses taken at Stanford Online High School (SOHS) and/or John's Hopkins Center for Talented Youth (CTY) (as detailed in the Mathematics section of the Program of Studies) will be included in a student's GPA.
- Courses taken by students participating in elected alternative programs will not be included in a Dover-Sherborn GPA.
- Independent Study grades are not included in GPA calculations without permission of the Headmaster.
- Courses taken for "pass/fail" grade will not be factored into a student's GPA.
- Students taking Advanced Placement courses will receive Advanced Placement Quality Point Weighting toward their GPA only after sitting for the AP examination in May.
- Students taking AP Art will receive Advanced Placement Quality Point Weighting toward their GPA only after submission of the assessment portfolio to the College Board. If the portfolio is not submitted, then the student will receive honors quality points in the GPA calculation.

Dover-Sherborn does not provide any rank-in-class distinctions.

Grading System

Dover-Sherborn does not compute class rank for its students due to the school's small class size and its competitive, academic environment.

Grade	Numeric Equivalent	AP	Honor s	CP
A	93-100	5.00	4.80	4.00
A-	90-92	4.58	4.40	3.67
B+	87-89	4.17	4.00	3.33
B	83-86	3.75	3.60	3.00
B-	80-82	3.33	3.20	2.67
C+	77-79	2.92	2.80	2.33
C	73-76	2.50	2.40	2.00
C-	70-72	2.08	2.00	1.67
D	65-69	1.25	1.20	1.00
F	Below 65	0	0	0

Honor Roll

Dover-Sherborn High School publishes an Honor Roll every term. To attain Honor Roll status, a student must earn term grades of B- or above in all subjects. Incompletes must be resolved within two weeks after the close of the term. Failure to complete courses within this time frame will prevent a student from attaining Honor Roll status.

Conferences

Conferences may be scheduled at any mutually agreed upon time by individual teachers, students, parents/guardian or the Main Office with the expressed purpose of taking a cooperative approach to solve a behavior or academic problem. Teachers may be contacted through both voice mail and email.

Pre-assigned Assessment Event

Though teachers may schedule pre-assigned assessment events (tests, “quests,” quizzes, “tizzes”) on days of their choosing, no student is obliged to take more than two pre-assigned assessments on a given day. **At the time that a third is announced, it is the student’s responsibility to notify the teacher of the conflict and the third and subsequent assessments should be rescheduled by the teacher. It is not acceptable to inform a teacher of the conflict on the day of the assessment.** A major paper or project other than the English Adolescent Paper or the social studies Position Paper that is due on the same day as scheduled assessments is not considered an assessment event for that day. **Teachers must verbally announce major assessments at least four school days in advance.**

Homework Policy

When selecting courses, parents/guardians and students should be mindful of the amount of homework generally required in preparation for the next class meeting. This will vary according to the level and course, but the faculty has agreed to the following as a standard: on average, 30-45 minutes each night on homework for a CP or Honors class, and 45-60 minutes for an AP class. Homework will not count more than 20% of a term grade.

Homework Policy for School Vacations

No homework shall be assigned over Thanksgiving break in any courses. No homework shall be assigned over December, February and April breaks except in Advanced Placement courses.

Major projects or papers due the week after Thanksgiving December, February and April breaks should not be due within the first two days following the resumption of school.

Make-up Policy: Homework and Quizzes/Tests*

It is important for students to understand that written assignments, tests, quizzes, and homework are vital parts of the learning experience. The following guidelines or expectations have been established:

1. Homework may be checked periodically and assigned a grade. If the homework is not complete, the grade may be a zero. This cannot be made up another day, unless of course, the student has been absent because of illness.
2. Generally, if a student is absent, it is his or her responsibility to check the teacher website, email the teacher, or call a classmate for the homework assignment, so that, when a student returns to class, he or she is prepared.
3. Papers are expected to be passed in on time. A paper passed in late may be dropped a full grade. A paper can be no more than two days late, after which time, no credit may be given for the paper.
4. If a student is absent due to an excused absence on the day a paper is due, the paper must be passed in the day the student returns to class. If, however, the student has an unexcused absence, the paper will be dropped one full grade. If a student is absent from class, but is in school during any portion of that day, the paper is still due that day.
5. A student who misses a test or quiz should be expected to make it up the next school day. In the case of extended or excused illness or absences, students/parents/guardians should schedule an appointment with their counselor and teachers to arrange completion dates for makeup work.
6. Sports games, practices, or extracurricular activities are not considered excuses for failure to make up work missed.

*IEPs and 504 Plans will be followed.

Overnight Trips

Parents/guardians and students are advised to be mindful of the rigors and obligations of all courses, and are reminded to carefully weigh the impact on school work of their decisions to participate in overnight or extended field trips.

Textbooks

All school textbooks must be covered to protect them. Students are held responsible for all books issued and may be given detention if textbooks are not covered and taken care of properly.

School-wide Examinations

Midyear and final examinations will be weighted 20% of each respective semester grade at every level in all departments.

To comply with the Department of Elementary and Secondary Education's regulations regarding Educational Proficiency Plans, an end of course assessment is mandatory in English and Mathematics for those juniors and seniors who have not scored at or above the Proficient level on MCAS in those disciplines.

Exemption for Seniors from Final Examinations

Seniors who maintain an average of 90 or above at the end of a course are exempt from taking the final examination in that course. This applies to both one semester and full year courses.

To comply with the Department of Elementary and Secondary Education's regulations regarding Educational Proficiency Plans, an end of course assessment is mandatory in English and Mathematics for those seniors who have not scored at or above the Proficient level on MCAS in those disciplines.

Final Grades

Final transcripts for graduating seniors will not be issued until all hold slips and other debts are settled.

Resolution of Incompletes

All incompletes must be resolved within 1 week after issuance of grades at the end of the first three terms. A fourth term or final exam incomplete must be resolved within two weeks of the opening of the following school year. Any exceptions must be approved by the Headmaster.

Eligibility for Extracurricular Activities

To be eligible to participate in athletics, clubs, and drama/musical performances during the second, third and fourth terms, a student cannot fail more than one course and must be passing a minimum of 30 credits for the term immediately preceding.

To be eligible for the fall term, a student is required to have passed, for the previous academic year, the equivalent of five traditional year-long major courses.

A student entering grade 9 from a middle or junior high school is eligible at the start of the school year.

Repeating a Course at Dover-Sherborn

A student may request to repeat a course taken at Dover-Sherborn where credit has been earned. The following guidelines are used:

- The course is a foundation for subsequent courses
- No credit is earned when the course is repeated
- The second grade will also appear on the student's transcript and both will be included in the student's grade-point-average.

Original Credit Courses

The following criteria shall apply to courses taken for original credit:

1. A student must obtain written permission from the Headmaster to enroll in and receive original credit for courses taken outside of Dover-Sherborn High School. The only exception to this is that advanced mathematics courses taken at Stanford Online High School (SOHS) and/or John's Hopkins Center for Talented Youth (CTY) (as detailed in the Mathematics section of the Program of Studies).
2. In general, students will be allowed to accrue up to twelve Dover-Sherborn credits for courses taken off campus. These courses may not be used to meet or substitute for D-S required courses and will **NOT** fulfill graduation requirements or be included in the GPA unless approved by the Headmaster.
3. Six credits will be granted for a high school course taken off campus if the course receives the pre-approval of the Headmaster and if the course meets for a minimum of 120 hours and is taken at an accredited school. These courses will not be included in a Dover-Sherborn High School GPA unless approved by the Headmaster.
4. Six credits will be granted for a full semester college level course that is pre-approved by the Headmaster. These courses will not be included in a Dover-Sherborn High School GPA unless approved by the Headmaster.
5. Three credits will be granted for semester online courses through TEC-sponsored online course initiative. All TEC online course registrations must be pre-approved through the Headmaster. These courses will not be included in a Dover-Sherborn High School GPA unless approved by the Headmaster.
6. Credits will be assigned for SOHS and John's Hopkins CTY courses as indicated in the Mathematics and Educational Technologies sections of the Program of Studies. In addition, these courses will fulfill graduation requirements.

Any requests for exceptions to the above must be submitted in writing to the Headmaster.

Summer School for Making up a Failed Course

Students may attend a summer school approved by the Headmaster for the purpose of making up a failed course provided the following criteria are met.

1. A student must obtain written permission from Dover-Sherborn High School administration to enroll in a course and receive credit.
2. Credit for courses taken elsewhere will be granted by Dover-Sherborn High School according to the following criteria:
 - a. a maximum of twelve (12) credits over a student's high school career will be granted for **make-up** courses completed elsewhere, and
 - b. credit will be granted for repeating and passing a subject failed during the school year provided the student received a final average of 55 or better in the original course and completed all course requirements (including final exam).

Any requests for exceptions to the above must be submitted in writing to the Headmaster.

Enrollment in Programs Outside Dover-Sherborn High School--Parental Choice

Occasionally students and their parents/guardians elect to participate in educationally approved programs outside of Dover-Sherborn High School. Examples of this would be ski school, snowboarding school, equestrian school or other accredited programs pre-approved by the Headmaster. In such approved, non-medical situations when this program constitutes the entirety of the student's academic day, **the student will be withdrawn from Dover-Sherborn High School for the duration of this alternative setting and re-enrolled upon his/her return.** Grades for students whose parents/guardians elect an alternative, approved program will not be integrated with the grades from Dover-Sherborn High School and will be listed separately on the student's high school transcript. Additionally, a Dover-Sherborn grade point average will not include grades for courses taken in these elected programs outside of Dover-Sherborn High School.

Students are advised to check with the Athletic Director regarding MIAA and school policies concerning possible impact on athletic eligibility and participation.

REMINDER: STUDENTS PARTICIPATING IN SUCH PROGRAMS MUST SATISFY MCAS REQUIREMENTS TO BE ELIGIBLE FOR GRADUATION.

Withdrawal from Dover-Sherborn High School

Pursuant to M.G.L. ch. 76, §1, students who are of mandatory school age must attend school. When students who are not of mandatory school age withdraw from school, Parents/Guardians must authorize any student withdrawal by signing a completed "Withdrawal Form" and meeting with the Building Principal or designee prior to the withdrawal.

Fifth Year Students

Students who do not complete graduation requirements at the end of four years, have not withdrawn and continue to seek a diploma will be considered Fifth Year Students. A Fifth Year Student must re-enroll with permission of the headmaster before he/she will be given a schedule by the school counselor. Some Fifth Year Students may need only one or two courses to fulfill graduation requirements. If this is the case, every effort will be made to schedule a student's courses and support services, if applicable as early in the day as the master schedule allows. Such Fifth Year Students will be required to leave the building once they have completed their daily schedules. Each day the student is scheduled to be in attendance, he or she is required to sign in at the main office upon arrival to school and must sign out and leave campus following the end of the student's last class each day. If he or she needs to remain on campus, permission must be granted by the Headmaster.

Digital Citizenship and Internet Acceptable Use Policy

1. Introduction and Purpose

The Dover Sherborn Public Schools believe in providing all students, staff and teachers with access to electronic resources that promote educational excellence, sharing of information, innovative instruction and online communication. It is our belief that the importance of technology accessibility and access to the abundance of resources on the Internet is critical for delivery of all educational content.

Online access and responsible communication is critical for all learners to apply 21st-century skills to keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place, reviewed and approved by School Committee annually to comply with existing law and balance the desire to use technology with the need to protect the Schools from unnecessary liability.

This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for educational purposes employing tools such as interactive websites, blogs, podcasts, video conferencing, wikis, and access to E-Learning platforms as well as performing research. The use of these tools must be consistent with the educational objectives of the Schools.

All students, faculty and staff in the Dover Sherborn Public Schools will be provided access to the Internet via a network login using school owned desktops or laptops or via wireless access on any electronic device be it school owned or personally owned. It is understood that all users will have reviewed and adhere to our guidelines for network, Internet and electronic device access.

2. Schools' Responsibilities

In compliance with the Child Internet Protection Act of 2000, which places a duty on the Schools to protect students from inappropriate material on the Internet, the Schools take precautionary measures to protect children from exposure to inappropriate materials, including filtering access to the Internet. The Schools ensure that all school owned computer systems are protected and secure.

All files and messages created, retrieved and/or stored on school equipment using the School's network or Internet are the property of the Dover Sherborn Public Schools and should not be considered confidential, consistent with the Electronic Communication Privacy Act. All network and email accounts are provided to all students (grades 6-12), staff, administrators, and faculty and are supported by the IT Department. All email messages created with the school-provided email system are archived for a minimum of seven years. 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.

3. User Responsibilities

All network resources require a network password to access. It is the sole responsibility of the user to keep his/her password secure and to change your password often. If you feel that your password has been compromised, it is your responsibility to notify the IT Department and request a password change. It is a violation of this agreement for any user to share/use his/her password.

Digital Responsibility

4. Online/Network Etiquette

Users are expected to learn and to abide by generally accepted rules of online network etiquette, as well as rules of schools' handbooks. These include respect and responsibility as well as avoidance of vulgar language. Try to avoid sarcasm and humor; without face-to-face communication, your *comments* may be misinterpreted or viewed as criticism. Harassing, bullying, swearing, vulgarities, suggestive, obscene, threatening or abusive language of any kind is not acceptable. Online access is not allowed to make or distribute jokes or stories, cyberbully, obscene material or material that is based on inappropriate remarks or stereotypes relating to race, sex/gender, gender identity, ethnicity, nationality, religion, or sexual orientations.

5. Websites, Social Networking, blogging, wikis, podcasting, video or other Web 2.0 tools are considered an extension of classroom collaboration and communication. Whether at school or home, any speech that is considered inappropriate in the classroom is also inappropriate in all use of blogs, wikis, podcasts and other Web 2.0 tools. Students using these communication tools are expected to act safely by keeping all personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette described above and will be monitored by school personnel. If comments or posts are inappropriate, they will be deleted.

6. Messaging/Email

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, instant messaging, texting, Virtual Learning Environments and other forms of direct electronic

communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this Acceptable Use Policy.

7. Plagiarism

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as, but not limited to, graphics, movies, music, and text. Plagiarism of Internet resources will be dealt with consistent with existing disciplinary guidelines relating to plagiarism.

8. Copyright/Licensing

The Schools strongly condemn the illegal distribution (otherwise known as pirating) of software; making available copyrighted software or other content that has had the copyright protection removed; making available serial numbers for software that can be used to illegally validate or register software; making available tools that can be used for no purpose other than for "cracking" software or other copyrighted content. Abuse in this area may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Schools. In addition, if such conduct constitutes a violation of law, criminal prosecution may result. All users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

9. Proxies

The use of anonymous proxies to circumvent the content filter is strictly prohibited and is a direct violation of this agreement. If you have a legitimate reason to believe that a site being blocked should be unblocked, please submit the URL of the blocked site to the IT Department for review.

10. Additional Illegal Activities

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) gambling, (g) posting inappropriate content (including but not limited to images, video, audio and comments) can result in disciplinary consequences as well as potential legal charges. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and student's parent or guardian.

11. Bullying & Cyberbullying

Please see the *Dover Sherborn Public Schools Bullying Prevention-Intervention Plan* found at www.doversherborn.org or available in hard copy at any school.

- a) Bullying, as defined in M.G.L. c. 71, § 37O is the repeated use by one or more students or a member of the school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
 - 1. causes physical or emotional harm to the target or damage to the target's property;
 - 2. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
 - 3. creates a hostile environment at school for the target;
 - 4. infringes on the rights of the target at school; or
 - 5. materially and substantially disrupts the education process or the orderly operation of a school.

- b) Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

- c) Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

12. Terms and Conditions

The Schools reserve the right to deny, revoke or suspend specific user privileges and or to take other disciplinary action, up to and including possible suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Dover Sherborn Network Connection. The Schools also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

School administration reserves the right to amend this policy at any time without prior notice.

Personal Electronic Devices (PEDs)

PED Definition: Personal Electronic Devices whose main purpose are for personal entertainment and/or communication, such as, but not limited to: cell phones (such as, but not limited to, smart phones, feature phones, dumb phones), iPods, iPads, digital cameras, video cameras, MP3 players, laptops, netbooks, and e-Readers (such as, but not limited to, Kindles and Nooks) that are student-owned.

PED Overview: Increased student use of school and personal electronic devices (PEDs) has the potential for both positive and negative consequences. PEDs can help to enhance the learning environment, and many schools have incorporated them in teaching and learning with much success. However, student use of PEDs can be abused in such a way that it negatively affects students, teachers, and the overall school environment. This policy is intended to support the benefits of PEDs use while curtailing possible abuses.

PED Unacceptable Use: The following behaviors related to the use of PEDs are unacceptable at all times: making threats, cyber-bullying, taking photos without first obtaining the written consent from the individuals involved before taking photos, taking videos without first obtaining the written consent from the individuals involved before the recording of sound or video, sexting, plagiarism, cheating, copyright violation. Engaging in these types of behaviors can result in disciplinary consequences as well as potential legal charges.

PED Classroom Standards: Teachers will select a classroom standard regarding the use of PEDs in his or her classroom. Each teacher (and other staff such as, but not limited to the librarian and nurse) will select a PED Usage Level for his or her classroom (or specific section of the school campus - the auditorium, cafeteria, library or nurses room for example) and communicate expectations clearly to the students as well as consequences should there be a violation from the designated standard.

The PED Usage Levels are as follows:

- PED Usage Level 1: Personal Electronic Devices (PEDs) are not allowed in this classroom.
- PED Usage Level 2: Personal Electronic Devices (PEDs) are sometimes allowed in this classroom based on the curriculum for that course. In addition, certain features of various PEDs may be allowed while other features may not be allowed. For example, the iPod feature of a cell phone may be allowed but the texting feature of a cell phone may not be allowed.
- PED Usage Level 3: Personal Electronic Devices (PEDs) are always allowed in this classroom based on the curriculum for that course.

Responsibility: Students who bring PEDs to school do so at their own risk. It is the responsibility of the students to treat their PEDs with respect and to protect them to prevent theft or damage.

Off Campus: The Acceptable Use Policy for PEDs also applies to students during off-campus school events. These events include but are not limited to, athletic events, field trips, camps and other extra-curricular activities.

Emergency Situations: During fire drills, emergency situations when being spoken to by an adult, the student should remove both “ear buds” and address the adult or situation at hand.

Tests and Exams: All PEDs must be switched off during tests and other exams. Failure to do so may be regarded as cheating.

Assemblies: All PEDs must be switched off during assemblies and other events such as, but not limited to, listening to a guest speaker in a classroom.

PED Violations: Students and parent(s)/guardian(s) should consult with their child's school's handbook for information regarding violations,

The Schools reserve the right to amend this policy at any time without prior notice.

Random Review of Student Emails

The Dover-Sherborn High School provides students with email accounts in order to facilitate collaboration and enhance the student educational experience.

Students and their parents/guardians are required to sign an Internet Acceptable Use Policy at the beginning of each year that sets forth the policies related to the proper use of email.

To ensure students use email for appropriate purposes, the High School Administration in conjunction with the Director of Technology may review student email accounts.

The review of student email accounts is to educate students when the email system is used for inappropriate purposes. Violation of the Internet Acceptable Use Policy may result in student disciplinary action.

TEC Online Academy

Students opting for a TEC Online Academy course are required to sign an Acceptable Use Policy form (AUP) specific to the TEC Online Academy. For more information regarding this initiative please contact your guidance counselor, consult the Program of Studies or call TEC at 781-326 2473.

Library/Media Center

The Media Center/Library is open Mondays from 7:30 a.m. to 2:15 p.m. and Tuesday-Friday from 7:30 a.m. to 3:30 p.m. Additional details of library resources may be obtained in the Media Center/Library.

Books may be checked out for three weeks and renewed for three weeks; magazines and reference books may be checked out overnight only. Videos, CDs and filmstrips are for classroom use only. There are no fines, but students are responsible for all materials checked out.

Space permitting, students wishing to use the library during a DR must report directly to the assigned DR at the beginning of the period. In the event that Senior Privilege is granted by the School Committee, seniors with Senior Privilege must account for themselves in writing during each Directed Research period. If not, upon review, the Senior Privilege will be revoked in its entirety. Students are reminded to use the library for research and reference, both online and print, as well as quiet reading. General homework assignments should be done in the DR classroom. If students need to leave the library they must sign out indicating where they can be located.

Senior Project (Academic Option)

A Senior Project is a four to six-week unpaid independent study program offering seniors an opportunity to learn in an educational environment not previously available to the student. Admittance to this program is based upon a written proposal explaining the educational value as well as the feasibility of the project. Senior Project proposals are subject to review and approval by the Headmaster. A written statement by a faculty sponsor is submitted in lieu of a grade.

Participation in the Senior Project program requires punctuality, good attendance, responsible citizenship and satisfactory academic achievement. Students **MUST** fulfill their Community Service obligation by the end of the first semester of senior year to be eligible for participation in Senior Project.

A student will be ineligible for Senior Project if he/she has accumulated 6 unexcused tardies in either semester of senior year or if a student has lost credit in a course for excessive absences or has been removed for excessive class cuts junior or senior year.

Students should note that participation in a skip day will result in loss or termination of Senior Project. Skipping a class during Senior Project or a day at a student's Senior Project placement will result in removal from Senior Project. Suspension from school during senior year may result in ineligibility for or removal from Senior Project.

If a student is absent from Senior Project placement, the parent/guardian must call and notify the high school of the absence. This will count as an absence from school. That morning the parent/guardian must also contact the teacher mentor at the high school and the person that the student is assigned to at the senior project placement.

Students should be aware that they will not be released from an Advanced Placement Course until after the AP exam for that course has been administered, and then only with teacher approval.

Students planning to participate in a Senior Project that requires them to leave and/or return to the high school campus for classes are strongly encouraged to purchase a year-long parking pass when they are available at the beginning of the school year or make alternative plans for

transportation. Senior Project students have no guarantee that a temporary pass will be available once Senior Project begins.

STUDENT SERVICES

Guidance

The Guidance Office is open daily during school hours and students are free to schedule appointments with guidance counselors at their convenience to address questions, discuss concerns or seek support. In addition, counselors meet with students in small groups to discuss such topics as transitioning to high school, standardized testing, and post-secondary planning. Counselors also meet individually with all students in their caseload at least once during the school year.

The school district also employs a school adjustment counselor whose services are accessible through a referral process as part of the array of educational services available to each student in the school district. As with all members of the school counseling team, individualized parent/guardian consent is not necessary to provide services to students. Parents/Guardians who do not wish their son or daughter to participate in this service must send a letter to the Director of Guidance so stating.

As counseling services and publications within the Dover Sherborn Public Schools are free from bias and stereotypes on the basis of age, race, color, national origin, sex/gender, gender identity, religion, disability, sexual orientation, or homelessness, all counselors encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills.

Special Education

Under the Massachusetts law, special education services are available to eligible students aged three through twenty-two. Students may be referred by school staff or parents/guardians if a disability is suspected. An evaluation will not be conducted without written consent from a parent/guardian. Once the evaluation is completed, the parent/guardian will be invited to attend a TEAM meeting to discuss the results of the evaluation and the TEAM will determine whether the child is eligible for special education. No services will be provided without a parent's/guardian's acceptance of the Individual Education Program (I.E.P.).

If you would like further information regarding special education services, please contact Christine Smith, Special Education Director Pre-K-12 at 508-785-0036.

Copies of procedural safeguards can be obtained on the Department of Elementary and Secondary Education at www.doe.mass.edu.

Students with Disabilities

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment or teasing.

Health Information

Students and parents/guardians are required to complete the online medical information section of the *Student Information Verification* form in Aspen. Students and parents/guardians should discuss with the nurse any health or other problems which could affect overall school adjustment. Individual Student Health Plans will be agreed upon for emergency or long-term care of any health problems.

The High School Health Office is open daily during school hours. A pass, signed by the teacher, is required from any student visiting the Health Office from a class or DR. After a reasonable amount of time for a health assessment, the student will return to class or be dismissed. Students are responsible for any work that may be missed during a visit to the Health Office. If medication is required every day in school, the student is expected to go to the Health Office each day at the appropriate time.

Emergency Care

Students and parents/guardians are required to complete the *Emergency Contacts* section located on the *Student Information Verification* form. Additional names are requested of adults who may be called to take a sick student home if both parents/guardians are unavailable. In emergency situations, parents/guardians are notified; if they cannot be reached, attempts will be made to reach the student's family doctor. The student may be transported by ambulance to the most appropriate hospital.

Parents/Guardians who are going to be out of town must complete the *Parent Authorization for Emergency Care* form. This form is available from the school web site and can be found on the Health Office Home Page. This form must be completed when a parent/guardian leaves his or her child in the care of another adult overnight or for an extended period of time. We need all of the contact information including daytime telephone and cell phone numbers of the temporary caregiver. These forms are also available in the Health Office.

Student Immunizations

Massachusetts Immunization Law states that any student who cannot show documented proof of up-to-date immunizations may be barred from school attendance after fourteen days of entering school. Medical or religious exemption requests should be discussed with the school nurse.

Physical Examinations

The written report of a physical exam done within the prior year is required for all new students, students entering tenth grade or students who plan to take part in competitive interscholastic sports. The Massachusetts Interscholastic Athletic Association requires a written physical exam before the first practice of any competitive sport. Forms for any of these examinations are available in the Health Office.

Medication Policies

The medication policy of the Dover and Sherborn school system is that medication will be dispensed only with written authorization from a physician and the parent/guardian.

As required by the Massachusetts Board of Registration for Nursing, the School Nurse as a licensed Registered Nurse may administer medication only with the written order of a physician. The State also requires the School Nurse to be responsible for any student medication in the school building. Our school physician has written standard protocols, as required by the State, which authorize the School Nurses to administer, with written parent/guardian request, over-the-counter medication such as acetaminophen or ibuprofen for relief of pain. (Complete protocols are posted in the Health Service offices). The medications must be provided by the parent/guardian in the original clearly labeled container.

The State Department of Public Health has distributed a form for the physician and parent/guardian to authorize the nurse to monitor or dispense prescription medication to students. There is provision on the form for the physician to authorize the student to self administer medication, provided the nurse determines it is safe and appropriate for student to do so. Copies of the forms are available in the Health Office.

INHALERS ARE MEDICATION and require physician and parent/guardian authorization. In most cases, the student will be authorized to carry the inhaler, having been instructed by the physician in its use. The written order must be on file in the Health Office.

Students who have serious or life threatening allergies are often prescribed medications such as “Benadryl” or an “Epipen” for life-saving emergency relief. These also must be appropriately authorized and provided by the parent or guardian. If a student needs an Epipen, the nurse must be provided with documentation of the allergy.

The nurse must be notified in advance if a student will be participating in a field trip in order to arrange for medications and other health issues. Teachers are responsible for providing the attendance secretary and the school nurse with a list of students going on a field trip at least one week in advance. The nurse will check the list for students who have medical needs and communicate this information to chaperones/teachers.

Protocol for Students Requiring Temporary Home or Hospital Education Pursuant to 603 CMR 28.08(3)

The student's physician must complete the Department of Education's "Physician's Statement for Temporary Home or Hospital Education" form and return the form to the school nurse. Upon receipt of the medical order, the school nurse will review the form to determine eligibility pursuant to 603 CMR 28.08(3). If eligible, the school nurse will work with the guidance counselor regarding the educational implications of the student's medical needs. Tutoring will not begin without the appropriate documentation and administrative consent.

If the student receives special education services at school, the Administrator of Special Education is to be notified and involved with **any** decisions pertaining to the student's educational arrangements. The student's Special Education Liaison will coordinate delivery of services.

Re-Entry Protocol

The partnership between home and school is never more important than at the time of a student's re-entry after an extended absence from school or hospitalization. It is the practice of the Dover Sherborn Public Schools to conduct a re-entry conference any time a student is not present at school for one of the following reasons:

- Hospitalization or evaluation for emotional/psychiatric reasons
- Prolonged absence for medical reasons
- A temporary alternate placement (TAP), i.e. ski school, Olympic training, DYS placement/return
- An out-of-school suspension when a meeting requested by the building Headmaster

The re-entry conference is conducted in an effort to assist the student to make a smooth transition back into school and to share all pertinent information about the student.

The re-entry conference will generally occur 24 hours in advance of the student's anticipated return to his or her classes. Present at the conference will be the student's parent(s)/guardian(s), the student (as appropriate), a member of the administration, the student's school counselor, the school adjustment counselor or school nurse (as appropriate), and the assistant principal (in the event of suspension), and any other appropriate staff.

The goals for the re-entry conference:

- Provide a smooth transition back to school
- Provide an opportunity for parents/guardians and/or consultants to supply the school with updated information about the student
- Where necessary, permission forms will be completed for sharing of information
- Short term (2 weeks) expectations will be defined for the student both academically and behaviorally

- A re-entry plan will be established
- Other professionals to be collaborated with will be identified
- A liaison at the school will be designated as the contact for the parents/guardians and outside collaborators
- A date will be set for follow-up with the student and/or parents/guardians, as appropriate either by telephone, email or conference

Please call your child's school counselor to arrange a re-entry meeting as soon as you know the date of your child's return to school. Please understand that a minimum of 24 hours notice is generally needed in order for a meeting date and time to be confirmed.

ATTENDANCE REGULATIONS AND PROCEDURES

Attendance Policy

Good attendance and classroom participation are vital to success at school. Students should miss class only under the most urgent circumstances. Parents/Guardians should make appointments at times that do not conflict with classroom responsibilities. Vacations should be planned so that students do not miss valuable classroom time. Attendance will be taken every period and the names of missing students reported to the main office.

Student Absence Notification Program

At the commencement of each school year, parents/guardians will be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the student's absence and the reason for such absence. The notice will also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If the school does not receive a message from the parent/guardian by the designated time, then the school shall call the telephone number or numbers furnished to inquire about the student's absence. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding the absence.

Parent(s) or Guardians will also be notified when a student who has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance.

Reminder: Regulations that govern MCAS Performance Appeals (603 CMR 30.05) state that "[students must have] maintained at least a 95% attendance level ... during the school year prior to and the year of the appeal."

Under the Dover-Sherborn High School attendance policy a student who is absent, without an approved excuse, for more than 10% of the class-days that a course meets during a semester or year will not receive credit for that course. Any course that does not receive credit will not be counted in the calculation of the GPA. The following chart indicates the maximum number of class-days that a student can miss (unexcused absences) without losing credit for the course:

Duration of Course	Classes per 8 day cycle	Maximum Number of Unexcused Absences
Semester	3	4
Semester	4	5
Semester	5	6
Semester	6	7
Full year	1	3
Full year	2	5
Full year	3	7
Full year	5	12
Full year	6	14
Full year	7	16
Full year	8	19

Request for a waiver to the above listed policy must be put in writing along with supporting documentation and submitted to the administration in a timely manner. Attendance will be prorated for students who enroll after the start of the school year.

All absences are cumulative. Absences for the following reasons will be considered “Excused Absences” and will not be counted in determining the “Maximum Number of Unexcused Absences:”

- a. classes missed/absences due to illness or injury that are substantiated in writing, on letterhead that indicates the medical office or institution of affiliation, with a contact phone number provided by the student’s treating physician;
- b. classes missed by/absences of a student who is observing a religious holiday;
- c. classes missed/absences due to a court appearance (where the appearance is verified by a statement from the court)
- d. classes missed/absences due to a death in the immediate family
- e. up to 3 days missed per year (for juniors and seniors only) to visit colleges (Classes missed/absences to visit colleges will be considered “excused absences” only if the visit has been verified by a note/documentation from the college’s Admissions Office.)
- f. classes missed/absences with the approval of the Headmaster, and
- g. documented, ongoing, chronic medical conditions*.

*For classes missed/absences due to an ongoing/chronic medical condition that has been documented by a student’s treating physician, a note from a parent/guardian stating that the absence/tardy was related to the documented chronic medical condition is required for **each** absence/tardy. This documentation for an ongoing, chronic medical condition from the treating physician must be updated bi-monthly or at the school’s request. Student-initiated dismissals for students with documented, ongoing, chronic medical conditions will be documented by the school nurse who will determine whether or not the dismissal is related to that condition and whether or not it will be excused. Dismissals to attend treatment or therapy sessions or for related reasons for students with documented, ongoing, chronic medical conditions must be verified by the health care provider for each visit.

Students who miss a class and wish the absence to be classified as an “Excused Absence” are urged to provide the Administration with verification to support the absence as soon as possible upon returning from the absence.

Reminder: Regulations that govern MCAS Performance Appeals (603 CMR 30.05) state that “[students must have] maintained at least a 95% attendance level ... during the school year prior to and the year of the appeal.”

Absence or Tardiness

When a student is absent or tardy, a parent/guardian must call the Health Office at 785-1730, extension 8621 before 8:00 a.m. to report the REASON for the absence or tardy. If a student is absent for an extended period, a doctor's note must be given to the school nurse before the student may return to class.

It should be noted that anytime a student misses a class it is virtually impossible to make up the missed presentation that the teacher has made. However, each student is responsible for material covered during an absence. Students should see each teacher for makeup work when they return to school from an absence.

It is important to note that when a student is absent due to injury or illness, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) on that day. To be considered present, for participation purposes, a student must arrive by 11:00 a.m. and stay until the close of the school day. If a student has been absent on Friday, due to illness, he/she cannot represent Dover-Sherborn on Saturday or Sunday without the written permission of a doctor, Headmaster or Assistant Headmaster.

Tardiness

Any student who arrives at school after the 7:40 a.m. bell MUST sign in at the Front Office. Failure to do so may result in a student being charged with a class cut. Tardiness to class may result in additional teacher sanctions.

A student is marked tardy if he/she arrives at school after the first period bell (7:40 a.m.). The only excused tardy is one that has been authorized by the administration, for example: illness (accompanied by a doctor’s note), religious holiday, college visitation (prior approval from administration and college verification), court visit (verification required), and death in the family. All tardies should be reported by parents/guardians to the Health Office [508-785-1730 ext 8621] prior to 8:00 am. Oversleeping, missing the bus, completing homework, picking up friends, and similar situations are not excused tardies.

When a student has accumulated 6 unexcused tardies per semester, a letter will be sent home notifying the parent/guardian. Each subsequent unexcused tardy will result in the issuance of

an office detention. When a student has accumulated 12 unexcused tardies per semester, a parent/guardian conference will be held. When a student with driving privileges has accumulated 13 unexcused tardies per semester, those privileges will be suspended for 10 school days. When a student accumulates 15 unexcused tardies per semester, driving privileges will be revoked for 20 additional school days.

A student will be ineligible for Senior Project if he/she has accumulated 6 unexcused tardies in either semester of senior year or if a student has lost credit in a course for excessive absences or has been removed for excessive class cuts senior year.

Attendance Policy for Students Who Have Reached 18

When a student becomes 18 years old, he/she can obtain the appropriate form from the Main Office. The completed form must be signed by the parent/guardian and returned to the Main Office where it will be kept on file.

An 18 year old student has the same right as an adult to REQUEST an excused absence, an excused tardy, and an excused dismissal from the administration. Refer to excused absences under Attendance Policy. Students should make their requests for excused dismissal at the Main Office before homeroom period. All requests are subject to the approval of the administration.

Unauthorized Absences from a Day of School

Students are responsible for all work missed as a result of unauthorized absences from a day of school. Any student who is absent from a day of school without parental/guardian permission will receive the following consequences:

First offense: Five detentions and parent/guardian-student conference

Further offenses: Ten detentions; parent/guardian-student conference

Seniors should note that participation in a skip day that is an unauthorized absence from school will result in loss or termination of Senior Project.

Dismissal

Parent/guardian dismissals of students from school during the normal school day will be conducted only through the Main Office at the time of departure from the building. A parent or guardian **must provide a signed, dated written dismissal note stating the reason for dismissal.** Parents/Guardians should come to the Main Office to pick up students who are dismissed. The Administration urges that, whenever possible, appointments be made after school hours.

If a student reports to the Health Office during the day because of illness and needs to be dismissed, a parent, guardian or emergency contact will be telephoned by the nurse to pick up the student. Students will be dismissed through the Health Office **only** when a parent, guardian or emergency contact is notified and will take the responsibility for the student. Student-initiated dismissal requests for students with documented, ongoing, chronic medical conditions will be documented by the school nurse who will determine whether or not the dismissal is related to that condition and whether or not it will be excused.

Students should **NOT** call home for dismissal due to illness without Health Office clearance.

Non-Resident Policy

Attendance in Advance of Residing. Non-residents will be allowed to attend upon receipt, by the Superintendent of Schools, of a signed purchase and sale agreement (passing of papers to be scheduled no later than sixty days from the date of the purchase and sale agreement).

New Construction. Non-residents may attend upon receipt, by the Superintendent of Schools, of a certified building permit with occupancy to occur no later than at the end of the current school year.

Students Moving Out of the District. Students moving out of the district may attend school in the district until the conclusion of the current marking period. If a student moves out of the district after February 1 in the elementary schools or after the start of the third quarter in the regional school, he/she may complete the school year. Students who complete their junior year as residents may continue to attend the High School as non-resident seniors.

The Superintendent of Schools and the School Committee may approve individual exceptions and arrangements when an emergency situation exists.

Voted by Dover, Sherborn and Regional School Committees at a Joint/Union School Committee meeting held on April 29, 1999.

Religious Day Observances

When students are absent from school for the purpose of religious observance during religious holidays, it is expected that:

- teachers will not conduct special or unique activities that will cause those students to miss out on an important curriculum event;
- teachers will not administer quizzes/tests on that day, teachers will keep homework expectations reasonable and the due date will be extended as needed to allow for religious observances;

- teachers will provide opportunity and time to make up any work missed on that day as defined in the Student Handbook;
- teachers will give extra help and additional support to those who require such attention, and
- teachers will not require projects or long-term assignments due on the day of or the day after a religious holiday.

Student Responsibilities: Students are expected to be responsible for getting extra-help, making individual arrangements with teachers, and making up work that may be missed because of an absence.

SCHOOL POLICIES AND PRACTICES

Use of student photographs or images

Students and parents/guardians are advised that the school district does not sanction or condone taking or otherwise using photographs or images of another student from field trips, school activities, or general classroom settings without the express consent of that student's parent/guardian.

Parent/Guardian Messages to Students

Classes will not be interrupted to give messages from home to students except in the case of a family emergency.

Attire

Students are expected to display an appropriate appearance when attending school or school related events. A student's clothing should not disrupt, distract, or interrupt the school's educational process.

While in school, students will wear clothing that meets the following standards:

- no bare backs
- no bare midriffs
- no bare feet or unsafe footwear
- no clothing that reveals undergarments
- no shorts (including spandex) that are not long enough to reach the hand at the point where the fingers meet the palm when arms are straight at one's sides
- no skirts or dresses that are not long enough to reach the second knuckle when arms are straight at one's sides
- no clothing that displays words or graphics that are obscene/vulgar, violent, sexist, racist, and/or that promote the use of illegal drugs, alcohol or tobacco and/or that advertise those products.

The administration reserves the right to determine what is and what is not appropriate, and will determine consequences for non-compliance.

The administration may waive any restriction(s) in cases involving extenuating medical circumstances.

Field Trips

Guidelines for School-Sponsored Field Trips

- a. The faculty member in charge of the trip may petition the administration to exclude any student whose behavior has proven to be chronically disruptive over a period of time. A student's participation in a field trip is always secondary to academic considerations

as well as health and safety considerations for participants. The headmaster or assistant headmaster holds the discretion to determine eligibility based on academic standing. If a student is in danger of losing credit for a course because of attendance issues, the student may be prohibited from going on the field trip. If there are questions or concerns about a student's ability to participate in a field trip, parent(s)/guardian(s) will be required to meet with the administration. The administration will make these determinations.

- b. All participants must have their parents/guardians sign a release form absolving the Dover-Sherborn school system and the chaperones of any responsibility for any accidents, losses, etc., which may occur during the trip. Students 18 years of age or older will also be required to sign such forms.
- c. Cigarettes, alcohol or other drugs will not be permitted under any circumstances.
- d. All school rules will be strictly enforced.
- e. On the bus, all school and bus company rules must be observed.
- f. Chaperones shall be extended every courtesy and must be informed of the general whereabouts of each student at all times.
- g. Students must arrange for their own transportation between the high school and their home.
- h. Students are expected to meet all departure times promptly.
- i. No student permission will be granted by telephone.
- j. Students who do not attend the field trip will be given alternative academic activities in lieu of attending the field trip.

Cheating/Plagiarism Policy

All examinations and written assignments submitted by Dover-Sherborn students must be their own work, unless designated a collaborative assignment by their teacher. Cheating and plagiarism—the submission by a student of the words or ideas of another person as if they were his/her own—are serious academic offenses.

Electronic devices may not be brought into testing rooms. Teachers/proctors are authorized to collect devices during assessments unless the teacher, or a student's 504 or IEP allows the use of such a device.

Some faculty at the school regularly uses the turnitin.com plagiarism detection service to ensure academic integrity. The service allows teachers to compare student work to a database of millions of documents (an authenticity report is generated for each submitted piece of work).

If a student is found to be cheating in more than one course during an academic year, the administration reserves the right to impose additional sanctions including detention or possible suspension depending on the circumstances.

Cheating or plagiarism occurs when a student:

- submits another student's paper as his/her own.

- copies sections of another student's paper or exam into his/her own page
- quotes another's words without properly citing the author's work
- does not quote an author's work which is subsequently passed off as one's own
- improperly downloads another person's paper, research or parts of a paper from the Internet and passes it off as one's own
- borrows or steals another student's work and submits it as his/her own
- copies source material without proper citation (examples: without reference to author and page)
- summarizes source material without specific reference to original source.

Other examples of cheating or plagiarism include:

- using ideas or information written or non-written; including such things as conversations, musical compositions, computer programs, web pages, spreadsheets, drawings, photographs, digital images, lab reports and charts and homework of any kind and passing them off as one's own
- attempting to pass off a paper written for one course that was previously written for another
- paraphrasing of any kind, including changing or rewriting an author's words
- quoting portions of an author's work and then using more of that author's work as if it were one's own
- copying someone else's work, including homework, and passing it off as one's own
- making up sources or including sources in one's bibliography which were not used.

Homework: A student is cheating when he/she attempts to copy or borrow inappropriately another student's homework or when he/she inappropriately gives information to another student.

Penalty: teacher disposition; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

Quizzes/Test/Midyear Exams/Final Exams: A student is cheating when he/she attempts inappropriately to gain any information from another student or from any unauthorized materials, or when he/she knowingly gives information to another student.

1st offense: Zero grade given for the work; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

2nd offense: Student withdrawn from the course with a grade of 'F'; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

Written Projects/Research Reports/Lab Reports: A student is cheating when he/she uses anyone else's words or ideas without documentation or when he/she inappropriately gives/receives information.

1st offense: Zero grade given for the work; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

2nd offense: Student withdrawn from the course with a grade of 'F'; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

Forging Parent/Guardian Signature

Forging a parent's or guardian's signature is against school policy.

Penalty: teacher or administrator disposition; notification of parent/guardian

Driving on School Property

Students are required to observe all traffic laws when traveling on school grounds. The speed limit on school property is **10 miles per hour. Pedestrians and school buses have the right of way at all times. Students are not permitted to use the access road between the Middle School and Lindquist Commons. Students should access the student parking lot only from Farm Street. Violations will be dealt with at the discretion of the administration.**

Student Parking Privileges

Students who park on campus must exercise care, caution, and safety while driving on campus and while entering/exiting the parking lot. Parking privileges may be temporarily suspended or permanently lost due to speeding, driving to endanger, parking without permission or parking in an unassigned area. Most safety violations will result in a loss of parking privileges for a minimum of twenty school days depending upon the severity of the infraction.

Student parking on school grounds is limited to seniors who possess a valid parking permit, a valid driver's license and who have submitted all required information/forms (Internet Acceptable Use Policy, emergency information, etc.) with appropriate signatures affixed. A parking permit may be purchased, subject to availability, by a member of the senior class who holds a valid driver's license for a fee of \$300. (Any senior who has lost parking privileges due to previous driving/parking infractions but who wishes to have parking privileges when eligible must pay the full fee and will receive the permit when eligible. In the event that a student's parking privileges are revoked, the fee will not be refunded either in part or in total. If a student's permit is lost, stolen or needs to be replaced, another may be purchased for a \$10 fee. The student parking area is located in the parking lot adjacent to the Middle School Gymnasium. This lot should be accessed **ONLY** from Farm Street.

Spots available after seniors have been accommodated will be given to Juniors who possess a valid driver's license and who have submitted all required information/forms (Internet Acceptable Use Policy, emergency information, etc.) Juniors will need to make payment and renew their permits at three intervals; September 15, January 1 and April 1. Depending on availability

of spots in the spring, a lottery for the April 1 renewal may or may not be needed. Payment is \$2 per day that school is in session.

Sophomores may not park on campus until after graduation. Sophomores wishing to park on campus at that time must possess a valid driver's license and submit payment/paperwork before parking on campus.

Juniors and Sophomores parking on campus must adhere to the same rules as senior with parking privileges.

If there are available spaces after the seniors have been accommodated, a lottery will be held for juniors. The lottery dates are: October 1, December 1, February 1 and April 1. Only juniors who have completed paperwork will be eligible for the lottery. A student who wins a lottery spot must submit payment by the designated date or they forfeit their spot. Also a student wins a lottery spot has it until the next lottery date. Those students who don't win a lottery spot in any one lottery are automatically awarded a spot for the next lottery cycle. Any junior who wins a parking spot in the lottery must adhere to the same rules as seniors with parking privileges.

A student will be permitted to park ONLY in the student lot. A student will NOT be allowed to transfer or loan his or her permit or his or her space to anyone else. Students may not park in non-designated spots such as safety lanes. If a student has a parking pass and arrives on campus to find that there are no available spaces, the student should drive to the teachers' lot, park legally and immediately report this to the Main Office. The student will then be redirected to a legal and safe parking spot.

Any vehicle without a valid parking permit that is parked on school property and any vehicle with a valid parking permit that is parked on school grounds other than in the student parking lot **will be subject to towing at the owner's expense.** In addition, student drivers who are in violation of the policy will face disciplinary sanctions.

A student who violates the above policy will be subject to disciplinary sanctions, in addition to towing, ranging from detention to long-term suspension and/or potentially expulsion, depending upon the nature and severity of the offense and instances of recurrence. Additionally, violators will be subject to the loss of current **or future** on-campus parking privileges (see below).

REMINDER: No refunds will be issued if parking privileges are revoked/suspended. The permit fee will NOT be prorated.

Students should not leave materials in their motor vehicles that they will need during the school day. Please refer to the section entitled *Non-designated Areas* for additional information.

The Dover-Sherborn Regional School District is not responsible for any damage that may occur to a motor vehicle that a student has brought onto school property. The school department will not be involved in any way with problems of theft or damage to automobiles. These incidents should be reported directly to the Dover Police Department.

Seniors with Parking Privileges

A senior with parking privileges who parks anywhere on campus other than in the student parking lot will be subject to the following sanctions:

1st offense: warning

2nd offense: towing of vehicle at the owner's expense and loss of parking privileges for 20 school days

3rd offense: towing of vehicle at the owner's expense; five detentions, and loss of parking privileges for 40 school days

4th offense: towing of vehicle at the owner's expense; ten detentions, and loss of parking privileges for the remainder of the school year

Note: Parking privileges may be revoked for excessive tardiness or for leaving campus without proper authorization. Please refer to the section entitled "Tardiness" and to the section entitled "Leaving Campus" in this handbook.

If a student is suspended for drug and alcohol use, that student's parking privilege may be suspended by the administration. If a student is ineligible for parking, the parking privilege suspension may be imposed when the student becomes eligible if eligibility occurs within that school year.

Seniors Who Have Lost Parking Privileges

A senior who parks on school property after having had his/her parking privileges revoked either temporarily or for the remainder of the school year will be subject to the following:

Towing of vehicle at the owner's expense, possible five day suspension from school, revocation of parking privileges for the remainder of the school year (if this has not already been done).

Students Ineligible for Parking Privileges

Students who are ineligible for parking privileges (freshmen, sophomores, juniors, seniors who have not purchased parking permits) who park anywhere on campus will be subject to the following sanctions:

1st offense: warning and a letter to parents/guardians

2nd offense: possible towing of vehicle at the owner's expense, possible one day suspension from school, and loss of parking privileges through first term of senior year including ineligibility for temporary passes if a junior, and for 40 school days if a senior including ineligibility for temporary passes.

3rd offense: possible towing of vehicle at the owner's expense, possible three day suspension from school and loss of parking privileges through first semester of senior year including ineligibility for temporary passes if a junior, and for 90 school days if a senior including ineligibility for temporary passes.

4th offense: possible towing of vehicle at the owner's expense, possible five day suspension from school and ineligibility for parking privileges for the entirety of senior year including ineligibility for temporary passes.

Non-designated Areas

Non-designated areas are areas of the campus from which students are prohibited unless under a staff member's supervision. All campus parking areas are off limits to students during the school day. Any student found in a car or even in the parking area during the school day will be subject to disciplinary sanctions (unless the student has received prior approval from an administrator to visit his/her motor vehicle for a specific purpose). Thus, students should not leave any materials in their motor vehicles (books, lunches, etc.) that they will need to access during the school day.

Students are also prohibited from loitering in parked cars or in the parking lots before or after the school day.

Some other non-designated areas are:

- Middle School gym
- Mudge Auditorium (unless supervised by a classroom teacher or Administrator)
- The cafeteria during Middle School lunch and/or Middle School activities

- Non-science areas of the MS
- HS Gym without supervision
- Area behind the gym area
- Area to the west of the main HS building
- Wooded areas surrounding or included in school property without proper supervision
- Fields without proper supervision

Disciplinary sanctions for violations of this section shall include detention for a first offense and possible suspension for repeat offenses.

Directed Research/Open Campus Release Form

Signing this release form allows my son/daughter who is a member of the Senior Class and in good academic standing **one** of the following options for release from Directed Research. I understand that Open Campus is optional, and I am not required to allow my child the privilege of Open Campus. I acknowledge that if I allow my child to have Open Campus privileges, and my child signs out of school during his/her Directed Research time, she/he will not be supervised by school staff while off campus and release Dover-Sherborn Regional Schools from any liability or claim arising from my child's use of the Open Campus privilege. I understand that my child will be responsible for following the Open Campus rules set forth herein and that this privilege may be revoked by the school administration. A parent/guardian may revoke his or her consent by providing written notice to the Headmaster or Assistant Headmaster that he/she no longer consents to the Open Campus privilege.

Check one box below.

- Unlimited number of Directed Research periods during first and last periods only, including second lunch.**

OR

- Unlimited number of Directed Research periods first and last periods **PLUS** the option to leave campus for a maximum of fifteen Directed Research periods during periods two through five (not to include a contiguous break and lunch times).**

Seniors in good standing are defined as those seniors who have submitted the official Parent/Guardian/Student Directed Research/Open Campus Release Forms to the main office with appropriate signatures affixed, having received no fourth quarter term grades (from the previous school year) below C (73), and having outstanding incompletes. Seniors must fulfill their Community Service obligation by the end of the first semester of senior year to be eligible.

Students must remain in good academic standing to enjoy this privilege for the first and second semester. Seniors not eligible during a term can attain good academic standing by receiving no deficiency notices for the subsequent quarter. Third quarter interim reports will be evaluated and any student with a grade below a C (73) will not be eligible for the remainder of that quarter.

Students ineligible due to incompletes may become eligible when the incompletes are made up and reported to the administration by the teacher, provided that the grade(s) are C or better.

Students who have two successive Directed Research periods during periods one and two of a given school day may use both consecutive periods without having to count the second period as one of the fifteen passes. Senior privilege will begin the first full week of school.

The following restrictions are imposed.

- **An eligible senior must sign himself/herself in or out each time he/she arrives or leaves school. If a senior is unaccounted for in writing during a Directed Research, it will be assumed that he/she is cutting their DR, and the privilege will be revoked. Therefore, seniors who are not in their classroom for Directed Research, and who fail to sign in at the library or fail to sign out for senior privilege, or who are not with a faculty member taking a test or receiving extra help, will lose the Open Campus Privilege in its entirety. If a student is with a teacher, the teacher must issue the student a pass for the student to present to their DR teacher at the beginning of the period. Students are reminded that it is their responsibility to sign in at the library and to sign out for senior privilege.**
- A senior returning to campus tardy following the exercising of this privilege will be subject to the same consequences as if he/she were tardy to any other class, and that student will also be subject to the loss of this privilege in its entirety, including the privilege of arriving late and/or leaving early during periods one and/or six.
- Students must not walk through the Middle School to access the student parking lot.
- A senior returning to campus must wait in the lobby or front of the high school until the bell. Seniors are not to wander the building.

Consequences for **any** violation of the Open Campus Privilege for infractions including but not limited to failure to sign himself/herself in or out, tardiness or loitering will include **revocation of the entire privilege for that individual.**

A senior will lose the privilege if he/she is suspended from school.

The administration also reserves the authority to revoke the privilege from a student if he/she commits another offense that the administration feels warrants revocation.

Open Campus is a privilege and not a right. The Headmaster or Assistant Headmaster reserves the right to revoke the entire privilege from any student(s).

The high school administration has been granted the authority by the School Committee to suspend the Open Campus Privilege in its entirety for safety or for other reasons (weather related).

Leaving Campus

Students are prohibited from leaving campus from the time that they arrive on campus until the end of the school day unless they have been dismissed by the office. Disciplinary sanctions for violations of this section shall include three detentions for a first offense and possible suspension from school for repeat offenses. Additionally, on a second offense, a student with parking privileges will have these privileges suspended for twenty to forty school days.

Use of Seat Belts

Students are reminded to follow Massachusetts law governing the use of seat belts.

Longboards/Skateboards, Scooters, Hoverboards, and Motorized Scooters

Because of safety concerns, longboards/skateboards, scooters, Hoverboards, and motorized scooters are not permitted on campus at any time. Failure to comply will result in disciplinary action.

Cell Phones, Laser Pointers and Other Electronic or Communication Devices

Cell phones, cam-phones, pagers, PDA cell phones, walkie talkies, iPods and other electronic or communication devices are not to be used in any academic classes during regular school days unless use is approved by a faculty member. If it is necessary for a student to use a phone during school hours, the student may use the phone in the main office. The school day is defined as the time between the bell signaling the start of the school day and the bell signaling the end of the school day. Additionally, school meetings, activities, events and trips are defined as extensions of the school day and electronic devices may not be used during these times without the permission of the advisor. The school administration may grant exceptions for the use of these devices based on critical need or appropriate documentation. **Cell phones, cam phones, pagers, PDA cell phones, walkie talkies, iPods, and other electronic or communication devices that are used inappropriately during the school day will be confiscated and may be picked up after school.** Laser pointers must not be brought to school. iPods are allowed in directed research periods only if not disruptive to others. Inappropriate use of cell phones, cam-phones, pagers, walkie talkies, laser pointers or other such devices in school or at school events will not be tolerated and may result in disciplinary action. Sexting is not tolerated and may result in school disciplinary consequences including possible police involvement. Please see the Harassment Policy on Page 75.

Electronic devices may not be brought into testing rooms. The Department of Elementary and Secondary Education (DESE) may invalidate MCAS scores if students are found to be in possession of such devices during testing. Teachers/proctors are authorized to collect devices during assessments (including midyear and final exams) unless the teacher, or a student's 504 or IEP allows the use of such a device. Penalty: Commensurate with the offense; to be determined by the administration

Food and Beverages

At lunch time, students must proceed to the cafeteria and all food or beverages other than water must be consumed there. Water in clear containers may be consumed at any time unless the student is in a no food or beverage area. For special occasions or for educational purposes, students may be allowed to consume food/beverages in the classroom at the discretion of the classroom teacher. Students are not allowed to carry or consume food/beverages in the library, gymnasium or computer labs at any time. During the scheduled morning Snack Break and, at teacher discretion and until the end of first period, students may consume food in the building. This privilege will be granted provided that students adhere to the Food/Beverage Policy During Break that was created by the Student Council and approved by the School Committee. This policy states:

Food will be permitted in the building during break and until the end of first period at teacher discretion only if the facilities are kept clean. "Clean" is defined as follows:

In High School Buildings: No indication that food consumption has occurred (No food remnants, bottles, cans or spills left behind)

In Cafeteria: Tables and floors clear, spills cleaned up

Monitors should include: Student council members, class officers, national honor society members, athletic team captains

Sanctions:

1st VIOLATION: verbal warning

2nd VIOLATION: one day loss of break

3rd VIOLATION: one week loss of break

If a violation has occurred, a violation-free period of ten school days will result in a restart of the sanctions. No individual will be disciplined for leaving food, debris or spills unless he or she refuses to comply with a teacher or monitor if asked to clean the area.

Directed Research Regulations

Directed Research is a time for quiet study, research and reflection. Inappropriate activities such as card playing are not permitted. A student's computer privileges will be suspended for use of Internet access to visit poker or other such inappropriate sites. Students may go to the library during Directed Research if space permits.

In the event that Senior Privilege is granted by the School Committee, seniors with Senior Privilege must account for themselves in writing during each Directed Research period. If not, upon review, if the privilege was used inappropriately, it will be revoked.

Lockers

Students are assigned lockers for the storing of their books, clothing and personal effects. Students are urged to keep their lockers locked at all times. The school is not responsible for any loss from student lockers. While students are permitted the use of lockers, those lockers are considered the property of the school. Master keys (or locker combinations) for all lockers are retained by the Administration. Students are prohibited from keeping forbidden items, including but not limited to alcoholic beverages, illegal drugs, weapons, explosives or fireworks in their lockers. The Administration retains the right to inspect a student's locker at any time that it has reasonable suspicion to believe that any forbidden items or any stolen property are being stored in a locker.

Valuable Items

Students are asked not to bring valuable items such as jewelry, large amounts of money, radios, etc., to school. Each student should be sure that his/her regular locker and gym locker are ALWAYS LOCKED. The Main Office should be notified immediately if your locker is not operating properly. Please report any lost or stolen items to the Main Office and fill out a Personal Property Report.

Lost and Found

Inquire about missing items in the Main Office.

Bus Regulations

While riding the school bus, students are not allowed to harass other students, vandalize the bus or smoke on the bus. If these or any other safety infractions occur, the following actions will result (in addition to any sanctions for the underlying misconduct):

- 1st offense: Possible suspension from riding the bus for one week
- 2nd offense: Possible suspension from riding the bus for four weeks
- 3rd offense: Loss of privilege of riding the bus for the balance of the school year.

Bus Rules and Regulations

1. Students shall remain well back from the roadway while awaiting the arrival of the bus and refrain from throwing things or playing at the bus stop. Students should not arrive at the bus stop more than five (5) minutes early.
2. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.
3. Students shall not litter or deface the bus in any manner.
4. Students shall not cause any distracting action(s) on the school bus.

5. Students shall keep their hands, arms, and heads inside the bus.
6. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
7. The Emergency Door must be used for emergency only. Students shall not touch safety equipment on the bus.
8. It is essential that each student cooperate with the bus driver and safety patrol for the safety of all concerned.
9. Students shall be picked up and unloaded only at regularly scheduled stops.
10. Students will disembark from the bus by the front door, passing in front of the bus if it is necessary to cross the road. In this manner, the student will have the protection of the flashing lights and will at all times be observed by the driver.
11. No person shall smoke or consume alcoholic beverages or use illegal substances on a school bus.
12. Pets or small animals are not to be transported to or from school on the Dover-Sherborn school buses.

Visitors

If a student wishes to have a guest for the day, a visitor's permission form should be obtained from the main office one week before the visit. Students must get this permission form signed from each teacher and an administrator before a visit is approved. Visits are limited to one day only. Permission for the visit will be granted at the Headmaster's discretion. During the month of June, or the day before a long vacation, requests for visitors' will not be honored.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR §99.00) and Student Record Regulations (603 CMR 23.00) are designed to protect parents'/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The student records laws and regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The state regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. State regulations require the school district to keep a student's transcript for sixty years after the student leaves the school system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as:

- Standardized test results
- School-sponsored extracurricular activities
- Evaluations and comments by teachers, counselors, and other persons
- Disciplinary records
- Other information

The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents/guardians and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents/guardians may:

Inspection of Records

As per federal and state regulations, a parent/guardian or an eligible student has the right to inspect all portions of the student record upon request. 34 CFR §99.10; 603 CMR 23.07(2). The record must be made available within ten days after the request, unless the parent/guardian or student consents to a delay. The parent/guardian or eligible student should submit their request to inspect a record to the school principal/headmaster. The parent/guardian and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. 34 CFR §99.11.

The parent/guardian and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

A student who is 18 years of age may elect to expressly limit his or her parent's/guardian's rights with regard to the student's record except that the parent/guardian will retain the right to inspect the student record at the school without the student's authorization.

Non-Custodial Parents, Access Procedures

As required by M.G.L. c. 71 § 34H and 603 CMR 23.07(5), a non-custodial parent may have access to the student record in accordance with the following provisions.

Parents who do not have physical custody of their children are eligible to obtain access to the student record unless:

1. The parent's access to the student or the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
2. The parent has been denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation.
3. A court has issued an order prohibiting the distribution of the student's record to the non-custodial parent.

Upon receipt of a written request for records from a non-custodial parent, the school will notify the custodial parent. Access will be provided after 21 days unless the custodial parent provides documentation that the non-custodial parent is not eligible to obtain access to the record for any of the reasons set forth above.

Confidentiality of Records

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student. School personnel that have access include staff members who work directly with the student, as well as administrative and clerical staff who are employed by or under agreement with the Dover-Sherborn Regional School District and who need access to a record in order to fulfill their duties.

Transfer of Records

Under 603 CMR 23.07(4)(g) consent from a parent/guardian or eligible student is NOT required to forward a transferring student's records to a new school, in which the student seeks or intends to enroll, if the school that the student is leaving provides notice that it forwards student records to the new school when a student transfers. Please be advised that it is the policy of Dover-Sherborn High School to forward a transferring student's records to a new school without seeking the prior consent of the parent/guardian or eligible student.

Amendment of Records

The parent/guardian and eligible student have the right to add relevant comments, information, or other written materials to the student record. With certain exceptions relating to insertions by an Evaluation Team (see 603 CMR 23.08(2)), the parent/guardian and eligible student have a right to request, in writing, that information in the record be amended or deleted. They are entitled to meet with the Headmaster (or the Headmaster's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent/guardian or eligible student who is not satisfied with the Headmaster's decision may appeal the decision to the Superintendent and request a hearing before the Superintendent. 603 CMR 28.09; 34 CFR §99.21.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates or withdraws from the school system. Dover-Sherborn High School destroys a student's temporary record upon a student's graduation, transfer, or withdrawal from the high school. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent/guardian and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents/guardians and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Release of Directory Information

Pursuant to 603 CMR 23.07 and 34 CFR §99.31(a)(1), Dover-Sherborn High School reserves the right to release a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent/guardian. Parents/Guardians and students who object to the release of this information (without their prior written consent) must notify the administration no later than September 8, 2017.

Armed Services Recruiters' Request for Student Information

“The release of student record information is regulated by the federal Family Educational Rights and Privacy Act (FERPA), which applies to all schools that receive federal funds, and the Massachusetts Student Records Regulations. Both the federal and state student records regulations allow schools to release the names, addresses and telephone listings of students, as well as other ‘directory’ information, without prior parental/guardian consent, provided that the school or district publishes notice of its policy to release such information, and notifies parents/guardians and ‘eligible students’ (i.e., students age 14+ or in at least 9th grade) that they may request that this information not be released without their prior written consent. Therefore the release of students’ names, addresses and telephone listings to military recruiters and institutions of higher education without prior consent, as required by NCLB and NDAA, is consistent with FERPA and the Massachusetts Student Records Regulations, provided schools notify parents/guardians and students of their right to request that this information not be released without their prior written consent.” –David P. Driscoll, Commissioner of Education, August 15, 2002

Under sections 23.10(1) of the Massachusetts Student Records Regulations, Dover- Sherborn High School will release the names, addresses, and telephone listings of students to military recruiters and institutions of higher education upon request, as required by federal law, unless the Armed Services Recruiters' Request for Student Information form has been completed and returned to the main office of the high school by September 22, 2017.

Right to file a complaint

Parents/Guardians and eligible students have the right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

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

DISCIPLINE CODE

The Discipline Code is administered within the guidelines set forth by the state and federal laws and regulations with regard to due process for students. The Handbook is distributed at the beginning of every year to every student. It is the expectation of the administration and the school system that parent(s)/guardian(s) and student will read the Handbook. Students and parents/guardians are responsible for raising any questions that they may have regarding this Handbook and its provisions with the school administration. Even if the student does *not* sign the acknowledgement form included with the distribution of this Handbook, such presumption is made.

These rules have been carefully devised for the safety and benefit of all students and are subject to discussion and possible revision at the end of each year. All rules, regulations and policies of the Dover-Sherborn High School apply to all students regardless of age. These rules are in effect on school grounds and at all school sponsored activities, trips and tours.

Students are expected to be courteous, reasonable and responsible. Students will respect all staff, other students, and school property. Inappropriate attitudes and behavior will be dealt with in a manner that will encourage change. A system of warnings and procedures is built into the overall approach to changing behavior in the high school. The following actions and procedures will be used for this purpose:

Examples of Prohibited Behaviors

Alcohol and Other Drug Policy

The Dover Sherborn Public Schools strive to provide a healthy, safe and supportive school environment for all students, staff and visitors. Since under Massachusetts's law it is illegal for any individual under the age of 21 to use or possess alcoholic beverages and, regardless of age, to use or possess an illicit drug, acceptance of illegal and unhealthy activity is prohibited.

The Dover and Sherborn Police Departments will be notified in all cases of actual possession, sale and distribution of alcohol or other drugs. The Headmaster will turn over all drugs or contraband to the police before the close of the school day.

The Dover Sherborn Public Schools will continue to provide, without penalties, assistance to students who are voluntarily seeking alcohol and other drug treatment or advice and will continue to protect the due process rights of all students.

Sanctions for Violations of the Alcohol and Other Drug Policy

1. Pursuant to Section 37H of chapter 71 of the Massachusetts General Laws, any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in

M.G.L. c.94C including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school by the high school Headmaster.

2. The following sanctions will apply to any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of alcohol, or under the influence of alcohol or controlled substances, or who knowingly aids or abets the delinquency of anyone who possesses or is under the influence of alcohol or controlled substances:

1st offense:

- a. A possible one week suspension from school.
- b. The parents or guardian of the student will be required to attend a meeting with the Headmaster to discuss the offense and consequences. They will also receive written notification of the school's policy for second offenses of the Alcohol and Drug Policy.

2nd and subsequent offense(s):

A possible two week suspension and the administration may recommend the student's expulsion.

If a student is suspended for drug and alcohol use, that student's parking privilege may be suspended by the administration. If a student is ineligible for parking, the parking privilege suspension may be imposed when the student becomes eligible if eligibility occurs within that school year.

The student will be given referral sources for an alcohol and other drug screening/assessment with appropriate follow-up. The school is not responsible for providing or paying for such assessments or treatment related to drugs and/or alcohol.

Selling and Distributing

Any student who is found selling or distributing controlled substances on school premises or at school-sponsored or school related events will be subject to expulsion by the Headmaster under M.G.L. c. 71, s.37H. Any student who is found selling or distributing alcohol on school premises or at school-sponsored or school-related events will be suspended for two weeks and the Headmaster may recommend the student's expulsion.

Use of a Breathalyzer

The administration intends to administer breathalyzer tests to students (and their guests) who attend certain school-sponsored events. The administration reserves the right to decide at which school-sponsored events the breathalyzer test will be administered. The administration

will also administer a breathalyzer test during the school day to any student who is suspected to be under the influence of alcohol or who is suspected to have consumed alcohol.

Part I: School Sponsored Events

- The administration will determine at which school-sponsored events the Breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances (including the Senior Dinner Dance), concerts, overnight activities, athletic events, etc.
 - The administration will determine the manner by which students will be tested: entire group or random selection. The administrator or trained designee present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test on entering the event.
 - Students attending these school-sponsored events may be required to take a breathalyzer test administered by a trained member of the staff prior to entering the event.
 - a) Any student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes;
 - b) If this test is also positive, the student will be denied entrance to the event, detained by school officials until parents/guardians arrive, and be suspended for five (5) school days.
 - c) Students who refuse the test will be denied entrance to the event, detained by school officials until parents/guardians arrive and be suspended for five (5) school days.
 - d) If a student is suspended for drug and alcohol use, that student's parking privilege may be suspended by the administration. If a student is ineligible for parking, the parking privilege suspension may be imposed when the student becomes eligible if eligibility occurs within that school year.
2. A student already in attendance at a school-sponsored event suspected of being under the influence will be tested or retested.
- a) If this test is positive, the student will be detained until parents/guardians arrive and will be suspended for five (5) school days.
 - b) If a student who is suspected of using alcohol refuses the test, the student will be detained and sent home with a parent/guardian and will be suspended for five (5) school days.

Part II: During the School Day

A trained member of the school staff, in the presence of an administrator, may give any student who is suspected of being under the influence of alcohol (or who is suspected of having consumed alcohol) a breathalyzer test.

- a) A student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
- b) If this test is also positive, school officials will detain the student until parents/guardians arrive; the student will be sent home and be suspended for five (5) school days.
- c) A student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol and who refuses the test will be detained until parents/guardians arrive, be sent home and be suspended for five (5) school days.
- d) If a student is suspended for drug and alcohol use, that student's parking privilege may be suspended by the administration. If a student is ineligible for parking, the parking privilege suspension may be imposed when the student becomes eligible if eligibility occurs within that school year.

PLEASE NOTE:

Affixing the required parent/student signatures signifying that the handbook has been received and read constitutes the parent/guardian and student's receipt of notice of this policy and procedure.

In the event that a parent/guardian cannot be contacted to pick up a student or in the event that a parent/guardian refuses to pick up a student if requested to do so, the administration will notify the police department.

Violation of Another's Civil Rights

Students have the right to be free from discrimination including verbal or physical attacks based on race, national origin, religion, sex, disability, gender identity, sexual orientation or homelessness. Any student who violates another student's rights to be free from discrimination will be subject to disciplinary sanctions which will vary, depending upon the seriousness of the offense, from detention up to and including expulsion. Particularly serious violations will also be referred to the police.

Inappropriate Social Contact

School grounds are not an appropriate environment for certain types of physical contact even when consensual. Such behavior will result in referral for appropriate discipline up to and including long-term suspension depending upon the circumstances.

Physical Assault

One-sided attack: possible long-term suspension. Assault with a weapon: possible long-term suspension. Additionally, the student will be subject to possible long-term suspension or expulsion by the Headmaster for possession of a "dangerous weapon" pursuant to M.G.L. c. 71, sec. 37H. In the case of a physical assault, the Dover Police Department may be contacted,

and if the case involves possession or use of a dangerous weapon, a weapons report will be filed pursuant to M.G.L. c. 71, sec. 37L. A physical assault on school personnel will result in a possible suspension with the possibility of expulsion by the Headmaster pursuant to M.G.L. c. 71, sec. 37H.

Fighting

First offense: a possible three (3) to five (5) day suspension (administrative decision). Police may be notified.

Subsequent offenses: a possible five (5) to ten (10) day suspension (administrative decision). Police may be notified of all occasions of fighting, and charges may be brought for disturbance of a public assembly and disorderly conduct. The School Committee will be notified.

Any student involved in a fight who fails to cease or desist at the request or intervention by a staff member will be suspended for five (5) to ten (10) days (administrative decision).

Any student who strikes or causes bodily harm or injury to a staff member who is attempting to intervene will be considered to have physically assaulted the staff member and will be subject to expulsion by the Headmaster under c.71, sec. 37H.

Provoking a Fight

Any student who, by word or action, is determined to have provoked or instigated a fight will receive a possible 1-5 day suspension.

Conduct Outside of School

A student's behavior off campus or in cyberspace, for example, emails, postings on social networking websites, instant messages and text messages can have a serious negative impact on other students or members of the school community during the school day and at extracurricular activities. As such, if a student engages in conduct outside of school that causes a substantial disruption to the school environment, such conduct may be considered a basis for discipline, up to and including long-term suspension from school.

Policy

Description Of Policy

General Statement

The Dover Sherborn Public Schools are committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, gender identity, race, religion, national origin, ethnic background, color, age,

sexual orientation, or disability.¹ The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

Definition of Harassment Forbidden by This Policy

For the purposes of this policy, the term “harassment” shall be defined as conduct (verbal or physical) based on gender, gender identity, race, religion, national origin, age, sexual orientation or disability, that creates an intimidating, hostile or offensive educational or work environment and/ or that unreasonably interferes with another individual/s education or work performance.

Violative Conduct

It is a violation of this policy for any teacher, student, visitor to the school, administrator, or other school personnel to engage in harassment (as defined above) toward any person associated with the School System whether that harassment occurs on school grounds, or during school-related activities. Complaints of harassment will be investigated by school authorities in accordance with the procedures set forth below.

Sexual Harassment

As special laws deal with the subject of sexual harassment, it is appropriate to review those provisions and their scope.

Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Title IX of the federal Education Amendments of 1972 (20 U.S.C. 1681) states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Massachusetts law on fair educational practices (Chapter 151C of the Massachusetts General Laws) also forbids sexual harassment in the schools. It defines sexual harassment as follows:

The term “sexual harassment” means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly, a term or condition of the provision of the benefits, privileges or placement services, or as a basis for the evaluation of academic achievement, or

¹ Massachusetts state law has been amended to include “gender identity” as a protected classification under M.G.L. c. 76 sec. 5. As such, the administration reasonably anticipates a change in the school district harassment policy to reflect this change in the law.

- Such advances, request or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment

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

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace and/or educational environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment.

It is not possible to list all those additional circumstances that may constitute sexual harassment. Nevertheless, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances – whether they involve physical touching or not
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life comment on an individual's body, comment on an individual's sexual activity, deficiencies, or prowess
- displaying sexually suggestive objects, pictures, cartoons
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- inquiries into one's sexual experiences
- discussion of one's sexual activities

All employees and students should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the Dover Sherborn Public Schools.

Any conduct forbidden by the above state or federal statutes shall be considered violative conduct and shall be actionable under this policy.

Complaint Procedures

Any member of the Dover Sherborn Public Schools who believes that she/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator, or other personnel of the Dover Sherborn Public Schools, or who has knowledge of any of the above should report the alleged acts as soon as possible.

A harassment complaint may be made to the Headmaster or to the Superintendent 508- 785-0036. If the report is to someone other than the Headmaster, it becomes the responsibility of that person to report the complaint to the Headmaster in writing using the forms that are available in every Headmaster' s office or in the office of the Superintendent of Schools.

So that all members of the school community will be made secure in bringing forth complaints, a volunteer member of the faculty from each building will be designated as an equity coordinator. Ideally, the equity coordinator will not be of the same gender as the Headmaster.

Upon receiving a complaint, the equity coordinator, or other member of the school community shall immediately notify the building Headmaster who shall serve as the complaint-hearing officer. The building Headmaster or designee will immediately address the concern. Depending on the circumstances and seriousness of the incident, interventions can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If that does not work or if the situation warrants further action, a formal harassment complaint will be processed. Within five (5) working days, the Headmaster shall forward all formal complaints to the Superintendent of Schools and the Title IX/Chapter 622 coordinator.

The hearing officer shall respect, as much as possible, the privacy of the complainant, the person against whom the complaint is filed, and all witnesses. **ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.**

All complaints will be taken seriously. While rights of all individuals will be protected, a program for monitoring an alleged situation of harassment will be developed immediately to prevent the possibility of any recurrence of the behavior. It is unlawful to retaliate against a person for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment. Retaliation against a complainant or witness will not be tolerated. Appropriate disciplinary action will be taken against any party involved in the retaliation.

Reporting Locations:

Dover Sherborn Public Schools, Office of the Superintendent, 157 Farm Street, Dover, MA 02030

Dover-Sherborn High School, Office of the Headmaster, 9 Junction Street, Dover, MA 02030

Dover-Sherborn Middle School, Office of the Headmaster, 155 Farm Street, Dover, MA 02030

Chickering School, Office of the Principal, 29 Cross Street, Dover, MA 02030

Pine Hill School, Office of the Principal, Pine Hill Drive, Sherborn, MA 01770

Investigative Procedures

The Headmaster or designee shall consider every report of harassment seriously and shall investigate all reports immediately. The Title IX/1622 coordinator and other staff (e.g. school psychologist) shall assist the school hearing officer, as needed, in the investigative procedures and the identification and delivery of all necessary services to concerned individuals.

In the event that students are involved in allegations as victim, perpetrator, or witnesses, the Headmaster will notify the parents and/or guardians of the allegations. The Administration reserves the right to question such students as part of its investigation.

The person issuing the complaint as well as the individual against whom the complaint is filed shall be separately interviewed, with the goal of resolving the complaint at this level. If resolved, parties will be notified and documentation describing the incident and subsequent resolution shall be kept by the Headmaster for one year. If the complaint is not successfully resolved, the Headmaster shall continue with the investigation by interviewing other knowledgeable parties. Documentation supporting or discounting the allegation shall become part of the investigation process.

Whenever possible, the Headmaster shall complete the investigation and report within twenty (20) school days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. If the allegations are substantiated, the Headmaster or, in a case against an employee, the Superintendent or Headmaster must take immediate corrective and/or disciplinary action to resolve the situation. Such action may include, but is not limited to, requiring an apology, direction to stop offensive behavior, counseling or education, possible suspension, or expulsion. Follow up will be conducted to insure that neither continued harassment nor retaliation occurs.

As soon as the report is completed, all formal records of harassment shall be forwarded to the Superintendent and Title IX/622 coordinator and shall be kept in a separate file; only the Superintendent and the Title IX/622 coordinator shall have access to these files. Written findings will be provided to the concerned parties upon request to the extent legally permissible. Concerned parties will have the right of appeal to the Superintendent of schools within ten (10) working days of receipt of the concluding report.

Adopted by the Dover-Sherborn Regional School Committee, Dover School Committee, and Sherborn School Committee on June 16, 1998

Hazing

The prohibitions upon the hazing of students are contained at CH. 269, S. 17, 18 and 19. Those sections provide as follows:

CH. 269, S.17. Crime of Hazing; Definition; Penalty

Whoever is a principle 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 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, 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 action. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH. 269, S.18 Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH. 269, S.19. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issues copies of this section and section seventeen and

eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

Penalty: possible one to three days out-of school suspension; police notification.

Bullying

Statement of Purpose

The Dover Sherborn Public Schools Bullying Prevention and Intervention Plan meets the requirements of M.G.L. c. 71, S370 and is modeled after the Massachusetts Department of Elementary and Secondary Education's Model Plan for dealing with bullying behaviors in our schools. The Plan includes strategies for identifying, reporting and responding to bullying behaviors. This Plan is a key part of our schools' mission "to inspire, challenge and support all students as they discover and pursue their full potential" and it complements our schools' student wellness and discipline policies. Please note the use of the words "target" instead of "victim" and "aggressor" instead of "perpetrator" are used throughout this document to be consistent with language used by the Massachusetts Department of Elementary and Secondary Education.

The Bullying Prevention and Intervention Plan can be found at

[http://www.doversherborn.org/uploaded/Publications_Downloads/Section_J_WITH_TABLE_OF_CONTENTS_2014_\(1\).pdf](http://www.doversherborn.org/uploaded/Publications_Downloads/Section_J_WITH_TABLE_OF_CONTENTS_2014_(1).pdf)

Definitions essential to the Dover Sherborn Bullying Prevention and Intervention Plan

Aggressor is a student or a member of the school staff who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or a member of the school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyber bullying.

Hostile environment, as defined in M.G.L. c. 71, § 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Class Cutting

Unexcused absence from a class, the library, or the computer center will mean:

1st offense: two hours of office detention, parent/guardian notification, and zeros given for any work due or completed on the day of the cut.

2nd offense: five hours of office detention, parent conference, and zeros given for any work due or completed on the day of the cut.

3rd offense: notification of possible removal from course and denial of credit; possible suspension and zeros given for any work due or completed on the day of the cut.

Smoking Policy/Tobacco Use (including the use of chewing tobacco, e-cigarettes/vaporizers):

Massachusetts's law prohibits tobacco use in all school buildings and facilities, on school grounds and in school buses by all individuals. Students are also not allowed to be in possession of tobacco products, tobacco related products including electronic cigarettes, vaporizers , lighters or matches on school property.

These offenses are all prohibited. Potential consequences include but are not limited to: short term out of school suspension, confiscation of materials, parent/guardian notification and conference.

Student athletes are subject to MIAA sanctions for possession and/or use of tobacco products. See the MIAA Chemical Health Policy listed in this handbook.

Good Citizen Rule

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

Theft

Theft, the unauthorized taking of private property without permission from any member of the Dover-Sherborn school community or property of the school district is expressly prohibited.

Disciplinary penalties may include possible short-term or long-term suspension depending upon the severity of the offense.

Vandalism

Vandalism, including the destruction of, damage to, or effacement of school property or the property of another is expressly prohibited. (This includes vandalism of the property of another school system.) Disciplinary penalties may include possible short-term or long-term suspension depending upon the severity of the offense.

Graffiti

Writing graffiti on school property is a serious offense that will result in possible suspension and possible criminal charges. The student will be charged the full costs for removal of the graffiti. Under Massachusetts law (M.G.L. c. 266, Section 126B) a student convicted of defacing or vandalizing property will have his/her driver's license suspended for a year or, if the student is under sixteen, one year will be added to the minimum age eligibility for driving.

Painting the Rock

It has been a long-standing tradition for the members of the senior class to paint "the rock" in the teacher parking lot. It is imperative that any group interested in organizing a rock-painting initiative contact the Headmaster or Assistant Headmaster to review the protocol. Failure to do so may result in disciplinary action.

Trespassing

Students are reminded that unauthorized presence on school property may be considered trespassing and violators may be prosecuted in accordance with the laws of the Commonwealth of Massachusetts and/or in accordance with any applicable town ordinances

Climbing

For safety reasons, students are prohibited from climbing the face of a building, onto the roof of a building, on trees without school-employed adult supervision, or on any other such object. Penalty assessed may range from a warning to possible suspension and possible expulsion depending upon the severity or the pattern of behavior.

Snowball Throwing

Snowball throwing on school grounds or at a school event is expressly prohibited. Penalty assessed may range from a warning to possible suspension and possible expulsion depending upon the severity or pattern of behavior. Please refer to the prohibition on Physical Assault.

Partial Listing of Disciplinary Offenses/Behaviors and Sanctions

The following chart lists various common disciplinary offenses and the sanctions that may be imposed in response to those offenses. This is not meant to be an all-inclusive listing of those offenses for which disciplinary sanctions are appropriate. The Administration reserves the right to impose disciplinary sanctions for other offenses/behaviors that are not listed in this handbook but that are disruptive of the school environment and/or that infringe upon the rights of others. The Administration shall impose such penalties for such offenses/behaviors as it deems appropriate. Consequences are not automatic and administrators use their discretion in determining what consequences are appropriate given the violation and circumstances surrounding the violation. The infractions and consequences are intended to give both students and parents/guardians a clear understanding of administration's expectations for conduct and consequences that will be considered in making discipline decisions.

1. indicates first offense 2. indicates second offense 3. indicates third offense

BEHAVIOR/ACTION	SCHOOL RESPONSE/CONSEQUENCE
Alcohol, Other Drug Policy	Please see page 70
Breathalyzer	Please see page 71
Bullying	Please see page 81
Cafeteria Misbehavior Such as but not limited to the following: Consuming food in unauthorized areas Food fights Failure to clean up after oneself	Cafeteria cleanup duty (time determined by the severity of the case) Cafeteria cleanup duty and one detention Cafeteria clean up duty, two detentions, and possible suspension depending on circumstances
Cheating, plagiarism	Please see page 53
Cursing, foul language Comments directed towards another student and/or a staff member Lying	1. Two office detentions; possible suspension; parent/guardian notification 2. One-day possible suspension; parent/guardian conference. If action results in disruption to the educational process, up to a five-day possible suspension or expulsion may result
Cursing overheard/not directed toward a person	Warning; parent/guardian notification, consequences dependent upon severity One office detention; parent/guardian notification Two office detentions; parent/guardian notification
Cutting class Unexcused absence from a class, the library, the computer lab, or directed research Leaving class without permission	1. Two office detentions, parent/guardian notification, and zeros given for any work due or completed on the day of the cut 2. Five office detentions, parent/guardian notification, and zeros given for any work due or completed on the day of the cut

	3. Possible removal from course and denial of credit; possible suspension; parent/guardian conference
Cutting detention Applies to both teacher-assigned and office detentions	Two office detentions assigned for every failure to report and parent/guardian notification. Five failures to report may result in possible suspension and/or possible loss of privilege to participate in all extracurricular activities until all detentions have been served; parent/guardian conference required.
Cutting a Directed Research (DR)	Up to two office detentions and/or loss of library privileges
Disruptive Behavior Applies to situations when a student is sent to the office from a class, the library, the computer lab or a directed research for disruptive behavior	<ol style="list-style-type: none"> 1. Two office detentions; parent/guardian notification 2. Five office detentions and parent/guardian notification 3. One-day possible suspension; parent/guardian conference; possible removal from class and denial of credit
Insubordination or insolence such as but not limited to the following: Failure to follow a reasonable request by a staff member Boldly disrespectful in speech or behavior Verbal assault An act of insubordination that places others at serious risk	Consequence is dependent upon severity and may vary from two office detentions and parent/guardian notification up to a five-day possible suspension and possible recommendation for expulsion depending on the circumstances.
Parking/Driving	Please see page 55
Excessive tardiness	Please see page 48
Fighting	Please see page 74
Physical assault	Please see page 73
Physical intimidation The act of physically intimidating another by invading personal space and/or backing someone against a wall	Up to a five-day possible suspension or possible long-term suspension depending upon the severity of the case or repetitive nature of the case; parent/guardian conference
Possession of a weapon	Please see page 95
Possession of tobacco and/or tobacco related products	Please see page 82
Provoking a fight	Please see page 74
Theft	Please see page 82
Vandalism	Please see page 83
Verbal threat of violence against the life of another	Possible suspension, depending upon the circumstances
Violating the Digital Citizenship and	Please see page 33

An appeal may be made to the Headmaster if there are extenuating circumstances.

Disciplinary Sanctions

Teacher Detention

Teacher detention takes priority over extracurricular activities, jobs, Work-Study and all other personal plans. Office detention and required extra-help session take priority over teacher detention. Students will be given a 24-hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given. Teacher detention will be held from **2:30 to 3:15 p.m.** If a student fails to attend an assigned teacher detention, the teacher will send a referral to the Main Office and the student will be assigned two office detentions.

Office Detention

Office detention is held from 2:30-3:15 p.m. Monday through Thursday and some Fridays, in Room 122. This is a time for silent study or silent reading. Students are expected to behave themselves appropriately. Activities such as card playing and non-academic technology use will not be tolerated. Office detention takes priority over extracurricular activities, jobs, work-study, teacher detention and all other personal plans. However, extra-help requested in writing to the main office by a student's subject teacher(s) will satisfy a student's office detention obligation only when a student is serving detention for excessive tardies (subject teachers will hold the student until 3:15 p.m. or return with the student to office detention if extra-help is completed before 3:15 p.m.). Students will be given a 24-hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given. If a student fails to attend an assigned office detention, he or she will be assigned two replacement office detentions for each one missed. Five failures to report to office detention may result in possible suspension and/or possible loss of privilege to participate in all extracurricular activities until all detentions have been served; parent/guardian conference required. If a student is referred to the office for inappropriate behavior during office detention, that student will be subject to possible suspension at the discretion of the headmaster.

DUE PROCESS

EXPULSION PURSUANT TO M.G.L. C. 71, §37H AND 37H ½

Students are subject to expulsion (i.e., permanent exclusion) by the Principal for the conduct listed below.

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)

- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute “dangerous weapons”, administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student’s possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H ½

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student’s parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

Continuation of Educational Services under M.G. L. ch. 71, §37H and §37H½

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, which is described below, and will be so informed at the time of the suspension/expulsion. If the student withdraws from the school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

SUSPENSIONS

Suspensions may be short term or long term. 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. 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) school days cumulatively for multiple disciplinary offenses in any school year.

Suspensions may also occur in-school or out-of-school. In-school suspension is 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. 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) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his/her discretion, allow a student to serve a long-term suspension in school.

During the course of any suspension, a student may is ineligible to participate in any school-related activities, including athletic activities. The student and his/her parents are expected to

meet with a school administrator prior to the student's return to class. During the course of an out-of-school suspension, a student not be on school premises.

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student's continued presence in school poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

I. IN-SCHOOL SUSPENSION

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will 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 administrator will 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 will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will 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 administrator will 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 administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

II. SHORT TERM OUT-OF-SCHOOL SUSPENSION

Except in the case of an Emergency Removal (see below), prior to imposing a short term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H and 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- 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 administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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 school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

III. LONG TERM SUSPENSION

Except in the case of an Emergency Removal provided on page 93, prior to imposing a long-term suspension (**more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year**), **an administrator will follow the procedures for short-term suspension plus additional procedures as follows:**

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;

3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

APPEAL TO THE SUPERINTENDENT

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must 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. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will 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 will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio

recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will 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.

- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

EXCEPTION FOR EMERGENCY REMOVAL

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

Continuation of Educational Services

Students serving an in-school suspension, short-term suspension, or long-term suspension 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. Students who are suspended under §37H³/₄ for more than ten (10) consecutive days, whether in school or out of school, are entitled to receive educational services during the period of suspension under DSHS's Education Service Plan, which is described below. If the student withdraws from the District and/or moves to another public school during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

Services during Removals and School-Wide Education Service Plan

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

DSHS has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

DSHS's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning.

Social Probation

Students may be placed on Social Probation for infractions dealing with tobacco, alcohol, drugs, vandalism, or for other violations of the Student Handbook. While on "Social Probation" a student will not be allowed to attend, or participate in, any high school sponsored or high school related events, including athletics. Students who participate in athletics may be permitted to practice but will not be allowed to play in games or to attend/participate in any other school-related extracurricular or athletic activities. Furthermore, a student's driving privileges will be suspended during the probationary period of time. The length of social probation will be determined by the administration.

Good Citizen Rule

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

STATE REGULATIONS

Statutory Provisions

Disturbance of Schools or Assemblies

M.G.L. c. 272 Sec. 40

Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of this section, again violates the provisions of this section shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended.

Weapons, Drugs and Assaults on Staff

M.G.L. c. 71 Sec. 37 H,

(Education Reform Act of 1993)

The standards of discipline for offenses dealing with weapons, drugs and assaults on members of school staff are found at Section 37H of chapter 71 of the Massachusetts General Laws. That Section provides, in relevant part, as follows:

- 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 a 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 Headmaster.
- a. Any student who assaults a Headmaster, Assistant Headmaster, 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 Headmaster.
- a. 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 Headmaster.
- a. After said hearing, a Headmaster may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Headmaster to have violated either paragraph (a) or (b).
- a. 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.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Felony Complaint or Conviction of Student M.G.L. c. 71 Sec. 37 H 1/2

Section 37 H 1/2 sets forth a procedure for students charged with felony offenses. This section provides as follows:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or Headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or Headmaster if said Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of 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 suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or Headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or Headmaster of a school in which the student is enrolled may expel said student if such Principal or Headmaster

determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Discipline of Students With Disabilities

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/ guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

Chemical Health Policy

In addition to the enforcement of the school policy, the following MIAA penalties will be enforced by the Athletic Department.

From the first allowable day of fall practice through the end of the academic year or final athletic competition of the year, whichever is later, a student shall not, regardless of quantity, use or consume, possess, buy/sell or give away any beverages containing alcohol; any tobacco products, marijuana, steroids, or any controlled substance. This policy includes products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

The MINIMUM penalties are:

First violation: When the Headmaster 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. For the student, these penalties will be determined by the season in which the violation occurs. 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. Decimals 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 Headmaster confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season in which the violation occurs. Decimals will be truncated, i.e. all fractional part of an event will be dropped when calculating the 60% of the season.

No student, who has a current suspension for violating the Chemical Health Policy, will be allowed to join a team after the first day of organized team practice.

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. The director or a counselor of a chemical dependency treatment center must issue such certification. Decimals will be truncated, i.e. all fractional part of an event will be dropped when calculating the 40% of the season.

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

1 st Offense	
# of Events / Season	# of Events / Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5
2 nd Offense	
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12
2 nd Offense with Dependency Program	
# of Events / Season	# of Events / Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

CO-CURRICULAR/EXTRACURRICULAR PARTICIPATION

Co-curricular and extracurricular activities are considered a vital part of student life. The high school sponsors a variety of teams, clubs, and organizations. Participation in extra-curricular activities will enhance the quality and enjoyment of school life.

The Dover Sherborn Regional School Committee has established the following schedule of fees for the 2017-2018 academic year:

Parking fee for eligible students.....\$300 per space
Student activity fee for non-athletic extracurricular activities.....\$45
Athletic fee for 2017-2018.....\$300 per sport per season with a \$1500 family cap

For payment instructions, please see the school website.

It is important to note that the fees collected from each sport or club are not used to fund that particular activity. Instead, the revenue generated is used to fund the regional school budget. If you have any questions, please call the high school office.

To be academically eligible a student must have passed 30 credits of work and have failed no more than one course in the preceding term. Academic eligibility for second, third and fourth quarters is determined at the end of first, second and third quarters respectively when reports are available. Eligibility for first quarter is determined by a student's final grades from the previous school year. All students entering grade 9 from a Junior High School/Middle School are eligible at the start of the school year.

An incomplete mark must be made up and the grade officially recorded in the Guidance Office within one week unless other arrangements have been made with the headmaster.

It is important to note that when a student is absent due to injury or illness, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) on that day. To be considered present, for participation purposes, a student must arrive by 11:00 a.m. and stay until the close of the school day. If a student has been absent on Friday due to illness, he/she cannot represent Dover-Sherborn on Saturday or Sunday without the written permission of a doctor, Headmaster, or Assistant Headmaster.

National Honor Society

The National Honor Society recognizes, maintains, and encourages high standards of scholarship, service, leadership, and character in the students of Dover-Sherborn High School. The students who are admitted to the NHS exemplify these four qualities in all aspects of their high school careers, both academic and extracurricular.

Juniors and Seniors who have earned a GPA of 3.8 or higher and have completed the appropriate number of semesters to be considered for admission must submit an application. The five members of the Faculty Council will review the applications and recommend qualified students for induction. The two faculty advisors will then notify recommended

students and their parents/guardians by letter. At a meeting held prior to induction, students will be informed of the responsibilities, rules and bylaws of the Dover Sherborn Chapter of the National Honor Society. Each nominated student will then decide if he/she wants to go forward and become a member. A student officially becomes a member at the induction ceremony.

World Language Honor Society

The World Language Department at Dover-Sherborn High School recognizes seniors who are exemplary language students (Chinese, French, Latin and Spanish) and who have achieved the highest academic level in their respective languages by inviting them to become members of the Dover-Sherborn World Language Honor Society. In order for a student to be eligible for membership in the World Language Honor Society, he/she must meet the following criteria within one language:

- The student must have completed three years of language at the high school level.
- The student must have achieved a final grade of A- or better in the world language in **each** of the three years of study.
- The student must demonstrate sincere interest in the study of languages by current enrollment in the highest possible world language course offered senior year:
 - Chinese: Chinese Intermediate 1 Honors
 - French: AP French Language and Culture
 - Latin: AP Latin or Advanced Topics in Latin
 - Spanish: AP Spanish Language and Culture

Student Government

The purposes of student government are to fairly represent all students, to suggest changes that will benefit the entire school community, to provide services and activities for the school population and the community at large, and to serve as the voice of the student body in the community and school. Student government must be fair, responsive to the needs of all students, flexible, and independent. Above all, student government must foster interest in the affairs of school and community by being involved in them.

Student Council

Being elected as a member of the DS Student Council is an important role, one that demands a high level of commitment from elected council members. Student Council is an important communication conduit to the school administration and plays a large role in creating a positive culture in the school environment. Student Council leadership and action is critical to the success for student activities and student feedback. As a result, the administration and advisors are implementing a new set of standards and expectations for members of this council.

Meetings:

1. There will be one scheduled full council meeting per month. This meeting will either be held prior to school (7:00-7:40) or after school has dismissed (2:20-3:00) Additional meetings may be scheduled as necessary. A meeting schedule will be developed prior to the start of the 2017-2018 school year.
2. Executive Board members will also be responsible for planning and attending (at least) one monthly meeting with their advisors to discuss upcoming events, progress on current events and report any issues/concerns. Executive Board members are expected to bring a proposed written agenda to these meetings and to all Student Council Meetings.
3. Executive Board members will also be required to attend a pre-scheduled meeting with the Headmaster/Assistant Headmaster once every other month to report updates on school wide initiatives as well as the reporting of new ideas/concerns/issues. Meetings will take place in September, November, February, April and June. Additional meetings may be called as necessary by the Administration, the Council Advisors or the Executive Board members.

Attendance at such meetings should be prioritized over practices, other meetings and extra help sessions. Since a schedule will be developed in advance, council members should make prior arrangements for extra help in advance of upcoming assessments. Council members who fail to attend at least 90% of the pre-scheduled meetings (except with prior approval from the Advisors) may be removed from their position on the Student Council.

Class Officers

Each class elects a president, vice-president, secretary and treasurer to serve as class officers. The officers will run class activities and represent their class as its spokespersons to the administration, the School Committee and the community.

Student Advisory Delegate to the School Committee

This position is held by a student representative of the Student Council. This individual serves as a conduit for student concerns to the School Committee.

Election Procedure

Normally, elections for class officers and Student Council representatives are held during May or early June. Each student who wishes to run for a class office must secure nomination papers from the class advisor. Fifteen (15) signatures from members of the candidate's class are required to validate the candidacy. Each candidate must show a campaign speech to his/her class advisor the day before the speeches and voting take place. Class officers and Student Council members cannot fail more than one course and must be passing a minimum of 30

credits. If an officer does not meet these requirements, he/she will be placed on probation for one marking quarter before being released from his/her responsibility.

Class Officers 2017-2018

Class of 2018

President	Jason Zavras
Vice President	Cam Tanaka
Secretary	Kristen Pucci
Treasurer	David Kennan
Student Council Representatives	Kerri Brown, Holden Ferrari, Grace Johnson, Jacob Robin
Class Advisors	Allison Collins, Caryn Cheverie

Class of 2019

President	Danny Bennett
Vice President	Sofia Federico
Secretary	Laura Maher
Treasurer	Marie Sarafian
Student Council Representatives	Roni Edni, John Fattore, Lila Hovey, Aaron Marsh
Class Advisors	Jeff Farris, Laura McGovern

Class of 2020

President	Sam Litle
Vice President	Bobby Giasi
Secretary	Tatum Evans
Treasurer	Patrick Vaughan
Student Council Representatives	Emily Caffrey, Carter Eaton, Alexis Rapo, Bella Tate
Class Advisor	Heather Lockrow, Rebecca Waterman

Class of 2021

President	Zoe Moumoutjis
Vice President	Stephen Fitzpatrick
Secretary	Angel Lin
Treasurer	John Phillips
Student Council Representatives	Andrew Federico, Wyatt Goldfisher, Lydia Stone, Shayne Williams
Class Advisors	Carly Blais, Alyssa Wesoly, Hannah Wright

Student Council Advisors	John Hickey, K.C. Potts
--------------------------	-------------------------

Athletic Program

For additional information on the Athletic Program, please refer to the Policies and Procedures outlined in the *Dover-Sherborn High School Athletic Handbook*.

Concussion Management

The Schools are committed to ensuring the health and safety of our student-athletes. The Athletic Director of Dover Sherborn High School shall be the person responsible for compliance of these policies and protocols.

Definition of a Concussion

A concussion is a type of head injury that changes the way the brain normally works. Concussions are caused by either a direct blow to the head, neck or body or whiplash injury when the head is snapped back and then forward. Concussions involve a rapid onset of short-lived complex disturbance in brain function that resolves spontaneously and may result in long-term neuropathological impairment. Injury occurs when the brain slams into the skull and then “bounces” off the opposite side of the skull. The brain may also rotate inside the skull, causing further damage. A concussion usually does not show structural injury when the brain is imaged. It instead involves damage at the cellular level and causes change in both cellular chemicals and activity that lead to decreased cerebral blood flow.

Signs and Symptoms of a Concussion in Sports

Symptoms reported by student-athlete: Headache or “pressure” in head, nausea, balance problems and dizziness, double vision, sensitivity to light, sensitivity to noise, feeling sluggish or slowed down, feeling foggy or groggy, does not “feel right”.

Signs of deteriorating neurological function: A student-athlete should be taken to the emergency room if any of the following signs/symptoms are present: Headache worsens, seizures, can’t focus, looks very drowsy or can’t be awakened, repeated vomiting, slurred speech, can’t recognize people or places, increased confusion or irritability, weakness or numbness in arms or legs, neck pain, unusual behavior, significant irritability, any loss of consciousness greater than 30 seconds.

Protocol for Concussion Management

Dover Sherborn Athletic Department requires annual training in the prevention and recognition of a sports-related head injury, including second impact syndrome, and keep documentation of said training on file for the following persons:

- Extracurricular Athletic Activities Supervisors
- Coaches
- Certified Athletic Trainers
- Volunteers
- School Physicians
- School Nurses
- Athletic Directors

- Parent(s)/guardian(s) of a student who participates in an extracurricular athletic activity by way of the parent(s)/guardian(s) signature on Permission and Consent Forms.
- Students who participate in an extracurricular athletic activity by way of the student's signature on Permission and Consent Forms.

Pre-season baseline imPACT tests are scheduled for all student-athletes on contact sports teams. Student-athletes are tested in their freshmen and junior years.

Dover Sherborn coaches, trainers, and volunteers will be given instruction to teach form, techniques, and skills that minimize sports-related head injury.

Documentation of a student's history of head injuries, including concussions, is collected with pre-season participation forms and kept on file with the school nurse.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.000 is kept in the student's health record which is on file in the school nurse's office.

Student-athletes without preseason participation forms on files will not be able to participate.

Evaluation Guidelines

Any time a concussion is suspected during practice or game, the student-athlete will be removed from participation and will not be allowed to participate that same day.

Parents/guardians will be notified of a head injury by the coach and/or athletic trainer so the parent/guardian may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, and the athletic trainer. Evaluation and clearance by the family's medical provider will be required. The student-athlete will not return to play without the note from the medical provider and only after completion of the Return to Play Protocol followed by the Athletic Trainer. The school nurse and guidance counselors will notify academic teachers of the affected student-athlete and provide guidelines for concussion accommodation plans.

Return to Play Protocol

In order to safely return to sport participation, the following progression will be followed with the Athletic Trainer:

- 1) Student-athletes show no signs of symptoms of a concussion for a minimum of 24 hours including normal eating habits, sleeping habits, school work productivity without pain relief medication.
- 2) Student-athletes will be retested using the ImPACT software to assure normal neurological function.
- 3) After successful results at retest, Student-athletes will be ImPACT tested after exertion tests.
- 4) After successful exertion ImPACT tests are complete, non-contact sport specific exertion ImPACT testing is performed.

- 5) Student-athletes who have been cleared by a physician, and have successfully completed the ImPACT progression may return to full practice and game participation.
- 6) Student-athlete's parent/guardian will be notified.

LEGAL REFS: M.G.L. c. 111, S222
105 CMR 200.000
FIRST READING: January 19, 2012
SECOND READING: February 7, 2012
ADOPTED: February 7, 2012
SOURCE: Dover-Sherborn Regional School Committee

Academically Eligibility

To be academically eligible a student must have passed 30 credits of work and have failed no more than one course in the preceding term. Academic eligibility for second, third and fourth quarters is determined at the end of first, second and third quarters respectively when grade reports are available. Eligibility for first quarter is determined by a student's final grade from the previous school year. All students entering grade 9 from a Junior High School/Middle School are eligible at the start of the school year.

An incomplete mark must be made up and the grade officially recorded in the Guidance Office within one week after issuance of grades at the end of the first three terms. A fourth term or final exam incomplete must be resolved within two weeks of the opening of the following school year.

Age

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1st of that year. For grade nine competition, a student must be under 16 years of age.

Duration of Eligibility

A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

It is important to note that when a student is absent due to injury or illness, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) on that day. To be considered present, for participation purposes, a student must arrive by 11:00 a.m. and stay until the close of the school day. If a student has been absent on Friday, due to illness, he/she cannot represent Dover-Sherborn on Saturday or Sunday without the written permission of a doctor, Headmaster or Assistant Headmaster.

Good Citizen Rule

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

Sportsmanship and Spectator Behavior

Dover-Sherborn High School expects all parties at a contest to display the highest possible level of sportsmanship. Players, coaches and spectators are to treat teammates, opponents, game officials and visiting spectators with respect

Dover Sherborn High School and the Tri-Valley League (TVL) are committed to the highest ideals of sportsmanship, as well as to establishing a healthy environment for competition. We will not tolerate negative statements or actions towards competitors, coaches, game officials or fans in attendance at our events. This includes taunting, trash talk, baiting, berating players, coaches or officials or actions which cause ridicule or embarrassment. The TVL has a ZERO TOLERANCE POLICY. We will NOT issue warnings. Offenders will be ejected, and school disciplinary codes are also in effect.

The Principals and Athletic Directors of the Tri-Valley League stand committed to hosting events which support the highest ideals of sportsmanship.

The MIAA reserves the right to “warn, censure, place on probation or suspend for up to one calendar year any player, team, coach, game or school official, or school determined to be acting in a manner contrary to the standards of good sportsmanship.” Dover-Sherborn High School also reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, home or away.

Varsity Games Missed During School Vacations

No student will be prohibited from trying out for a varsity sport because of family or community service commitments during scheduled school vacations.

The Dover-Sherborn School Community is committed to providing students with a competitive athletic program while encouraging an educational atmosphere that respects family commitments and community responsibilities. While it is not possible to avoid scheduling varsity games during school vacations, every effort will be made to schedule games to maximize the vacation time available for family and community service activities. Coaches should be notified as soon as possible if a student plans to miss games or practices over vacations. If a player misses a game that is scheduled during a school vacation, that player may be benched for up to one game for every game missed, not to exceed two games in total. No additional penalty will be imposed for missed practices under these circumstances.

Forty hours of Community Service is a requirement for graduation and the spring vacation has customarily been utilized for experiences that fulfill this requirement. Therefore, no penalty for games or practices missed during spring break will be imposed on students who have engaged in a Community Service project if verification is provided to the coach.

Eligibility

To be academically eligible for athletics, clubs, and drama/musical performances a student must have passed 30 credits of work and have failed no more than one course in the preceding term. Academic eligibility for second, third and fourth quarters is determined at the end of first, second and third quarters respectively when grade reports are available. Eligibility for first quarter is determined by a student's final grade from the previous school year. All students entering grade 9 from a Junior High School/Middle School are eligible at the start of the school year. An incomplete mark must be made up and the grade officially recorded in the Guidance Office within one week after issuance of grades at the end of the first three terms. A fourth term or final exam incomplete must be resolved within two weeks of the opening of the following school year.

Additionally, for **athletic eligibility**, the following criteria must be met:

No student, who has a current suspension for violating the Chemical Health Policy, will be allowed to join a team after the first day of organized team practice.

Age: A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1st of that year. For grade nine competition, a student must be under 16 years of age.

Duration of Eligibility: A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

It is important to note that when a student is absent due to injury or illness, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) on that day. To be considered present, for participation purposes, a student must arrive by 11:00 a.m. and stay until the close of the school day. If a student has been absent on Friday, due to illness, he/she cannot represent Dover-Sherborn on Saturday or Sunday without the written permission of a doctor, Headmaster or Assistant Headmaster.

Social Activities

Any organization planning to conduct an all-school dance or activity must arrange for and complete the following items through the organization's faculty advisor.

Building Utilization Form (available in Main Office)

Request for Police Officers (under normal circumstances two).

Advisors should consult with the school nurse when planning school events so that students with allergies may be included appropriately
Suggested Chaperone List (two female and two male faculty members).

In order to provide a well-organized function, all of the above items must be completed and returned to the Main Office two weeks before the scheduled function. Failure to comply will result in the cancellation of the scheduled function.

Sponsoring a Dance. Dances must be scheduled on the master calendar to coordinate with the entire school and community program. Organizations sponsoring dances must coordinate dances with the Student Activities Program Director.

Rules for Social Activities Sponsored by Dover-Sherborn
(on campus or off site)

- No smoking is permitted in the facility or on the grounds of the facility.
- Students must arrive within 45 minutes of the beginning of a function and will not be admitted after that time without prior permission of the Headmaster.
- If a student leaves the facility or supervised area without permission or enters the parking lot or a car, he/she will not be readmitted to the activity.
- Guests who are not enrolled at Dover-Sherborn must seek prior approval of the Headmaster before attending. It is incumbent on the host to affirm permission.
- All other school rules regarding dress, language, and behavior must be upheld. All incidents involving tobacco, alcohol or other controlled substances will be turned over to the police and will be subject to consequences outlined in this handbook and may be turned over to the police.
- Students may not engage in lewd dancing, including “dagging” or “grinding” at any school function. If, after a verbal warning has been issued, a student continues to engage in this inappropriate behavior, he/she will be asked to leave the event and a parent/guardian will be notified.

Using/possessing alcoholic beverages or drugs are prohibited on school property or at school sponsored events. Any student found in possession of or using alcoholic beverages or drugs will be turned over to the police. The student will also be subject to school policy with regard to drugs/alcohol. At all school-sponsored functions, students are subject to all rules, regulations and policies of Dover-Sherborn High School. [Please refer to M.G.L. c. 71 s.37H and Handbook page 70]

Senior Dinner Dance Policy

Possession or use of alcohol/drugs at the Senior Dinner Dance is prohibited. Any senior in violation of this rule will not be allowed to participate in the graduation ceremonies. Anyone who has been refused admittance because of alcohol/drugs will not be allowed to participate in the graduation ceremony. (*Voted by the Dover-Sherborn School Committee, June 7, 1982*).

Junior/Senior Prom

Only juniors, seniors, and/or their guests are permitted to attend the Junior/Senior Prom. Students must be in school for the entire time that school is in session on the day of the prom in order to be allowed to attend the prom. Any student with a legitimate excused absence or excused tardy, must receive permission in advance to attend the prom from the headmaster/assistant headmaster. Seniors on senior privilege or senior project must check with the headmaster/assistant headmaster to verify their attendance requirements. The name of each guest not enrolled at DSHS accompanied by the name and emergency telephone number of a parent or guardian of each guest must be submitted to the class advisors. Guests are required to submit a fully executed DS release form to the Main Office prior to attending Prom.

Overnight Trips

Ordinarily, Dover-Sherborn High School does not sponsor overnight trips. The exceptions to this policy are the AFS Cultural Exchange, the Band/Chorus trip and the China Exchange Program. Requests for any other overnight trips must be submitted in writing to the headmaster who must seek the approval of the Dover-Sherborn Regional School Committee. Parents/Guardians should be aware that Dover-Sherborn High School does not sponsor overnight ski trips nor trips abroad. If parents/guardians have any questions as the sponsorship of any trip, they are urged to call the high school office at 508-785-1730.

Working Certificates

Working Certificates may be obtained only after a job has been confirmed in the High School Guidance Department. Students must apply in person.

Parent/Guardian must sign a form for the applicant under sixteen years of age; no certificate can be issued to anyone under fourteen years of age. Verification of a recent physical exam must be provided for a job that is food related.

Fire Drills

During a fire drill, students are expected to follow the directions of the classroom teacher and move as quietly and quickly as possible out of the building via the prescribed exit route.

During lockdown and other safety drills, students are expected to follow the directions of the classroom teacher or member of the administration.

WEATHER AND OTHER EMERGENCIES

When it is safe and reasonable to do so, every effort will be made to transport students home safely. When it is not possible to do so, students will be kept at school until such time as the school administration can arrange safe transportation home or to a central location in each town. When possible, every effort will be made to bring students to a central location in the town of their residence. By doing so, we will be locating our youth where they will be near fire, police and emergency services. In most instances, there is a better chance that there would be power, light, heat and food available in the central location.

In Sherborn, the Pine Hill School and in Dover, the Chickering School will be the buildings used for these purposes. Students will be allowed to use whatever telephones are available to call home from Pine Hill and Chickering Schools. Attendance will be taken at the central locations so parents/guardians may call to check on where their children are.

Parents/Guardians may pick up students from their regular school or from the central location, or arrange to have a neighbor do so, or the school staff will make the arrangements.

No-School Announcements

Schools will be closed when extreme weather conditions exist in our towns. The school system depends on the weather forecast that is available in the early morning hours as well as the condition of roads and the ability of the bus contractors to pick up and deliver the children safely to the schools.

The safety of the children is of prime importance. While the Superintendent must make a decision in the early morning hours, parents/guardians can help by exercising their own best judgment about conditions at the time when their children must leave home to board the buses for school.

The option of starting school one hour later than usual will continue to be used. If the Superintendent of Schools decides to start school one hour later, students may expect to be picked up at their regular bus stops one hour later than the usual pick-up time.

Occasionally, unpredicted changes in the weather necessitate that schools be closed earlier than the regular closing time. Parents/Guardians can prepare children for this rare eventuality by making sure that they have an alternate place to go should they arrive home and find that no one is home.

The Dover Sherborn Public Schools utilize the Connect-Ed notification system to inform all parents/guardians of school cancellation, delay, and early dismissal, when applicable. Parents/Guardians receive both phone and email notification based on the most current contact information provided to the schools.

Radio/TV stations which will carry Dover-Sherborn's announcements:
WBZ/Channel 4, WCVB TV/Channel 5, WRKO/Channel 7, WFXT/FOX, WBUR (website only)

The "No School" whistle will be blown locally in Dover at 6:30 a.m., 7:00 a.m., and 7:30 a.m. Please do not call the Dover or Sherborn Police Station for "no school" information.