Student Handbook 2026-2027

Douglas High School

33 Davis Street

Douglas, MA 01516



Robert Ringuette, Principal
Desi Vega, Assistant Principal

High School Handbook

Dear Douglas High School Families:

Communication between home and school is extremely important. We encourage you to read through the handbook with your student, it is available electronically on the school's website https://douglaspublicsdma.sites.thrillshare.com/o/hs under the Parents/Students tab. If you would like a hard copy of this document, please have your student request one with the staff in the main office. This handbook covers the policies and procedures to be followed throughout the year.

The handbook is reviewed with students during class meetings held during the opening of school. It is at this time that changes or additions to the handbook from previous years are reviewed.

After reviewing the handbook with your student, please sign and return the form in your PowerSchool Portal no later than **September 25, 2026.**

Mission Statement

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

Accreditation Statement

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

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

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

Statement of Beliefs about Student Learning

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

21st Century Learning Expectations

The DHS student will:

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

The Douglas High School community believes:

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

DOUGLAS HIGH SCHOOL VISION OF A GRADUATE



Self-Awareness | **P**rogress | **I**nclusiveness | **R**espect | **I**ntegrity | **T**enacity

S*elf-Awareness*: Think and act independently, take ownership of our behavior, demonstrate problem solving and decision-making skills, and are reliable and trustworthy

- To own your actions and the results
- Manage your work and activities
- Independence and responsibility

P*rogress:* Constantly do your best to improve in all your activities and academics.

- Strive to be the best version of yourself each day
- Maintain great effort in all your activities
- Focus on a growth mindset

I*nclusiveness:* Learn about human differences and diversity of people of all walks of life.

- Provide the space where everyone feels they belong
- Have a sense of global awareness; the larger world outside of your school and town.
- Show understanding and acceptance

R*espect:* Value the rights of others, and believe that all people deserve to be treated with kindness.

- Value everyone's lived experiences and contributions
- Treat people the way you want to be treated

I*ntegrity:* Stand up for what is just and right, be honest with ourselves and others, be fair in our judgments, fulfill commitments, and keep promises.

- Keep commitments and your promises
- Do the right thing, especially when nobody's looking

T*enacity:* Be committed to doing something despite difficulty.

- Don't give up despite difficulty
- Recognize that failure, setbacks, and mistakes are a part of learning
- Use or seek the resources to work through tough circumstances

Douglas Public Schools School Committee

Heather Morin, Chairperson
Beth Bergstrom, Vice Chairperson
Becki DeMarco, Julia Lagerholm, Meg Rodzen

Central Administration

Paul Vieira, *Superintendent of Schools* 476-7901
Cindy Socha, *Director of Curriculum & Instruction* 476-2154
Diana Landry, *Business Manager* 476-4037 ext.1
TBD, *Director of Special Education & Student Support Serv.* 476-4035
Dominic Sergio, *Director of Technology* 476-4100
TBD *Director of Food Services* 476-3332

Douglas High School Administration

Robert Ringuette, *High School Principal* 476-4100
Desi Vega, *High School Assistant Principal* 476-4100
Jill Carpenter, *Director of Counseling* 476-4100
Jarred Stand, *Director of Athletics* 476-4100

Douglas High School Staff

Art
Amy Stand

Business
Bill Hillman

Custodial Staff
Jeffrey Kollett, Facilities Manager
Adam Morton
John Allard
Derek Laferriere

English
Emily Costa
Emily Mayo
Krista Petrelli

Family and Consumer Sciences
Jon Waggenheim

Counseling
Jill Carpenter, Director of Counseling
Kristen O'Brien
Lindsey Ryan - Adjustment Counselor

Instructional Aides
Mary Kus
Tiffany Legere
Kelly Pigott
Megan Prior

Mathematics
Carolyn Braney
Julie Remillard
Kevin Riordan

Media Center/Library
Katie Malo

Music
Jon Lay

Nurse
Melanie Gaucher

Health/Physical Education
Brian Ginisi

Science and Engineering
Emily Dauer
John Gionet
Brett Marmaras
Jeff Thayer

Social Studies
Paul Leonard
Brian McGrath
Jarred Stand

Special Education
Laura Doherty
Peter Mannka
Denise Mulligan
Adam Nash
Allison Turner
Meghan Zabicki

World Language
Shaelyn Floria
Jay DiSandro

Administrative Asst.
Michelle Paul
Kathy Searl
Deb Thompson

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Douglas High School Calendar 2026-2027

August
25&26 Full Day Teacher Professional Development Day - **No School**
27 School Opens **-** All students first day

September
4&7 Labor Day Recess
24 Back to School Night at DHS - **½ Day**

October
9 Professional Development Day – **No School**
12 Indigenous People Day – **No School**

November
11 Veterans' Day - **No School**
19 Parent Teacher Conferences 6:30pm - 8pm - **½ Day**
25 **DISTRICT 1⁄2 DAY**
26-27 Thanksgiving Recess **- No School**

December
23 **DISTRICT ½ DAY**
24-31 Holiday Break – **No School**

January
1 New Year's Day - No School
15 Professional Development **- No School**
18 Martin Luther King Day **- No School**

February
15-19 Winter Break **- No School**

March
26 Good Friday - No School

April
19-23 Spring Break – **No School**

May
25 Memorial Day **- No School**

June
4 29 Douglas High School Class of 2024 Commencement Ceremony
15 Last Day (180 Student Days) **1⁄2 Day**
19 Juneteenth - **No School** (if still in session)
23 Last Day 185th Day of School, Last day if 5 snow days used **1⁄2 Day**

2026-2027 DAILY SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
7:20 – 8:17 (57)	7:20 – 8:13 (53)	7:20 – 8:19 (59)	7:20 – 8:13 (53)	7:20 – 8:19 (59)
8:20 – 9:24 (64)	8:16 – 9:14 (58)	8:22 – 9:21 (59)	8:16 – 9:09 (53)	8:22 – 9:21 (59)
9:27 – 10:26 (57)	9:17 - 9:40 (23) ADVISORY INTERVENTION	9:24 – 10:23 (59)	9:12 - 9:40 (28) ADVISORY INTERVENTION	9:24 – 10:23 (59)
10:29 – 11:27 (58)	9:43 - 10:36 (53)	10:26 – 11:25 (59)	9:43 - 10:36 (53)	10:26 – 11:25 (59)
11:32 – 12:49 (52) 1st – 11:32 – 11:57 (25) 2nd – 12:24 – 12:49 (25)	10:39 – 11:32 (53)	11:28 – 12:49 1st – 11:28 – 11:53 (25) 2nd – 12:24 – 12:49 (25)	10:39 – 11:32 (53)	11:28 – 12:49 1st – 11:28 – 11:53 (25) 2nd – 12:24 – 12:49 (25)
12:52 – 1 :50 (58)	11:35 – 12:56 1st – 11:35 – 12:00 (25) 2nd – 12:31 – 12:56 (25)	12:52 – 1 :50 (58)	11:35 – 12:56 1st – 11:35 – 12:00 (25) 2nd – 12:31 – 12:56 (25)	12:52 – 1 :50 (58)
	12:59-1:50 (51)		12:59-1:50 (51)	

1	2	3	4	5	6	7
A	G	F	E	D	C	B
B	A	G	F	E	D	C
C	B	A	G	F	E	D
D	C	B	A	G	F	E
E	D	C	B	A	G	F
F	E	D	C	B	A	G

SCHOOL DAY

The building is open at 7:05 AM. During inclement weather, high school students will wait in the cafeteria. School hours = 7:20 AM - 1:50 PM.

SCHOOL DELAY OR CANCELLATION

Please do not contact the police or fire stations to find out about delays and cancellations. School Delay's/Cancelations will also be communicated through the districts' communication system (Apptegy, PowerSchool, etc.) Information about delays/cancellations can also be found on the following television stations: WBZ TV 4 | WCVB TV 5 | WHDH-Channel 7 | NECN | Fox 25 | DPS Twitter | DPS Facebook Page

Information for Delayed School Openings in Douglas

A delayed opening would indicate that morning childcare services that are offered by Blackstone Valley Children's Place at the Primary School will follow the same time delay for these services.
Student drop off supervision would also follow these time delays; students cannot be dropped at school at normal start time while in a delayed opening as there will be no supervision available at our schools.
If the district has a 1 or 2 hour delay; all A.M. Pre-K classes will be canceled for the day.

1 HOUR DELAY – All schools will start their day 1 hour after the regularly scheduled start time (i.e. 7:20 will be 8:20). Students may be dropped off 1 hour later than regularly scheduled drop off time. Bus students should be at assigned bus stops one hour later than the regular pick-up time. Please note that inclement weather may cause slight delays in actual pick-up times.

2 HOUR DELAY – All schools will start their day 2 hours after the regularly scheduled start time (i.e. 7:20 will be 9:20). Students may be dropped off 2 hours later than the regular drop off time at all schools. Bus students should be at assigned bus stops 2 hours later than the regular pick-up time. Please note that inclement weather may cause slight delays in actual pick-up times.

School Breakfast/Lunch During Delayed Openings

On days that the district is following a delayed opening of 1 or 2 hours, a grab and go breakfast will be served. School lunches will be served at all schools with each school following a modified day schedule impacting lunch times for all students at all schools.

Information on Early Release Days in Douglas

School hours: 7:20 AM - 10:50 AM
All schools will follow a modified day schedule as a result of the early release day being observed in our schools.

- Breakfasts will be available at the regularly scheduled times.
- No schools will serve lunches on early release days.

PARENT/GUARDIAN DROP-OFF AND PICK-UP

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

ATTENDANCE GUIDELINES

DHS Attendance Policies are in accordance with Massachusetts General Law Chapter 76, sections 1. Faculty members will record all absences, tardies, or dismissals from class. As students may miss some classes more frequently than others, each faculty member will be responsible for maintaining daily attendance records. Although all absences will be kept on file, tabulation of absences will begin each semester. A written or verbal notification is required for a student's absence. A note prior to the student's absence or phone call to the school on the day of the absence is acceptable. **A note or phone call does not excuse an absence**; it only verifies it and indicates that the student has not been truant.

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

ATTENDANCE

Massachusetts General Law (Chapter 76, Section 2) indicates that a child's absences should not exceed more than 7 full-day sessions or 14 half-day sessions in a six-month period. After 5 unexcused absences in a school year, the parent/guardian may be required to meet with the principal and/or designee in order to develop an action plan for student attendance.

The Department of Elementary and Secondary Education (DESE) defines chronic absenteeism as a student missing 10% or more school days. Therefore, A student who is not present for at least 90% of their classes will lose credit for that course. Loss of credit may result in the following instances.

5 credit course (full year): More than 17 absences
2.5 credit course (half year): More than 8 absences

VERIFIED ABSENCES

Court appearances documented in writing from the Clerk of Courts upon the student's return to school will not count towards loss of credit.

Religious holidays will not count towards loss of credit.

College Visits documented with official college letterhead. Up to 3 for seniors and 3 for juniors for a school year. These days will not count towards loss of credit.

Bereavement when the death of an immediate family member occurs (sibling, parent, primary caretaker)

Students who miss 3 or more cumulative days due to a serious medical condition will be required to submit documentation within 5 days of the diagnosis (or most recent doctor's visit) to be considered for approved absences (which will not count towards credit loss). Once the total reaches a cumulative value of 14, a DESE approved physician's affidavit will be required.

The following **are not considered absences** and should not be marked as such:

1. School imposed quarantines
2. Field Trips
3. Assemblies
4. Club, council, or athletic activities held during the school day

All other days not listed above are considered an absence.

A note or phone call does not excuse an absence; it only verifies it and indicates that the student has not been truant.

Any student who misses the day(s) before a school activity may not be able to attend the activity.

When a student reaches 12 absences, they will become eligible to participate in our attendance rebuilding "buyback" program. To buy back 1 absence, a student must be on time and present the entire day for 5 consecutive days without getting dismissed.

Nothing in the policy should be construed to prohibit the 504 or IEP team from addressing disability based absences in a manner consistent with the student's needs and state and federal law.

DISMISSALS

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

- A note from home indicating the time and reason for dismissal, as well as a phone number where a parent may be reached. This note must be signed by the parent.
- A parent or guardian phone call.
- A parent, guardian, or designated adult person coming into the office to dismiss the student in person. If a student has a car and will be driving themselves, this must be indicated in the note or through the phone call with the parent/guardian. A student will not be allowed to ride with another student unless previously approved by the administration and parent/guardian.

All dismissal notes must be turned in to the office before the start of the school day. Notes must contain the parent's signature, reason for dismissal, and phone number where a parent may be reached. Students who become ill after arriving at school may be dismissed after consultation with the school nurse or administration. Any classes missed will be counted as excused absences. **Students are not to call/text home on a cell phone to get dismissed when they are feeling ill.** Rather, they are to report to the nurse who, if necessary, will call the student's parent(s) / guardian(s) to arrange for dismissal.

TARDINESS

Students are considered tardy if they report to their first period class after 7:20 a.m. Students who come to school after the start of first period must report to the office and receive a pass before reporting to class.
A student who enters their 1st period class after 7:45 will be considered absent unless they have a verifiable excuse from the administration.

Please note: School time is the official time, not personal devices.

Students arriving after 10:35 a.m. will not be allowed to participate in after school activities.
A tardy/dismissal that causes a student to miss 25 minutes or more of a class will result in an absence for that class.

6 tardies each term = 1 hour office detention held on specific days
Tardy to one class 10 times = 1 absence for that class

Excessive tardiness (more than 12 in any term) is subject to further penalties including confiscation of outside purchased food/beverages and/or loss of other privileges including extracurriculars and work study.

TRUANCY & UNEXCUSED ABSENCES FROM CLASSES

Unexcused absence in a class, study, or activity is a cut and is dealt with according to the discipline chart. Extended time out of class may be classified as cutting class. Truancy from school may result in a school suspension. Frequent cutting of classes and/or school days may result in suspensions and parent conferences. Skip days are strictly prohibited. Students must obtain corridor passes in order to leave classes or study halls. Students will not be able to receive credit for work missed.

LEAVING SCHOOL GROUNDS

No pupil shall be allowed to leave the school grounds during school hours without permission of the principal or assistant principal. No pupil shall be released into the custody of any person not known or identified by the administration/teacher as a parent or representative of the family. No student under 18 shall be released on their own recognizance. See Code of Conduct.

ILLNESS IN SCHOOL

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

LOCKERS

Lockers are assigned to students upon request for their books and clothing. The school is not responsible for safeguarding the contents of student lockers. The administration reserves the right to search all lockers for reasonable cause. Students are not permitted to visit their lockers without a pass. All lockers must be secure at all times.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, headphones, smart watches, Meta glasses, and similar items must be stored in specific spaces (pouches, lockers, boxes, etc) designated by administration each class period. Students must come to the office to make a phone call. This may include matters related to family, transportation, work, and other reasons of similar levels of importance.

Families who need to contact their student during school hours should contact the school's main office and not directly call the student.

Students found in violation of the policy will receive progressive discipline:

- 1st Offense: Device left in the main office, phone call home.
- 2nd Offense: Device left in the main office. Parents/guardians pick up the device from the main office.
- 3rd Offense: Meeting with parents/guardians, student, and/or counselors to determine additional measures up to and including written plan with a ban on all electronic devices for 2 weeks.
- Further Offenses: Student will hand in the device to the main office and be assigned up to 1 day of In-School Suspension

No student will photograph or videotape a Douglas Public Schools employee or student without the knowledge and consent of the employee.

Photos or videos should never be taken in the locker rooms or bathroom areas.

Other electronic devices such as laser pointers are not allowed to be used in the school building at any time.

Students who have documented with the Nurse that their phone is used as a medical device will require proximity with their device and will be allowed possession of their device. However, should that student be in violation of phone use (such as social media use, watching videos, etc.) they will face modified consequences such as their phone being on the teachers desk and their classroom seat next to that desk for a 1st offense.

FOOD AND DRINK

Food and drinks may be consumed in the classroom, at the teacher's discretion. Students are responsible for cleaning up their own mess/spills. Students may not have food delivered to school from local restaurants or food delivery services (Doordash, Grub Hub, etc). Candy, food, and drinks being sold for fundraising purposes must be cleared by administration and when the appropriate time is to sell the items.

BOOKS AND EQUIPMENT

The equipment students use while in school is the property of the Town of Douglas. Each student is responsible for their books, Chromebook, and any other school property issued to them by the teacher. All books issued to students should be covered. If an item issued is misplaced, stolen, or damaged, the student is required to pay for the item on a prorated reimbursement based upon the age of the book or piece of equipment.

LOITERING

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

BATHROOM USE

Students are expected to treat the school bathrooms as they would their bathrooms at home. This includes active preservation of the bathroom and its fixtures. Students who violate this by purposely flushing inappropriate items including (metal, plastic, feminine hygiene, paper towels, etc.) and or breaking fixtures in place will be subject to the Vandalism section of the Discipline Chart on page 65.

Additionally, there should never be more than one (1) student in a bathroom stall. Violation of this will result in a search of all parties involved. Continuous violations of this will incur a bathroom safety plan.

ACTIVITIES

STUDENT CONDUCT EXPECTATIONS

The expectation at Douglas High School is for all students to uphold DHS core values of self- reliance, progress, inclusiveness, respect, integrity and tenacity.

SCHOOL SPONSORED ACTIVITIES

All school rules apply at any school-sponsored student activity - whether on or off campus – for the duration of the activity. If administration is not present then the school personnel/chaperones in charge of any and all school sponsored activities/trips have the right to search students' backpacks and/or luggage.
Student fundraising associated with a student's senior project or individual interest group is not a fundraising activity of the Douglas Public Schools.

CLASS DUES

Class dues may be paid weekly, monthly, or annually. Dues are $45 per year. The purpose of class dues is to help offset the cost of class activities such as prom, senior week, and graduation. If students are not up to date with their class dues, they will not be allowed to attend the prom, senior week, or possibly graduation. If paying dues creates a financial hardship to a family, fill out a fee waiver form and submit it to the school. Fee waivers are only good for the current year and must be submitted on a yearly basis for continued consideration. A waiver form can not be used for multiple years. If a student does not complete their class dues obligations, they will not be able to participate in any Senior Week activities, including graduation. They will not receive their graduation cap, gown, and stole.

PARTICIPATION IN ACTIVITIES

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

NATIONAL HONOR SOCIETY

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

Once selected, there are $10 dues. Members have the responsibility to continue to demonstrate these qualities. Candidates shall be a member of the junior or senior class. Candidates shall have been enrolled for no less than one semester in Douglas High School unless a transfer is made from another chapter. Selection shall be done once a year. Induction of new members will take place in the fall. Candidates shall be notified of their eligibility during the summer.

Candidates eligible for membership shall have a minimum weighted cumulative overall average of 92.0. Candidates who have achieved this GPA will be notified of their eligibility. It shall then be the candidate's responsibility to return the necessary forms and letters of recommendation for admission consideration by the

designated deadline. These forms will be reviewed by the faculty council. Decisions made by the council require a majority vote. Final decision on candidacy status is on Faculty Council recommendation, with the Principal having the final say on acceptance or nonacceptance. Candidates are scheduled to be interviewed by the faculty council as part of their consideration for admission to the National Honor Society.
This selection process has been determined by the faculty council and approved by the Principal, and is consistent with the rules and regulations of the National Honor Society. The National Council shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

DHS STUDENT ADVISORY COUNCIL

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

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

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

STUDENT COUNCIL

The Student Council is an organization through which the student may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Council tries to promote leadership, initiative, and self-control among its members. Representatives from each class (grades 9-12) will be elected in the month of September.

SCHOOL DANCES

Dances at Douglas High School are a great social event. Students must adhere to the guidelines outlined in the DHS Dance Contract found **HERE.** The dance contract is to be signed by a parent/guardian and on file in the main office in order to attend any DHS dance.

ATHLETIC PROGRAM

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

For the complete student-athlete handbook please click on this link **Douglas High School and Douglas Middle School Student-Athlete Handbook**.

Girls: Soccer, Volleyball, Basketball, and Softball
Boys: Soccer, Basketball, Baseball, Volleyball *(presently not offered)*
Co-Ed: Field Hockey *(Co-op with BMR)* Cross-Country, Golf, Track and Field, Football *(Co-op with Oxford High School)*, Ice Hockey *(Co-op with Hopedale)*, Cheerleading, Swim & Dive *(Co-op with Grafton)*

Participation in Weekend School Events: If students are suspended (Internally or Externally) on the Friday prior to the weekend they are not eligible to participate in any school sponsored events.

CO-CURRICULAR OPPORTUNITIES

Art Club
Band
Chorus
Color Guard
DECA
Drama Club
Game Club
GSA
History Club
Peer Leadership
Robotics Club
Science Club
School Council
Student Council
Tigers United

ACADEMICS

GRADUATION / ADVANCEMENT REQUIREMENTS

Students are required to accumulate a minimum amount of credits towards graduation and complete required courses as specified here:

Course requirements needed for graduation:

- English – 4 years, 20 credits
- Social Studies – 4 years, 20 credits
- World Language – 2 years, 10 credits
- Physical Education – 4 years, 8.75 credits
- Senior Capstone – 1/2 year, 1.25 credits
- Math – 4 years, 20 credits
- Science & Engineering – 3 years, 15 credits
- Fine Arts – 5 credits
- Health – 1/2 year, 2.5 credits

Students transferring to Douglas High School from other schools can only be awarded a maximum of 35 credits per school year completed.

Graduation Credit Requirements is 124.5 credits

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

- Volunteering at school events or fundraisers
- Peer tutoring or mentoring
- Assisting nonprofit organizations, food pantries, or animal shelters
- Helping at libraries, senior centers, youth programs, or community events
- Participating in community clean-ups or donation drives
- Volunteering through faith-based or cultural organizations
- Supporting charitable events or service projects

Activities That Do Not Qualify:

- Paid employment
- Household chores or babysitting for family members
- Court-ordered service (unless approved)
- Activities completed for academic credit
- Fundraisers benefiting individuals or private businesses

Students will be asked to provide documentation of completed service hours. The school reserves the right to determine whether an activity qualifies as community service.

15 total hours (3 hours freshman year, 3 hours sophomore year, 3 hours junior year, 6 hours senior year)

Advancement: **Promotion to sophomore:** Students must earn 25 credits.
Promotion to junior: Student must have a total of 60 credits and be on track to graduate in two years.
Promotion to senior: Student must have a total of 92.5 credits and be on track to graduate by the end of the school year.

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

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

DOUGLAS HIGH SCHOOL GRADING

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

The minimum grade for a student to attend summer school is a 55%, or approval from administration. If a student receives a teacher issued minimum grade in two of the first three quarters, that student may not be afforded the opportunity to attend summer school

The building administration and counselors will meet with students who are not meeting with academic success to discuss their academic status and the implication of poor performance at the end of each of the first two academic quarters. The School Counseling Office will continue to send notices to parents/guardians after each progress report for the first three quarter grades

HONOR ROLL

An honor roll is prepared after each of the four marking periods. The basic honor roll criteria require grades in all classes to be an 80 or better, based on a weighted scale (See page 34 for details). Upon meeting the stated criteria, honor levels are as follows:

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

GRADUATION CORDS

Douglas High School will provide Graduation cords for academic purposes only starting with the class of 2030. This will limit cords to NHS, Concentrations, Seal of Biliteracy, and AP Capstone. Should a student activity purchase and provide graduation cords, it will follow the requirements within its own bylaws and/or constitution. If one does not exist, cords will be decided through a vote of all members of that student activity which will then be adopted by that group's constitution and submitted to the Principal.

HOMEWORK

Homework is an integral part of education for many reasons. It develops self-discipline, reinforces good study habits, and provides students opportunities to practice the material being taught. The amount of homework assigned will be determined and clearly communicated by each teacher, depending on the requirements and level of each course. The amount of homework may vary significantly from night to night depending on the course and the type of assignment. Parents and students should review course syllabi and meet with teachers to gain a better perspective on the amount of time that should be devoted to homework. In addition to written assignments, reading, studying and reviewing are expected nightly and are considered as homework.

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

Long-Term Assignments: If a long-term assignment (3 or more days to complete) is given, it will be due on the agreed due date. If that student is absent on the date that the assignment is due, the assignment will be due on the day the student returns to class. Extenuating circumstances, that may excuse the assignment from being completed by the due date, must be communicated to the classroom teacher by the student or the student's parent/guardian prior to the student returning to class.

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

Homework after Extended Illness: In the event a student is absent due to an illness for an extended period of time (three or more days), a parent/guardian may call the School Counseling Office to arrange for homework assignments to be sent home. Please call the School Counseling Office prior to 10 A.M.

ACADEMIC DISHONESTY

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

- the use of unauthorized papers or copying from another student's paper during a quiz, test, exam, or other assignment, regardless of the subject / content
- unauthorized access to old quizzes, tests, or exams
- unauthorized access to a quiz, test, or exam given to another section of the class
- unauthorized access to a quiz, test, or exam you must make up due to an absence
- copying or turning in a photocopy of another student's homework
- paying someone else to complete an assignment of any kind (i.e. term paper, project, etc.)
- buying an assignment of any kind (i.e. term paper, project, etc.)
- using inappropriate and unauthorized use of technology (i.e. AI, ChatGPT, etc.) to complete an assignment without doing the necessary work to complete it as intended by the teacher, such as online translators, posted work from other students or schools, or sites that solve math problems.
- text messaging and communicating through shared documents or media during exams, tests, quizzes, etc.
- using online translators or math solution apps or other technology not approved by the classroom teacher to assist in completing assignments.
- no shared documents submitted as essays, projects, or other written assignments that are not specifically authorized by the teacher to be shared or done in collaboration."
- turning in the same work to multiple classes or teachers for credit on different assignments.

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

Penalties for all parties involved for academic dishonesty:

- Loss of credit for the quiz, test, exam, or other assignment
- Notification of the incident to the student's parents, counselor, and the assistant principal by classroom teacher

- Loss of academic honors and awards, if applicable
- Loss of National Honor Society eligibility, if applicable

➢ On the second offense the student will receive an in-house suspension.
***Administration has the right to increase or modify the above discipline code if deemed necessary.

FINAL EXAMS

Unless there is a documented illness, or a student has received administrative approval to accommodate missing an exam, all students are required to take their final exams at the regularly scheduled time.
All seniors, unless exempt (which is determined by the classroom teacher and overall average of 92), will take final exams or complete a culminating activity in all courses.

WEIGHTED POINT AVERAGE / CLASS RANK

GPA and class rank are noted on the student's official transcript. Courses will be weighted in the following manner in determining class rank:

Level 1: Electives and College Preparatory Program = 1.00
Level 2: Honors Program = 1.05
Level 3: Advanced Placement Program = 1.10

The determination of valedictorian and salutatorian will be made based on grades from term 3 of senior year.

NUMERICAL GRADE VALUE

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

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

NUMERICAL GRADE VALUE (Start with the class of 2030)

A+ 97-100	C+ 77-79
A 93-96	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 65-66
B- 80-82	F 0-64

CHANGING CLASSES

The add/drop period for classes ends with the first progress report for full year courses or two weeks after the start date for half year courses. Any changes to a student's schedule after the first progress report require a review with a school counselor, administration, teachers, student and parent and must be due to a compelling reason for the change. Changing or dropping VHS courses will only be allowed if it meets the guidelines set forth by Global Consortium, the company that regulates Virtual High School courses. The final decision regarding schedule changes will be with the principal.

Failure of a Course: Students failing a course or courses will be responsible for making up that course. The courses should be made up in summer school or through a credit recovery program approved by the School Counseling Director. These options will be at the expense of the student. If the course is not made up in the summer the course will be put in the student's schedule for the following year. Failure to meet these

requirements may result in the student not graduating with their class. Students must meet department requirements as well as credit requirements in order to graduate. A diploma will be granted to seniors only upon evidence of successful completion of the failed course.

SUMMER SCHOOL

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

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

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

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

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

ADVANCED PLACEMENT (AP) PROGRAM

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

Students are responsible for the exam fee.

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

PHYSICAL EDUCATION EXCUSE

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

WORK STUDY

Work study internships expose students to areas of career interest and the world of work. Students begin the school year with classroom instruction to investigate career interests and options, create professional resumes, hone interviewing skills, and become familiar with employer expectations for professional behavior and workplace responsibilities. The student will work with the Work Study Coordinator to find a work study

placement that best meets his or her interests and needs. Students must obtain pre-approval from the School Counseling Department and their parents to enroll in a work study internship.
Students may not alter their schedule for any reason without permission. Failure to inform the Work Study Coordinator may result in disciplinary action.

- Students must maintain passing grades in all subjects. A failing grade, in any quarter, may automatically result in the removal of a student from the program.
- Management of discipline referrals will be the responsibility of the administration and work study coordinator. Responses may include, but are not limited to, a warning, parental notification, discipline response up to and including removal from work study.
- The student is responsible for notifying the job supervisor at the work study site in case of absence, tardiness, or other circumstances that require them not to be at the work site that day. Skipping work study is equivalent to skipping a class and will be dealt with according to the Discipline Chart and/or removal from work study.
- Students are responsible for turning in weekly time cards to the Work Study Coordinator.
- A weekly journal describing the job assignments given and completed for that week must be kept and commented on. Journals are due to the work study coordinator weekly.
- Employers require reliable workers. Excessive absences or tardies in a quarter may result in removal from the program.
- Students may be subject to random check-ins or site visits by a Work Study Coordinator/Administrator to ensure attendance and performance at their designated placement.
- Students are expected to conduct themselves professionally at all times. Negative employer feedback, including unprofessional conduct, poor attitude, or failure to complete tasks, may result in a warning or dismissal from the program.
- Missing or incomplete time cards/journals may result in a deduction of credit or removal from the program.
- Students who are found to be skipping work study and/or forging time cards will receive the lowest grade possible for that term and may be removed from the program or be required to fulfill the remainder of their work study requirements through administration.

ATTEND COLLEGE EARLY (ACE) PROGRAM AT QCC

DHS students can elect to complete their senior or junior and senior years through the Attend College Early (ACE) program at Quinsigamond Community College (QCC). Students receive high school credit for courses taken at QCC and may receive college credit at the discretion of the college. The School District of Douglas assumes no obligation for the cost of tuition, fees or materials incurred by the student for participating in this program.

While participating in the ACE program, the enrolled student is still responsible for complying with all aspects of the Douglas High School Student Handbook. Students must have attended DHS for their entire junior and senior years to be eligible for Valedictorian, Salutatorian, and Student Achiever status. Failure to complete graduation requirements may impact the enrolled student's ability to receive their diploma from Douglas High School.

Requirements:

- Overall GPA of 3.0
- Endorsement of the Principal and Counselor.
- Approval by QCC
- The student must take college level courses that meet all prerequisites for graduation from Douglas High School. This would require the enrolling student to participate in courses that satisfy their senior year requirements for English, Social Studies, and Mathematics. All courses must be approved by the Counselor and Principal.

- Seniors must also complete all obligations for Senior Capstone, community service, and class dues as part of the Douglas High School graduation requirement.

Process:
Prior to final acceptance into the ACE program, the enrolling student and a parent/guardian must participate in an interview with the principal and school counselor to review all responsibilities incumbent with a student's participation in the program, including those of the receiving school. Following this interview, all parties must enter into a formal letter of agreement. This agreement will need to be signed by the enrolling student, a parent/guardian, school counselor and school administration.

Home educated students are not eligible for dual enrollment unless the student is considered enrolled by the district, having had their program of studies approved by the Superintendent.

Grading:
- College credit earned will be seen as accepted credit on their high school transcript and will indicate that they have successfully completed a college course(s) and count towards their final GPA.
- Grades earned will be recorded as either an Honors level or A.P. level course depending on the accepted course syllabus. This will be determined at the time of enrollment at the determination of the principal and school counselor.
- A course that is failed as part of this program will be indicated on the transcript.
- In order to continue in the program, the student must receive a grade of C or better in all courses in which they are enrolled.

Courses:
- Courses enrolled in must be taught by college professors or a faculty member of the college.
- Students cannot enroll in college courses that are either remedial or developmental.
- Students cannot use summer or intersession courses as part of the ACE program.
- If the enrolling student engages in the add/drop process while participating in the ACE program, then the added courses must be approved following the same process mentioned above. All courses dropped must be made known to the enrolled students' counselor so it can be removed from the student's transcript. Failure to receive formal approval for all add/drop courses may jeopardize the enrolled student's ability to meet all requirements for graduation at Douglas High School. (For example – dropping English 101 and adding Astronomy).

SERVICES

SCHOOL COUNSELING DEPARTMENT

Counseling is a vital part of the Douglas High School educational process that first helps individual students discover their needs and abilities and then assists them in designing a specific plan of action to help them realize their full potential. All students will meet with their counselor during their years at Douglas High School so they can be assisted in the areas of making good educational choices, career planning, social and personal growth, and crisis intervention.

The goals of the school counseling department are to:

- Help students realistically appraise their capabilities, achievements, and interests.
- Develop guidance services to meet the needs of all students.
- Provide support for parents in developing the understanding and skills necessary to help their children with educational and career choices.
- Help students, parents, administrators, and teachers deal with problems within the school that may limit the student's ability to take advantage of the school's educational opportunities.
- Assist students in strengthening their self-awareness and understanding and in seeking services they need.
- Identify a student's personal problems and, if necessary, suggest the use of in-school and/or community agencies.
- Work cooperatively with teachers, administrators, parents, and other school personnel and to act as a liaison with non-school community agencies and organizations.
- Provide students and parents with information useful in immediate and long-term planning. The School Counseling Department also provides financial aid information for students.

STUDENT BREAKFAST AND LUNCH

Students' breakfast and lunches are free for the 23-24 school year (except if a student wants a 2nd breakfast there will be an extra charge. A 2nd lunch will cost $4.00. Students can get breakfast before school begins.***Please note: Lunch deliveries from local restaurants are prohibited.

SCHOOL COUNCIL

Selection Process and Procedures: A mailing goes out to students' parents at the beginning of the school year informing them about the responsibilities and how they can become a member. The selection of the school council then takes place on the first open house that Douglas High hosts. Members of the School Council shall be subject to the provisions of sections twenty-three B and twenty-three C of Chapter thirty-nine.

The School Council will meet regularly with the Principal and assist in the identification of the educational needs of students, review the annual school budget, and assist in the creation of a school improvement plan.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

The SEPAC is open to all parents and focuses on Special Education. Members of the SEPAC support collective efforts to improve education for children who have disabilities and to ensure better educational outcomes for them. Information about the SEPAC is sent home at the beginning of every school year and is found on the Douglas Public Schools website: **SEPAC**

DRIVING AND PARKING REGULATIONS

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

or ordinances on school property. Any member of the Douglas School District administration may revoke a parking permit.

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

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

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

- All students using a vehicle as transportation to school must register that vehicle with the administration and obtain a parking permit, which there is no charge for. All student drivers must display a parking permit from their rearview mirror. Only students with a parking permit from Douglas High School will be allowed to park in the student lot.
- All vehicles must have a valid state registration and inspection sticker.
- Student vehicles may be subject to search by the administration if reasonable grounds exist to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle. While parents will be notified of the intent to search, the search may take place without their presence.
- Administration and faculty will provide supervision to manage traffic flow, but are not liable for accidents or property damage.
- No vehicle shall enter the path of a school bus entering or leaving school. School buses have the right of way at all times on school property. Students must oblige to the directives of the staff on duty during the dismissal process.
- Student drivers must yield to pedestrians.
- Student drivers must drive in a mature and responsible manner. Students are prohibited from speeding, driving recklessly, racing engines, squealing tires, and driving around the school. Students are prohibited from using the fire lane behind the school.
- Student drivers must park only in the lot directly in front of the school and enter the building by the main / front entrance doors.
- While vehicles are on school grounds, stickers and signs on vehicles that bear offensive, vulgar or obscene words or pictures will not be tolerated if such expressions cause disruption or disorder within the school environment. The student will be asked to remove the sticker or signs. Failure to remove the stickers or signs or subsequent occurrences may be subject to disciplinary action or the loss of parking privileges on school grounds.
- While vehicles are on school grounds, stickers or signs on vehicles that promote the use of illegal or controlled substances will not be tolerated. Failure to remove stickers or signs or subsequent offenses will be subject to disciplinary action as well as revocation of student parking privileges on school grounds.
- Students are not permitted to loiter in the school parking lot at any time. Students are to exit their vehicles and enter the school promptly upon arrival.
- The entire parking lot and student vehicles in particular are off limits during school hours (or from the time the student arrives to the time the student leaves school) unless the administration grants permission.
- Douglas High School and the Douglas Public School District are not responsible for student vehicles or their contents.
- According to Massachusetts law, all students must wear their seatbelts.
- Douglas High School reserves the right to tow vehicles at the owner’s expense.

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

DISTRICT POLICIES

WELLNESS POLICY

The Douglas Public Schools looks to meet the academic, social, physical and emotional needs of all of its students. To achieve these goals, the district consistently implements a comprehensive school wellness program within all of its schools. This wellness program includes physical education, nutrition-programs, counseling reviews and other school-based activities that are focused on promoting student wellness.

SECURITY CAMERAS IN SCHOOLS

The Douglas Public Schools strive to maintain a safe and secure school environment for its students, staff, faculty, visitors and facilities. To ensure this goal all Douglas Public Schools employ the use of security cameras to monitor its buildings, grounds and equipment as well as to monitor behaviors and personal conduct. The district works to ensure adherence to proper procedures for the viewing, recording, storage of data use of any video recordings relative to applicable laws and regulations. The video recordings of these security cameras for safety and security purposes are the property of the school district. Access to these video recordings shall be restricted to school administrators, office personnel and the district's facility manager. The S.R.O. and law enforcement may be granted access to video recordings or to the security system after having given notification of this request to the school Superintendent or a designee.

ADVERTISING IN SCHOOLS

The Douglas School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

COMMUNITY USE OF BUILDINGS

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee. For an inclusive view of district policy for Community Use of Buildings, please go to the District Policy Manual and reference policies: KF & KFR.

ANIMALS IN SCHOOLS

No animal shall be brought to school without prior permission of the building Principal. School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication “Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final. For an inclusive view of district policy for Animals in Schools, please go to the District Policy Manual and reference policy: IMG

COMPUTER AND INTERNET ACCESS

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

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

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

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

- Obscene
- Child Pornography
- Harmful to Minors The N-CIPA rules further state a policy must also address the following:
- Address and restrict access to materials on the Internet “inappropriate for minors,” which is determined by the local school district.
- Safety and security “monitoring” of minors using E-mail, Chat rooms, instant messaging, etc.
- Unauthorized access, including hacking, and other unlawful activities on-line.
- Unauthorized disclosure, use, and dissemination of personally identifying information about minors.
- Measures designed to restrict minors’ access to “materials harmful to minors.”

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

We would like to encourage you to use this as an opportunity to discuss computer and Internet safety with your child. The Massachusetts Attorney General's Office has published two helpful publications on Internet Safety: *The Internet, Your Child and You: What Every Parent Should Know* and *Internet Safety: Advice from Kids Who Have Faced Danger Online.* These publications may be found online at: http://www.ago.state.ma.us/ or you may request a copy from any administrative office.
You have the opportunity to request restricted access to the computer technologies and/or Internet for your child. To exercise this option, please notify the district technology director and your child's school principal in writing. You and your child must sign the enclosed Internet Safety & Acceptable Use Agreement before your child is allowed to utilize the computer resources provided.
Please contact your child's building Principal if you have any questions or concerns.

SAFETY AND ACCEPTABLE USE AGREEMENT FOR THE DOUGLAS PUBLIC SCHOOL DISTRICT

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

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

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

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

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

Part 1 - Personal Safety, Security and Privacy
Computer Technologies and Internet Access
Access to computer technology resources and the Internet are privileges, not rights offered to users at the discretion of the school and District administrators. Only authorized users may log on using the District's computer technologies and/or Internet access connections.

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

A. Educational Purpose

1. Computer technology resources and Internet access have been implemented for the purpose of educational enhancement. The term "educational enhancement" includes support of classroom activities, assignments, curriculum development, enrichment, and career development, as determined by the classroom teacher or administration.

2. The computer technology resources and Internet access have not been established as a public access service or a public forum. The District has the right to place reasonable regulations on the material accessed or posted through these resources.

3. The Internet may not be used for non-authorized commercial purposes; therefore, non-authorized products or services must not be offered, provided, or purchased through the Internet.

4. Computer technology and/or the Internet may not be used for political lobbying. However, resources to communicate with elected representatives and to express opinions on political issues may be utilized.

5. Computer technology and/or the Internet may not be used for any unlawful or criminal activities, including violation of any criminal or civil laws or regulations.

B. Access to Inappropriate Material

1. **Technology Protection Measures**

a. To the extent practical, technology protection measures shall be used to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to:

i. visual depictions of material deemed obscene as the term is defined in section 1460 of title 18, US Code

ii. child pornography, as the term is defined in section 2256 of title 18, US Code

iii. Material deemed "harmful to minors"

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts (refer to section 2246 of title 18 US code), or a lewd exhibition of the genitals; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

b. In addition to blocking of materials that are "harmful to minors" as described above and within CIPA, the District will enable blocking protection measures for additional web sites and materials that are not within the District's educational curriculum. Blocking protection shall be applied to materials that are illegal, promote violence, profanity, intolerance or violates District/school policies. This may include any site that does not contribute to educational pursuits.

c. Blocking of additional websites will be maintained by the Technology Director.

d. The technology protection measures may be temporarily bypassed when requested by staff only for bona fide research or other lawful purposes. Only the District technology administrators will have the authority to disable filters for adult bona fide research. e. District administrators may request proof of age identification for users before disabling filters for "adult bona fide research."

f. Inadvertently blocked web sites that conform to the policies stated in this AUP and CIPA may be unblocked by the technology administrators after a thorough review by school and District administration for educationally suitable, age appropriate content.

2. User Policies Concerning Access to Inappropriate Material

a. Computer technologies and/or the Internet may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people.

b. If a user mistakenly accesses inappropriate information, he/she should immediately notify the technology administrators and appropriate faculty members in order to be protected against a claim of intentional policy violation.

c. Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate and inconsistent with family, religious or ethnic values. Any web site or e-mail message that is inappropriate or inconsistent with these values should be promptly disclosed to faculty or school administration.

B. Network Usage

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

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

1. **Personal Safety, Security and Privacy**

a. Users will not disclose, use and disseminate personal identification information regarding minors. Personal identification information includes: address, telephone, {photograph, and school records.}

b. Users will not post personal information about another person. This includes physical or sexual harassment or cyber-bullying.

c. Users will not agree to meet with someone they met via the Internet.

d. Users will promptly disclose to faculty or school administration any Web site or E-mail message that is inappropriate or makes them feel uncomfortable.

e. Passwords are not transferable. A user account is limited to use by the person to whom it is issued. Use of another person's account or providing unauthorized access to one's account constitutes grounds for termination or restriction of access privileges. Users should take precautions to keep their passwords confidential.

2. **E-mail & Electronic Communications**

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

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

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

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

3. Use of Personal Computer Technology

a. Students may not use any personal accounts to communicate on the Internet unless the accounts have been assigned by District faculty or the technology administrators.

b. Students may only use District-approved computer resources to access the District's network or Internet connection(s). Students must request approval for each connection time when the computer equipment being connected to the District's resources is not owned or leased by the District. Approval will be determined by the Technology Director. This equipment must be used in accordance with network security policies established by the District technology administrators.

c. Employees, students, and visitors who wish to use personal equipment or accounts to communicate through the district's Internet access must also comply with the policies stated within this AUP, CIPA and any other network security policies established by the District technology administrators. This includes - but is not limited to - cell phones, personal music devices, handheld computing devices, and other evolving technologies.

d. The use of any recording devices to record or broadcast the activities of any person on school property without the express knowledge and consent of the subject is strictly prohibited. This prohibition does not apply to performances, sporting events, and other publicly attended events.

e. Those students who follow an IEP or 504 plan may use their own personal computer or an iPad (supplied by the district) computer if it is a response to their IEP or 504 plan.

4. Illegal Activities

a. Hacking - Users will not attempt to gain unauthorized access or go beyond their authorized access when connecting to technology resources available in the Douglas Public School District or to any other computer system through the use of the Internet so called "hacking".

b. Eavesdropping / Wiretapping "sniffing" - Users will not listen to or decrypt any electronic communication that is not meant for their attention.

c. Spoofing – Users will not attempt to use the computer technologies to illicitly impersonate or assume the name of another computer system.

d. Port Scanning – Users will not generate an attack on any host for the purpose of finding vulnerabilities in active ports.

e. Viruses - Users will not make deliberate attempts to disrupt the computer system or destroy data by uploading, downloading or spreading computer viruses by any other means. The District has implemented virus protection software; users must not uninstall or disable this software. District virus protection procedures must be followed in order to prevent the inadvertent spread of computer viruses.

f. Denial of Service (DOS) – Users will not generate an attack by monopolizing system resources so that other users can not gain access to technology resources and the Internet.

g. Other Illegal/Non-authorized Activities - Users will not use the District's computer resources to engage in any other illegal/non-authorized acts such as - but not limited to - arranging for a drug sale or the purchase of alcohol, entering into criminal gang activity, threatening the safety of a person, and gambling.

5. System Security

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

6. Dial-In Access

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

D. Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

2. Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

3. Users must not post information that could cause damage or a danger of disruption.

4. Users must not engage in personal attacks, including prejudicial, discriminatory, sexual, racial or religious attacks.

5. Users must not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop sending him/her messages, the user must stop.

6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

E. Supervision and Monitoring

1. It shall be the responsibility of all members of the Douglas Public School District to supervise and monitor usage by a minor of District computer technologies and the access to the Internet through District resources in accordance with this policy and CIPA.

2. In addition to supervising and monitoring usage by a minor, the District will continue to monitor District computer and Internet usage of students until the student is no longer enrolled in the District.

3. The technology administrators may install and enable devices for the purpose of routinely monitoring network resources and activities.

F. Data and System Resource Limitations

1. Users must not change, copy, delete, read or otherwise access data or software programs without the permission of the owner or the technology administrators.

2. Users must not download or save files that will consume unnecessary large amounts of data resources. This includes but not limited to music, videos and photographs.

3. Users must not post chain letters or engage in "spamming". Spamming is sending or replying to irrelevant or inappropriate messages to a large number of people which may lead to the disruption of services.

4. Users must not modify or change computer settings which may affect the functionality or navigation of software when accessed by other users.

5. Users must not install software on any computer system without permission of the technology administrators. Software installations must conform to the said vendor’s copyright agreement. Software licensing agreements must be provided to the technology administrators.

6. Users may neither install nor have access to any unauthorized executable files.

7. Users must not vandalize or intentionally damage any computer technology.

8. Users must not remove computer technologies without the consent of the technology director and school or District administration. This includes hardware, software and data.

G. Plagiarism and Copyright Infringement

1. The user must not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them without giving proper credit.

2. The user must respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. For example, copyrights may apply to software, documentation, music, video, and graphics. If a work contains language that specifies appropriate use of that work, the user must follow the expressed requirements. If a user is unsure about whether or not he/she may use a particular work, permission must be requested from the copyright owner.

3. Any and all sources used, including multimedia, must be cited in the proper format.

H. User Rights

1. Free Speech

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

2. Intentional Violations

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

3. Privacy, Search and Seizure

a. The District retains ownership and control of its technology resources. Accordingly, all users possess no rights to privacy in regard to their use of District technology resources, including – but not limited to – district computers, the computer network, the electronic mail system (e-mail), the Douglas website, and internet access.

b. The District does not guarantee - and users should not expect - confidentiality, privacy, security, or ownership of the content of any information accessed, sent, received, created or stored, using technology resources, with the exception of databases storing confidential information. All users should be aware that electronic communications and other information sent via the Internet are accessible by third parties, specifically the Internet Service Provider.

c. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

4. Due Process

a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District's technology resources and the Internet.

b. In the event there is a claim that a user has violated this policy and/or the disciplinary code in using the technology resources and/or Internet, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

c. If the violation also involves other violations of the disciplinary code, it will be handled in a manner described in the student or faculty handbooks. Additional restrictions may be placed on a user's use of the technology resources and/or Internet, which may include cancellation of privileges.

5. Disciplinary Action
Student violation of this policy and/or other Douglas Public School District policies may result in one or more of the following consequences:

a. Restriction, suspension or revocation of access privileges;
b. Removal from a class activity;
c. Removal from an extracurricular activity;
d. Detention, suspension or expulsion;
e. Referral to the appropriate legal authorities for possible criminal prosecution;
f. Civil liability

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

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

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

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

L. Glossary
Cite – To attribute the source of information Copyright infringement – Use of copyrighted work without permission or in violation of copyright law. Cyberbullying – Use of technology such as e-mail, chat rooms, blogs, etc., to harass someone. Executable file – File that runs or starts a program
Plagiarism – Presenting the work or ideas of others as one's own. RAS – Remote Access Server VPN – Virtual Private Network

LIBRARY

Library Circulation Policies

- Students are responsible for all charges incurred on their cards (fines, damages, lost items).
- Books circulate for two weeks.
- Students must have a pass to use the library during school hours and must be respectful to others when working in the library.
- Students may use the library during their lunch period at the discretion of the Library Media Specialist.
- Students may request items via inter-library loan from the CWMARS library system with the assistance of the Library Media Specialist. Items requested through ILL are subject to the same circulation policies as school library materials.

MEDICAL

MEDICATION GUIDELINES/POLICIES

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

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

Signed Consent by the Parent/Guardian Found on the *Permission Form for Prescribed Medications* and on the *School Registration Form.*

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

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

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

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

IMMUNIZATION

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

PHYSICAL EXAMINATION

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.
Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept. For an inclusive view of district policy for Physical Examination, please go to the District Policy Manual and reference policy: JLCA

HEAD INJURY PREVENTION AND MANAGEMENT

The Douglas Public Schools are committed to the health and well-being of all its students including students who have suffered head injuries. As such, the district has established policies that adhere to state mandates which are strictly enforced within all of our schools. These policies are aligned with M:G.L. c.111 § 222; 105 C.M.R. 201.001. For an inclusive view of district policy for Head Injury Prevention and Management, please go to the District Policy Manual and reference policy: JJIF

LIFE THREATENING ALLERGIES

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

HIV/AIDS

Students with HIV/AIDS have the same rights to attend classes or participate in school programs and activities as any other student. The privacy of students with HIV infection on AIDS is protected under State Privacy law (G.L. c.214, §§ 1B). The student's parents maintain this information related to their student. They are not required to disclose this information to school officials. However, a student's parent(s)/guardian(s) may inform school officials of a student's AIDS/HIV status of their own volition. If this is the case it is best if this information is directly shared with the school's administration, the student's guidance counselor and the school nurse. If the parent(s)/guardian(s) wish, the student's primary care physician can provide this information directly to the school nurse or a building administrator. In order for these school officials to share this health information with other school personnel, they must receive formal consent and approval from the student's parent(s)/guardian(s). For an inclusive view of district policy for HIV/AIDS – Communicable Diseases, please go to the District Policy Manual and reference policy: JLCC

PUBLICATION RELEASE

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

If you do not want your child's photograph or name to be used in any of these publications, please complete and return the *Publication Release* form (available in the packet of forms your student will receive on the first day of school) or send a letter to the Principal's office indicating your wishes. Please be sure to include your child's name and grade.

CORI INFORMATION

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children, including chaperones. A CORI check must be obtained at least every three years during an individual's term of employment or

service. This form is available from the school office. Because CORI forms may take several days to process, please allow sufficient time when planning to volunteer at a school event.

SAFETY PROCEDURES

FIRE DRILLS

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

WEATHER ADVISORY

In the event of severe weather announcement:

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

FIELD TRIPS

From time to time, students will be afforded the opportunity to attend school-sponsored field trips as part of their educational experience. Teachers notify parents / guardians of all details relating to a field trip and obtain parental / guardian consent beforehand. Students will not be permitted to attend any field trips without written consent from their parents / guardians. In some cases, parents / students may be required to sign a release of liability agreement before students may attend particular field trips. The teacher must ensure that the destination of the field trip is accessible for students with disabilities. Under Federal law Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the ADA, and the Individuals with Disabilities Education Act (IDEA), as well as state laws and regulations, require school districts to provide students with disabilities equal access to programs, services, activities, and facilities. For an inclusive view of district policy for Field Trips, please go to the District Policy Manual and reference policy: IJOA & IJOA-1

DISCIPLINE

AFTER SCHOOL DETENTION

After-school detentions will be handled by teachers at their discretion. Teachers will keep records of after-school detentions they have assigned. Office detentions are assigned by the administration and are 30 minutes in length. The Assistant Principal keeps records of detentions. If a student is absent on the day of an assigned detention, they are expected to serve detention the next day in attendance. Teachers will be free to administer their own detentions even if the office has assigned a detention for the same offense.

SUSPENSION

I. Suspensions of Ten Days or Fewer

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

The student will meet with the assistant principal (or in the absence of the assistant principal, with the principal or their designee). At that meeting, the student will be told the nature of the charges, and have an opportunity to respond. The assistant principal will notify the parents/guardians by telephone and/or a letter of a discipline hearing they will need to attend with their child to give their child due process. During this hearing the child and the parents/guardians will have the opportunity to participate, and dispute the charges and to present an

explanation of the alleged incident, including any mitigating facts. The assistant principal will make a decision based upon information presented by the student and, further investigation if required, and evidence already known to the assistant principal. If the assistant principal determines that a suspension is warranted, they will notify the student of the duration of the suspension, and, if the student previously denied the charges, the assistant principal will supply an explanation of the basis of their finding.

The school will notify parents/guardians of the suspension by telephone, and will, in all cases, notify the parents in writing. A student returning from suspension must be accompanied by a parent or guardian, and must meet with the assistant principal or principal prior to re-admission to school.
In most cases, suspensions will be based upon the discipline chart. However, the assistant principal retains discretion to impose a suspension of a different length (longer or shorter), or some other penalty based upon the circumstances of the case.

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

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

II. Suspensions in Excess of Ten Days
For cases involving suspensions in excess of ten days or indefinite suspensions based upon the issuance of a felony criminal complaint, the following procedure will be followed:
The principal will notify the student in writing of the reasons for a suspension in excess of ten days.
The student will be allowed an informal hearing, as set forth in Section I. for "Suspensions of Ten Days or Fewer," prior to the suspension taking effect except where circumstances make it necessary to impose the suspension prior to such a hearing. (Such circumstances may include, but are not limited to, incarceration of student, refusal of student to attend the hearing, or where the student poses an unreasonable danger to the welfare of the school). In cases involving a felony criminal complaint, the principal may decide to take action without a hearing.
The principal will issue a prompt written decision setting forth findings on whether the student committed an offense and if so, the penalty awarded. Suspensions will be of a definite duration, except when based upon a pending felony criminal complaint.

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

EXPULSION

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

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

> 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, razor, or knife; or a controlled substance as defined in chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing at which the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b), provided however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual definition of whether the student has violated any provisions of this section. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the principal of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said exclusion.

Expulsions for other reasons, such as conviction of a felony, where the principal determines that the continued presence of the student will have a detrimental effect on the general welfare of the school; cases involving violent conduct; and other cases where expulsion is set forth as a possible remedy under another policy in this handbook, will be handled in accordance with the same procedure set forth above.
A suspension may be extended beyond ten days, during the pendency of an expulsion, by following the hearing procedures above, provided the hearing date set by the written notice of charges is before the expiration of the original suspension or immediately thereafter. If the hearing is postponed upon the request or agreement of the student's parents or attorney, the suspension shall continue, pending the outcome of the hearing, unless the principal or superintendent determines otherwise.

BULLYING PREVENTION POLICY

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

To view the full Douglas Public Schools Bullying Prevention Policy click **HERE**.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972 603 CMR 26.00 MGL 71:370 MGL 265:43,43A MGL 268:13B MGL 269:14A CROSS REFS: AC, Nondiscrimination GBAA, Sexual Harassment JJICFA, Prohibition of Hazing JK, Student Discipline Regulations

For an inclusive view of district policy for Bullying Prevention & Intervention, please go to the District Policy Manual and reference policy: JICFB

M.G.L.c. 71, Section 370, the Bullying Prevention and Intervention Act.
Under the amended Act, Bullying is defined as follows: "the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or herself or damage to his property; (iii) creates a hostile environment at school for the victim, (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. For the purposes of this section bullying shall include cyber-bullying." (*Emphasis added*). "Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

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

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

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

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

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

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

Prevention and Intervention Plan
The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies,

students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

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

Reporting
Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.
Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

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

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

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

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

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

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

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.
Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

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

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

Training and Assessment
Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.
Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice
Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The bullying prevention and intervention plan shall be posted on the Douglas Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972 603 CMR 26.00 MGL 71:370 MGL 265:43,43A MGL 268:13B MGL 269:14A CROSS REFS: AC, Nondiscrimination GBAA, Sexual Harassment JJICFA, Prohibition of Hazing JK, Student Discipline Regulations

For an inclusive view of district policy for Bullying Prevention & Intervention, please go to the District Policy Manual and reference policy: JICFB or find it **HERE**.

FEDERALLY MANDATED PROGRAMS HEARING OFFICERS / CONTACT INFORMATION

Please contact Greg Rosenthal, the hearing officer in charge of the following mandated programs at 508-476-4035 with questions:

- Special Education Coordinator
- 504 Coordinator
- Title IX
- Title VI
- Special Education/ Student Services

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

The Douglas School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance coordinator, Greg Rosenthal, at 508-476-4035.
Massachusetts Bureau of Special Education Appeals (781)338-6407
Office of Civil Rights, Region I U.S. Department of Education John W. McCormick, POCH Room 222 Boston, MA 02189-455

STUDENT RECORDS

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

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

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

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

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

Policy on Release of Student Record Information Pursuant to the federal and state regulations governing student records, Douglas Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent unless you notify Douglas Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "...any person, private or public agency...or organization other than the eligible student, their parent, or authorized school personnel." 603, CMR 23.02. For example, third parties to whom Douglas Public Schools may release student

record information would include PTOs, the Douglas Schools Foundation, and newspapers which report on student activities, etc.

The information that may be released is limited to the following: Student's name, address, telephone listing, date and place of birth, Major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please send written notification to the office of your school principal no later than Friday, September 24, 2021. You will be asked to review this policy annually.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students who are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The

instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school they will not be at a disadvantage because of the illness or the hospitalization.
To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Director of Pupil Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee. These provisions are found in the District Policy Manual. Homebound Instruction is policy: IHBF.

EDUCATION OF HOMELESS CHILDREN

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. For an inclusive view of district policy for Homeless Students, please go to the District Policy Manual and reference policy: JFABD

ENGLISH LANGUAGE LEARNERS PROGRAM

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.
The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language. For an inclusive view of district policy for English Language Learners, please go to the District Policy Manual and reference policy: IHBEA

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

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

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

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

Receive notice and an opportunity to opt a student out of – 1. other protected information survey, regardless of funding; 2. any non-emergency, invasive physical exam or screening required as a condition of attendance,

administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 (Information from the U.S. Department of Education)

PPRA NOTICE AND CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES
The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires that the Douglas Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):
1. political affiliations or beliefs of student or student's parent 2. mental / psychological problems of student or student's family 3. sex behavior or attitudes 4. illegal, anti-social, self-incriminating, or demeaning behavior 5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers 7. religious practices, affiliations, or beliefs of students or parents 8. income, other than as required by law to determine program eligibility.

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

NOTIFICATION OF A PARENT'S RIGHT TO KNOW TEACHER QUALIFICATIONS

The Every Students Succeeds Act allows parents or guardians to request information about the professional qualifications of their child's classroom teachers. The parent/guardian will be provided with the following information on request:

- whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;

● the teacher's degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
● whether the child is receiving services from paraprofessionals, and if so, their qualifications.
Parents/guardians can request this information from the school Principal.

STUDENT SUPPORT SERVICES: SPECIAL EDUCATION

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

Early Intervening: Early intervening is a response to intervention (RTI). This reflects the school district's responsibility to make every effort to assist a child before making a referral to special education. A procedure is in place in every school in the district to provide the necessary support to students prior to referral. Referral to Special Education When a parent or professional identifies a child as possibly needing special education and related services a referral is made to begin the special education evaluation process. The evaluation process adheres to specific timelines enumerated in the aforementioned regulations. Evaluation Process The evaluation process' data drives eligibility determination. Parental consent is required for trained specialists to complete these evaluations. Parents have a right to the assessment reports two days before the Team meeting.

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

Eligibility requires a response to the following questions:
Does the child have a disability? If so, what type? Does this child's disability result in an inability to make effective school progress? Does the child require specialized instruction to make effective progress or require related services to access the general curriculum?

Disabilities for Eligibility include: Autism Developmental Delay Intellectual Impairment Sensory Impairment Neurological Impairment Emotional Impairment Communication Impairment Physical Impairment Health Impairment Specific Learning Disability

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

ALTERNATIVE EDUCATION PROGRAM

Purpose and Guidelines Douglas High School's Alternative Education Program's intent is to meet the individual student's academic, social, emotional, and behavioral needs while maintaining the district's graduation requirements and any other standards established by the school committee in conjunction with all state and federal statutes and laws. The Alternative Education Program serves students in grades 9-12 who demonstrate moderate to significant behavioral, motivational, and/or social issues.

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

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

A) Students currently and/or found to be eligible for special education services with diagnoses of either emotional impairments, health impairments (such as ADD/ADHD), neurological and/or other disabilities that negatively impact their behavior, motivation, and or social skills/relationships;

B) Students currently on 504 plans (with qualified disabilities that also negatively impact the previously identified
areas); or

C) Regular education students who illustrate moderate to significant behavioral, motivational, and/or social maladjustment issues.

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

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

The academic focus of the Alternative Education Program is to prepare each student to transition into mainstreamed classroom settings when appropriate. Special education students will continue to receive any accommodations and/or other specialized instructions documented in their educational plans. Consistent and regular monitoring of student progress by program personnel is imperative to assist students in making effective academic and behavioral progress and to modify programmatic approaches as necessary. The monitoring of students is performed via the following:

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

RISK ASSESSMENT

In cases where a student threatens the safety of themselves or towards others, the school may require a risk assessment by a qualified and registered support program before allowing the student to continue attending school.

PHYSICAL RESTRAINT

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Douglas School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. For an inclusive view of district policy for Physical Restraint, please go to the District Policy Manual and reference policy: JKAA

PARENTAL/GUARDIAN INVOLVEMENT

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

STUDENT CONDUCT

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

Cafeteria Conduct: The following rules are in effect for the cafeteria:

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

Classroom Conduct: The primary function of Douglas High School is to provide students with an excellent education. This can only take place in a well-structured, well-disciplined classroom setting. Students share equal responsibility with teachers and administrators for maintaining a good classroom atmosphere. Classroom disruptions on the part of any individual or group of individuals will not be tolerated. Study halls are considered to be classrooms, and rules of conduct apply there as well.

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

Bus Conduct: All bus students will be dropped off in the parking lot to the right when entering school grounds. Students in grades 9 -12 will enter through the main entrance and proceed to their classrooms. Buses will pick students up at the same place. During inclement weather, high school students will wait in the cafeteria.

To ensure the safety of all passengers, conduct on the bus should be the same as appropriate classroom conduct and the driver should receive the same respect and courtesy due a teacher. Pupils reported for misconduct will be dealt with as follows: For an inclusive view of district's policies for transportation please go to the District Policy Manual and reference policies: EEA, EEAA & EEAE.

Students may only ride on the bus they are assigned to.

Loading and Unloading Riders must be on time; the bus will not wait. Riders must enter or leave the bus at regular stops only. Riders must behave in an orderly manner and show respect for private property. Riders must follow the instructions of the driver when entering or leaving the bus. Required Conduct Aboard the Bus Riders must remain seated when the bus is in motion. Whistling, shouting, and singing are not permitted. Smoking is prohibited. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers in any manner

- Talking to the driver in an annoying manner
- Climbing over seats
- Littering on the bus
- Loud music
- Throwing objects in the bus or out of windows
- Opening or closing windows unnecessarily
- Consumption of food/Chewing gum
- Graffiti Students will be held responsible for any defacing or damaging of the bus.
- Leaning out of windows (keep hands and arms inside the bus at all times)

First infraction – Parent(s)/Guardian(s) will be contacted. Discipline may result in temporary loss of bus privileges. Second infraction - Temporary loss of bus privileges. Third infraction - Loss of bus privileges for a determined period of time. Administration reserves the right to determine the length of time of a suspension and/or revoking bus privileges resulting from any bus infractions.

VIOLATION OF SCHOOL RULES AT OR NEAR GRADUATION

Any violation of school rules (especially alcohol and drugs) prior to the graduation ceremony will be penalized in accordance with school rules. If any suspension falls during senior activities, the student may lose the privilege to participate in those activities, including graduation.

ARTICLES PROHIBITED FROM SCHOOL

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

DRESS CODE

Students should dress appropriately at all times. The Douglas High School dress code is based on principles of safety, hygiene, and generally accepted standards of propriety. Consistent with the school district's sexual harassment and anti-discrimination policies and DHS's Core Values, all students should be able to dress comfortably for school and engage in learning without fear of body shaming or being singled out in front of peers. Unacceptable dress/attire is any clothing that disrupts the learning environment. Banned attire includes the following:

- Clothing that implies or denotes inappropriate messages, including but not limited to alcohol, smoking, vaping, sex, violence, foul language, or that are intentionally offensive toward gender, sexual orientation, religion, race, physical, or intellectual ability.
- Clothing that is inappropriate for the school or work setting.

Footwear must be worn at all times; it is recommended that students not wear shower sandals or flip-flops.

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

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

CIVIL RIGHTS

POLICY ON NON-DISCRIMINATION

The Douglas Public School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Douglas Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation,

or homelessness and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. (As mandated by Chapter 622 of the Massachusetts Acts of 1971 and Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5; and Chapter 199 of the Acts of 2011, amended statutes G.L.c. 76, & 5)

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

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

Section 504 of the Rehabilitation Act

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

Students who have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, and/or are regarded as having such an impairment are eligible. Section 504 calls for a committee of individuals (parents, teachers, administrator, nurse...) knowledgeable about the student to make the determination that:
(1) there is a disability, or it is suspected or assumed that there is a disability, and
(2) the disability substantially (as opposed to mildly or moderately) limits a major life function. It is important to note that learning is considered a major life function.

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

DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA

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

1. Definition: A student with a disability is a student who has had or is perceived to have a physical or mental impairment that substantially limits one or more major life activities. This category includes students who are found to currently have such an impairment, have a record of having such an impairment, or who are perceived as having such an impairment.

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

a. If the student has not been identified as disabled, the Principal or their designee must consider whether the circumstances surrounding the disciplinary incident suggest the existence of a disability.

b. In the event that the Principal or their designee concludes that there is no reason to suspect a disability, the student may be disciplined according to the regular disciplinary sanctions of the Douglas High School Student Handbook.
c. If the circumstances suggest that the student may be disabled, the Principal or their designee shall refer the student to the 504 Committee to evaluate whether the student has a disability.
d. If the student is identified or has previously been identified as a student with a disability under Section 504, prior to taking disciplinary action which would result in a suspension of one (1) to ten (10) days, the Principal or their designee shall determine whether the student's misconduct is a manifestation of their disability and assure that all disciplinary actions are consistent with the mandates of Section 504.
e. If the student is identified or has previously been identified as a student with a disability under Section 504 and/or is so identified upon an initial 504 evaluation and the disciplinary sanction or cumulative disciplinary sanction could result in a suspension from school for more than ten (10) days and the 504 Committee determines that:

i. the student is or continues to be disabled and his or her misconduct has a direct and substantial relationship to their disability
ii. the violation of school rules is a direct result of a failure to accommodate the student's disability or an inappropriate or unimplemented 504 plan then the student will not be suspended from school provided, however, that the 504 Committee may determine that the student's 504 plan should include modifications to address the student's misconduct including but not limited to delivery of educational services at an alternative site, behavioral modification plans, or any other appropriate modification or accommodation of disciplinary consequence consistent with Section 504.

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

1. The Principal or their designee will notify the Special Education Office of any offense committed by a student with a disability warranting suspension. A record will be kept of such notices.
2. When it is known that the suspension of a student with a disability may accumulate ten (10) days in a school year, a review of the IEP for sufficiency as required by Federal Special Education Regulations (IDEA 2004) will be held to determine the appropriateness of the student's placement or program. The Team will make a finding as to the relationship between the student's violation of the discipline code and their disability.

a. If the IEP Team finds that the student's violation of the discipline code is related to their disability or the Team determines that the current IEP is inappropriate, the Team will develop an amended IEP.

b. If the student's violation of the discipline code is not related to their disability or to an inappropriate IEP, a suspension may be imposed. The Team will determine a placement in which the student will receive services during periods of suspension beyond ten (10) days, which provides access to the general curriculum and addresses their IEP goals. All required regulatory procedures will be followed should further disciplinary consequences become necessary.

c. If a student carries a weapon to school or to a school function, or if the student possesses or uses illegal drugs, drug paraphernalia, or sells or solicits the sale of a controlled substance while at school or a

school function, the Principal may order the change of placement for forty-five (45) days. The placement will be determined by the IEP Team.

d. In cases where a student's violation of the discipline code presents a danger to other students, staff, or the student themself, and the parent or guardian does not accept the proposed placement, the School Committee will immediately seek court approval to suspend or exclude the student from Douglas High School.

e. Any dispute regarding the IEP will be resolved through the special education dispute resolution process. If a hearing is requested, the student will stay in their current placement unless a court determines otherwise or the parent agrees to an alternate setting pending resolution of the dispute.

PREGNANCY

The Douglas Public Schools wishes to pursue educational opportunities for those students who may become pregnant and/or take on parenting responsibilities. Pregnant students will be permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy and, after giving birth, will be permitted to return to the same academic and extracurricular programs as before their leave.

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

HARASSMENT

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

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

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

SEXUAL HARASSMENT

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

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

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

Sexual harassment includes such unwelcome actions as:

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

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

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

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

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

- Dr. Paul Vieira, Superintendent of Schools
- Alternate: ????????, Director of Special Education and Student Support Services
- High School: Robert Ringuette, Principal
- Alternate: Desi Vega, Assistant Principal

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

Investigation: On receiving the complaint, the Sexual Harassment Grievance Officer or Alternate will promptly have a confidential preliminary investigation of the matter. If, after the completion of this preliminary

investigation, it is determined that there is reasonable cause for finding a violation of this policy, the complainant and the charged employee or student will be notified of the finding orally. The charged employee or student will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.

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

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

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Douglas School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation. For an inclusive view of district policy for homeless students, please go to the Districts homepage, select "District Policy Manual". Parental Notification Relative To Sex Education is policy: IHAMA.

HAZING

CH.269,S.17. CRIME OF HAZING: DEFINITION: PENALTY Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665

CH.269,S.18. DUTY TO REPORT HAZING Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themself or others, report such crime to an appropriate law enforcement official as

soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH.269,S.19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED Each institution of secondary education and each public and private institution of post secondary education shall issue to every group or organization which is part of such institution or is recognized by the institution or permitted by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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

TOBACCO USE BY STUDENTS

CH.71, S.2A PROHIBITION AGAINST THE USE OF TOBACCO BY STUDENTS It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth to possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. All incendiary devices (i.e. lighters, matches, etc.) are prohibited at all school-related functions. "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. This prohibition includes e-cigarettes and vaping devices. Consequences for possession or use of tobacco products on school grounds or at school-related functions are outlined in the Discipline Chart.

ALCOHOLIC BEVERAGES AND DRUGS

The Douglas Public Schools will not tolerate the use, possession, distribution or manufacture or being under the influence of any illegal drug, drug paraphernalia, or alcoholic beverage, in school, on school property, or at

any school-related activity. This policy also applies to prescription drugs when they are not turned in to the school nurse.

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

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

Any student who, while in school, on school property, or otherwise engaged in or attending a school-related activity, (1) uses or is under the influence of any illegal drug or alcohol, (2) has an illegal drug or alcoholic beverage in their possession, or (3) buys, sells, manufactures or distributes an illegal drug or alcoholic beverage or attempts to do so, is subject to discipline, up to and including expulsion and referral for prosecution.

Definitions: "Drug," "illegal drug," and "controlled substance" shall include, but is not limited to:

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

"Drug paraphernalia" shall include, but is not limited to:

- Pipes, bongs, roach clips, rolling papers, needles, syringes, electronic smoking devices (Vapes, Juuls, etc), spoons or tubes used for sniffing powdered drugs, or baggies, capsules or other devices used for storing drugs; and
- Any other object or substance used for the ingestion, possession, transportation, distribution, or manufacture of illegal drugs. Investigation Students can expect the school to conduct a vigorous and thorough investigation when school officials receive reports concerning illegal drugs or alcohol on school premises or at school-related activities. Students are expected to cooperate fully with school officials investigating drug abuse or any other matter outlined in this policy. Failure to cooperate with an investigation may be grounds for discipline.

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

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

Disciplinary Consequences for Violation of Drug Policy: Students who violate the school's drug policy are punishable by immediate out-of-school suspension for not less than three (3) days, nor more than ten (10) days, the maximum time period allowed. Loss of privileges (ex. Parking permit, extracurricular activities, etc,) as well as expulsion will be at the discretion of the administration. Police: The Principal, immediately after finding a student in violation of the drug policy, will furnish the police department with a complete report, including, if any, the controlled substances, alcoholic beverages, and other physical evidence obtained for analysis and such criminal action as the police department may determine. Other Agencies: In appropriate cases, the school may file a CRA, Child Requiring Assistance Petition, with the appropriate court, or report violations of this policy to the Department of Social Services.

WEAPONS

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

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

All lockers available to students are the property of the Douglas Public Schools. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration at fail any time. Any weapon found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code.

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

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

CHAPTER 269, S.10 PROHIBITION AGAINST FIREARMS IN SCHOOLS: Whomever, not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "Firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.
Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of misdemeanor and punished by a fine of not more than five hundred dollars.
Amended by St. 1987, C.150, S.2; St.1989 C.648

General Laws: CHAPTER 71, Section 37H3/4 Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2. See the following link for complete details. https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3~4

VIOLENT BEHAVIOR, ASSAULT

Violent behavior is inconsistent with an educational environment. Violence disrupts learning and can result in serious - even fatal - injuries to students, faculty, administrators, and other staff. Consequently, the Douglas Public Schools will not tolerate violence of any kind, in its schools, on its grounds, or at school-related events. The following conduct is prohibited:

Assault: Assault is intentional physical or verbal conduct by a student directed at another person, which results in unwanted contact with that person, or reasonably places that person in fear of imminent, unwanted physical contact. Examples of assault include striking another person, shoving another person, attempting or pretending to strike another person, brandishing a fist or weapon, or moving close to someone in a threatening manner. Threats of Violence include any written or spoken words, pictures, symbols, or anything else that can reasonably be interpreted as expressing an intention to commit a violent act against another person. This includes any threats of violence that are electronically transmitted. Any explicit or implicit verbal threat to the safety of a staff member (including their possessions) will result in a five-day suspension from school. This matter will also be reported to the police. An expulsion hearing may be held at the discretion of the principal. Any explicit or implicit threat against another student will result in disciplinary action and/or possible legal action.

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

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

STEALING

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

VANDALISM

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

SCHOOL SEARCHES

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

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

Searches of Cars on School Property: Any car parked on school property may be subject to a search if there is reasonable suspicion of drugs, alcohol, weapons, or any other contraband. For an inclusive view of district policy for Interrogations and Searches, please go to the District Policy Manual and reference policy: JIH.

MEMORANDUM BETWEEN DOUGLAS PUBLIC SCHOOLS AND THE DOUGLAS POLICE DEPARTMENT

The Douglas Public School District and the Douglas Police Department are committed to working cooperatively in providing a safe and secure environment for all children in the schools and in the community. It is the priority of both departments to work in concert to provide the safest and most secure learning environment possible for the students of Douglas. It shall be their responsibility to continually work in partnership, to build upon and strengthen this relationship which will in turn, benefit the students and their parents, staff members, and the administrators throughout the school district and the community of Douglas.

In the ongoing effort to establish the safest learning environments possible, the schools and the police have agreed on the designation and implementation of a police liaison who will act as the individual primarily responsible for providing security on the school campuses within the district. This liaison will have several responsibilities, not the least of which will be sharing of information among the two departments whenever it concerns the overall health and well-being, safety and security interests of all students, faculty and employees.

To that end, the Douglas Public School District and the Douglas Police Department have recognized that perhaps the most important strategy among several, is open communication and the perpetual sharing of information, and have identified it as vital to the successful implementation of a School Resource Officer Program. School administrators and staff members, law enforcement personnel, court personnel (including prosecutors and probation officers), and social service professionals must all agree to maintain open lines of communication in order to ensure the success of this or any similar collaboration. The effort must be seen as a collective partnership, where multiple entities work in harmony to achieve the ultimate objective which is the existence and maintenance of an educational environment that is free of violence and one in which students feel protected, nurtured and secure.

SCHOOL RESOURCE OFFICER

The Douglas Public School District, in association with the Douglas Police Department enlists the services of a Schools Resource Officer. This SRO provides services to all students in the Douglas Public School System. This relationship affords immediate and clear communication between the schools and police. The SRO serves as the first point of contact between the schools and the police department.

The goal of this relationship is to:

- Reduce and prevent school related violence and crimes committed by students of the DPS
- Assist in maintenance of safe secure and orderly learning environment
- Establish an atmosphere of safety and security
- Intercede in matters that may include violence, drug possession or distribution of alcohol or any threats involving any weapon
- Serve as part of a team approach to the management of safety and security with the schools
- Identify at-risk students and provide with support services
- Support administration in reducing incidents of school violence, bullying, truancy and delinquency
- Establish a positive and supportive rapport with students and staff in the district
- Assist in conflict resolution
- Generate reports and records
- Monitor traffic flow and enforce motor vehicle laws
- Work in collaboration with administration on programs, classes and presentations on topics related to school safety and student well-being

For complete details on the role and responsibilities of the SRO, please review the Memorandum of Understanding between the Douglas Public Schools and the Douglas Police Department found on the Districts webpage.

DISCIPLINE CHART

OFFENSE	FIRST OCCURENCE	SECOND OCCURENCE	THIRD OCCURRENCE
Assault	1-3 Day Out-of-School Suspension	3-5 Days Out-of-School Suspension	5-7 Days Out-of-School Suspension
Fighting	3-5 Days Out-of-School Suspension	5-7 Days Out-of-School Suspension	7-10 Days Out-of-School Suspension
Weapons	***Refer to Pg. 12 in the student Handbook***	***Refer to Pg. 12 in the student Handbook***	***Refer to Pg. 12 in the student Handbook***
Alcohol/Drugs	***Refer to Pgs. 16 & 17 in the student Handbook***	***Refer to Pgs. 16 & 17 in the student Handbook***	***Refer to Pgs. 16 & 17 in the student Handbook***
Smoking/Disposable Vapes	Educational Component: **Dangers of Vaping** 1 Hour After School, device confiscated	Educational Component, 1 Day In-School Suspension, device confiscated	Educational Component, Up to 3 Days Out-of-School Suspension, device confiscated
Vandalism: Breaking or Defacing School Property ***Financial Restitution & Court Prosecution at Administrative Discretion at each Occurrence***	2 Hours of Community Service	4 Hours of Community Service	Up to 3 Days In-School Suspension 4th and Subsequent Occurrences: Up to 3 days Out-of-School Suspension
Theft ***Financial Restitution & Court Prosecution at Administrative Discretion at each Occurrence***	2 Hours of Community Service	4 Hours of Community Service	Up to 3 Days In-School Suspension 4th and Subsequent Occurrences: Up to 3 days Out-of-School Suspension
Bullying	***Consequences to be determined by the administration*** ***Refer to Pg. 53 of the Student Handbook***	***Consequences to be determined by the administration*** ***Refer to Pg. 53 of the Student Handbook***	***Consequences to be determined by the administration*** ***Refer to Pg. 53 of the Student Handbook***
Harassment	***Consequences to be determined by the administration*** ***Refer to Pg. 14 of the Student Handbook***	***Consequences to be determined by the administration*** ***Refer to Pg. 14 of the Student Handbook***	***Consequences to be determined by the administration*** ***Refer to Pg. 14 of the Student Handbook***
Forgery/Lying or Misrepresentation of Parent/Guardian or School Personnel's Name	2 Office Detentions & Parent/Guardian Communication	2 Hours of Community Service	4 Hours of Community Service

OFFENSE	FIRST OCCURENCE	SECOND OCCURENCE	THIRD OCCURRENCE
Cell Phone Violation	See Cell Phone Section	See Cell Phone Section	See Cell Phone Section
Unauthorized Recording/Videotaping on School Grounds and School Sponsored Activities	1 Office Detention Device Confiscated	1 Office Detention 2 Hours of Community Service Device Confiscated	1 Day In-School Suspension 4 Hours of Community Service Device Confiscated
Profanity (not directed at adult)	2 Office Detentions	2 Hours of Community Service	4 Hours of Community Service 4th and Subsequent Occurrences: 1 Day In-School Suspension
Profanity (directed at an adult)	2 Days In-School Suspension	1 Day Out-of-School Suspension	3 Days Out-of-School Suspension
Blatant Disrespect/Opposition to Authority/Insubordination	1 Office Detention & Parent/Guardian Communication	3 Hours of Community Service	Up to 3 Days In-School Suspension 4th and Subsequent Occurrences: Up to 3 Days Out-of-School Suspension
Inappropriate Conduct/Disruptive Behavior	Conference with Administrator Verbal Warning	2 Hours of Community Service	4 Hours of Community Service 4th and Subsequent Occurrences: Up to 3 Days In-School Suspension
Skipping a Class	1 Office Detention & Parent/Guardian Communication	1 Hour of Community Service & Parent/Guardian Communication	2 Hours of Community Service 4th and Subsequent Occurrences: Up to 4 Hours of Community Service
OFFENSE	**FIRST OCCURENCE**	**SECOND OCCURENCE**	**THIRD OCCURRENCE**
Skipping a Teacher Detention	2 Office Detentions & Parent/Guardian Communication	2 Hours of Community Service	4 Hours of Community Service 4th and Subsequent Occurrences: Up to 6 Hours of Community Service
Skipping an Office Detention	2 Office Detentions	2 Hours of Community Service	4 Hours of Community Service 4th and Subsequent Occurrences: Up to 6

			Hours of Community Service
Leaving School without Permission	Conference with Administrator Verbal Warning	2 Hours of Community Service	4 Hours of Community Service 4th and Subsequent Occurrences: Up to 3 Days In-School Suspension
Leaving School Grounds without Permission	2 Detentions	2 Hours of Community Service	4 Hours of Community Service 4th and Subsequent Occurrences: Up to 6 Hours of Community Service
Truancy	3 Hours of Community Service	6 Hours of Community Service	1-2 Day In-School Suspension
Tardiness ***Refer to Pgs. 37-38 of the Student Handbook***			
Violation of Acceptable Use Policy	***Refer to Pgs. 22-26 of the Student Handbook***	***Refer to Pgs. 22-26 of the Student Handbook***	***Refer to Pgs. 22-26 of the Student Handbook***
Presence in an Unauthorized Area	1 Office Detention	2 Office Detentions	2 Hours of Community Service
Tampering with Safety Equipment or Emergency Exits	Up to 3 Days Out-of-School Suspension	Up to 5 Days Out-of-School Suspension	Up to 10 Days Out-of-School Suspension
Dress Code Violation	Verbal Warning	1 Office Detention & parents/guardians will be called to bring appropriate clothing	2 Office Detentions parents/guardians will be called to bring appropriate clothing 4th Occurrence = 1 Day ISS
Misrepresentation of a member of the school through electronic and/or artificial means.	2 Office Detentions with notification to the parent(s)/guardian(s)	Meeting with parents/guardians, student, and/or counselors to determine additional measures up to and including written plan with a ban on all electronic devices for 2 weeks. See Bullying and/or Harassment protocols and institute additional safeguards.	See Bullying and/or Harassment protocols.

At School Administration's discretion, consequence sequence may be accelerated if warranted by the nature of the behavior/incident.

REFERRAL TO ADMINISTRATION

The school administration is empowered to establish disciplinary procedures and punishments to ensure that school rules and regulations are followed. These actions range from simple warnings, to detentions, parent/guardian contacts, internal and external suspensions, expulsions, and court actions. The seriousness of the offense, the student's previous behavior, and the steps needed to correct the offending behavior will influence the actions(s) to be taken. A student's conduct before and after normal school hours, on or off school grounds, which directly impacts fellow students or school personnel and is disruptive to the educational environment, is subject to an administrative referral and disciplinary action.

DISCIPLINARY MEASURES

Office Detention Office detention is a disciplinary measure for those students who break school rules. Office detentions may be scheduled on Mondays through Fridays. Office Detention is held in the main office or room C104 from 2:00 to 2:30 and is supervised by a faculty member. Office detentions must be served within 5 school days.

Rules for Office Detention

1. Students are expected to serve office detention on the day it is assigned. At the discretion of the administration, a reasonable postponement may be granted in order to accommodate a student's work schedule or other after school obligations such as medical and dental appointments. Students who need to postpone a detention are expected to make prior arrangements with the Principal or Assistant Principal. Office detentions must be served within 5 school days of the original date it was assigned. Students who fail to arrange for such postponement, and who miss detention, will be considered to have skipped detention and disciplined accordingly. (Please note: Athletic competition or practice is not sufficient reason to postpone office detention. If necessary, parent(s)/guardian(s) will be contacted.
2. Students assigned to office detention shall be denied participation in all extracurricular activities if absent from detention.
3. Students will report on time. Office detention begins at 2:00 PM. Students arriving after this time will not be allowed in, unless they have a pass from the Main Office. Students without a pass will be directed to the Assistant Principal's Office and they will receive one (1) day Internal Suspension. Students are to bring sufficient homework materials so that they can be constructively engaged in study during the detention period.
4. There is no talking, food, or drinks allowed in office detention. Students are to remain in office detention until 2:30 PM. Any student not obeying the rules will be referred to the Assistant Principal and he/she will receive one (1) day Internal Suspension
5. There are no electronic devices (cell phones, ipods, earbuds, etc.) allowed in office detention
6. Students will not be permitted to sleep or sit idle. If this should occur, the students in detention will receive "NO CREDIT" for the time spent in detention that day and will be expected to repeat the detention the following day.

Although teachers may not assign a student office detention, teachers may detain students after school. Office detention does not satisfy the time assigned for teacher detention. Office detention takes precedence over teacher detention if the two conflict.

DOUGLAS HIGH SCHOOL INTERNAL SUSPENSION RULES & PROCEDURES

1. When assigned to Internal Suspension, the student will not disrupt in any way.
2. Under no circumstances will the student assigned to Internal Suspension leave the room without permission from the supervisor.
3. The student is expected to stay seated and quiet at all times.
4. No electronic devices of any kind are allowed, except for Chromebooks.
5. No food or drinks are allowed
6. The student is expected to do school work while in Internal Suspension.

7. Students assigned to Internal Suspension will report directly to that room by 7:20. Students who arrive after 7:20 will be considered tardy and must report to the main office.
8. Disruptive behavior in Internal Suspension, or failure to abide by the rules of Internal Suspension, may result in External Suspension. Students will be given 3 warnings to comply with the rules. The 3rd warning may result in removal from Internal Suspension.
9. Students will remain in Internal Suspension for the entire day.
10. Two visits will be provided each day. Bathroom, counseling suite, office, nurse are included in these visits. (No visits to locker)
11. Students will eat 1st lunch in the Internal Suspension room. Students may purchase lunch or provide their own.

External Suspension
This is a disciplinary action administered for more serious offenses that suspends the student from participation in all school programs. While suspended, students are not allowed to participate in school activities, attend school events, or enter upon school grounds without the express permission of the school administration. Students are encouraged to study and keep up with their work. When they return to school, students will be allowed to make up tests, papers, quizzes, etc. missed. In the case of a suspension, a school administrator will notify the parent or guardian before the student is released from school. This notification will be in addition to a written report setting forth the reasons for the suspension.
Extended Suspension/Expulsion A student may be suspended for an extended period of time or permanently expelled from school in certain situations. These situations include, but are not limited to the following: 1. In any case involving charges against a student of a nature that may result in an administrative recommendation for such action, in accordance with the Education Reform Act of 1993. 2. In the case of any student whose presence may be expected to pose a continuing danger to person(s) or property or an ongoing threat of disrupting the academic process and the maintenance of good order and discipline.
3. Students who are caught within the school building, on school or school department property, or at school events (e.g., dances, proms, athletic events, school performances, musical presentations, etc.), in possession of illegal drugs, drug paraphernalia or weapons.