

# DARTMOUTH HIGH SCHOOL STUDENT HANDBOOK APPENDIX

## **LIBRARY MEDIA CENTER**

### **Library Pass Procedure**

Students must possess a signed hall pass in order to access the library during the school day. They are required to sign in at the circulation desk upon entering the LMC. Failure to sign in is subject to disciplinary action.

### **Loan Period**

For students, the loan period for most library materials is 14 days. Faculty and staff loans are 6 months. Students should see library staff for assistance in accessing their MassCat account.

### **Lost Books**

A bill for replacement is sent at the close of the semester if the item has not been renewed or returned.

### **Returns**

The prompt return of library materials is the responsibility of the individual to whom the items are loaned.

Overdue Notices: Email and/or paper notices are sent to borrowers about overdue and recalled material. Overdue notices are sent as a courtesy. The failure to receive a notice does not absolve the borrower of the responsibility to renew or return library materials in a timely manner.

## **SCHOOLDANCES/EVENTS, INCLUDING PROM/AFTER PROM, JUNIOR BANQUET**

Tickets are sold in the school store prior to the dance. No tickets are available at the door. Any student absent or suspended from school will not be allowed into a dance or any other school function.

All dance attendees are guests of the school and the sponsoring class. Any student wishing to bring a guest not enrolled in DHS must obtain **Permission to Attend** form from the Associate Principal prior to purchasing a ticket for a guest. Former DHS students are subject to conduct records review as a condition of approval to attend. The Dartmouth High School student can bring only one guest per dance. Students are not allowed to re-enter a dance having once left and must leave school grounds immediately. Attending a Dartmouth Prom/Junior Banquet/dance is a privilege. Students not in good standing in our school community or on academic probation will be refused permission to purchase tickets or be guests at these events. Administration will provide class advisors with a list of ineligible persons prior to ticket sales, and students will be notified by administration if they are on this list. Students/guests who are 21 years of age or older are not permitted to attend; however, this is at the discretion of administration.

No student will be dismissed until the end of 5<sup>th</sup> period (12:17 p.m.) on the day of the Junior Banquet or Senior Prom. Exceptions must be approved by administration.

School rules relating to tobacco, drugs, and alcohol use are followed. A Breathalyzer test will be required as a condition of admission to all DHS dances. Students may also be subject to screening for other substances and bag searches as a condition of entering any Dartmouth High School sponsored event. Any students unwilling to comply with the screen will not be admitted and will not be refunded the cost of admission. In the event that a student is in violation of the "Alcohol/Substance Use" policy, the disciplinary consequences outlined in the DHS Student Handbook will be enforced. Seniors attending the prom, who either refuse to take the Breathalyzer test, or fail the test, will also lose the privilege of attending the After Prom and participating in the graduation ceremony. Students found to be under the influence of a substance will be reported to law enforcement and are subject to disciplinary action.

Parents/guardians will be contacted if the student fails, or refuses to take, the Breathalyzer test, other substance screenings, or bag search. The alcohol/substance use policy is in place for the duration of the event. All school rules are enforced during these events. Directions and requests made by school staff at dances must be followed.

Students and authorized guests are required to wear proper dress at all school dances. Jeans and shorts are not allowed. Boys are required to wear a shirt with a collar. Neckties will also be required when specified in pre-dance information. Students who enter the dance and are later found to be inappropriately dressed will be asked to leave; no refunds will be given.

## **STUDENT IDENTIFICATION CARDS**

Student Identification Cards are distributed to all students. Students are required to carry the card at all times while in school, on school buses and at school activities. They should be used to identify students when they sign books in and out of the library and when they come in tardy to school.

Identification cards may be required for entry to school dances, and should also be carried when attending school functions such as athletic contests, fundraisers, plays, etc. Student ID cards can also be used outside of school, in the community, in fund-raising activities, cashing personal checks, and in a variety of other school/community functions.

Students must produce their identification card upon request of an administrator, faculty member, security person or other authorized staff member.

Students are issued the first card free of charge. A \$3.00 fee will be charged for replacing a lost or stolen identification card. Students should see the school bookkeeper in the Main Office to request a new ID.

## **SCHOOL STORE**

The school store, located next to the cafeteria, features a large selection of school supplies and, unique Dartmouth products and more.

Hours of operation: Most Mondays-Fridays during lunch periods only and for select school-wide events.

## **EXPECTATIONS FOR STUDENT ATTENDANCE**

Students are expected to arrive to school on time and remain in school for instruction until 2:03 dismissal. Students with excessive attendance issues—unexcused tardies, dismissals, and absences—will be referred to the district attendance officer.

### **Tardy To School**

- Students are expected to arrive to school on time each day.
- Students who are chronically tardy to school (more than 3 times in a given quarter) will be subject to progressive disciplinary action: 4<sup>th</sup> tardy an office detention; 5<sup>th</sup> and 6<sup>th</sup> tardy will result in a social suspension for three days; 7<sup>th</sup> tardy will result in a social suspension for five days.
- A student is considered tardy to school if he/she is not in Period 1 class when the 7:30 bell tones.
- Tardy students must check in with the main office upon arrival.
- Tardy students will be required to dispose of beverages upon arrival.

### **Dismissal From School**

- Students who are dismissed must sign out at the security office only after verifying that their parent's dismissal note or fax has been authenticated. **No dismissals will be allowed by phone.**
- All attendance excuse notes must be delivered to the main office for verification.

### **Class Attendance**

- If a student misses 40 minutes or more of a class, she/he is considered absent for that class.
- Teachers will take attendance at the beginning of each class as mandated by state law.
- Students who need to leave class must have the teacher sign their hall passes noting the time, date and destination.
- Students who are called from class by the Main Office, Administration, Guidance, or Social Workers are not charged for the time missed while in the office. Students leaving class early for health reasons must have a note from the school nurse to do so.
- Students are expected to be in their assigned classes at all times.

Students are allowed a maximum of 9 absences per 18-week (1 credit) course and 5 absences per 9- week course (1/2 credit); students who miss more than the allowable maximum will not receive credit for the course. Students enrolled in 1.5 credit courses will lose credit upon reaching the 15th unexcused absences. Students taking two-credit courses (Advanced Placement) are allowed a maximum of 18 absences per school year.

Parents/guardians will be notified by phone and in writing when a student has used up half of his/her class absences in order to develop a plan to improve attendance. They will be notified again when and if the student has reached the maximum number of absences.

If a student reaches the 10<sup>th</sup> / 6<sup>th</sup> absence, "No Credit Allowed" (NCA) will be given as a grade on his/her report card *if* s/he has a passing grade. However, if the student failed the class, a grade of F will be given. Students who receive an NCA may qualify for the Attendance Recovery Program.

### **Dismissal and Leaving School Grounds**

Leaving school grounds at any time during the school day without permission from the office is a serious safety violation. Students who must leave school before the end of the day are required to present their dismissal note to the main office before 7:30. If a student must leave school because of illness, permission must be granted by the school nurse who will notify the parents/guardians. All dismissals, including emergency dismissals, must be received in the Main Office before the student leaves school. Dismissal notes should include the parents'/guardians' home phone, work number and if necessary, the cell number. Efforts will be made to contact parents/guardians to verify notes.

**Students who do not follow the proper dismissal procedure are considered truant. No excuses for dismissals will be accepted after the fact.** Dismissed students must leave the school grounds immediately if walking or driving, or must be picked up at the front main entrance of the school.

Students are responsible for signing out of their assigned classrooms at the time of their dismissal and reporting to the main entrance to sign out at security. Students will not be called by the main office to remind them of their dismissal times.

### **Reporting an Absence and Requesting Make-Up Work**

If a student is absent on a given day, his/her parent/guardian must call the Attendance Line (508-961- 2711) by 8:30 a.m. so the student will not be recorded as truant. **Students whose parents/guardians call or provide a note are excused for the purposes of making up work**

**only. For an absence to be excused on the student attendance record, documentation must be provided. See below for acceptable documentation.**

The student is responsible for arranging make-up work with the teacher on the day s/he returns to school. Students and parents may be able to access missed work through the Aspen portal and are encouraged to check Aspen or email teachers directly. Parents who are concerned about missed work due to an extended absence should contact the student's guidance counselor. For absences that are not extended, parents concerned about missing work should contact their child's teacher. The student has two days per excused absence to complete missed work.

In the case of an absence, the note, phone call, or visit by the parent/guardian must be made within twenty-four hours of the absence or no make-up privileges will be allowed.

### **Excused Absences**

- Court Appearance (summons signed by a court official)
- Excused by Administration (documentation provided by and signed by an assistant principal, associate principal or principal)
- Doctor office visit (A doctor's note stating the date of the student's absence (s) must be submitted within 10 school days of the absence or absences for which it is being written. The doctor's note must indicate the date and time that the student was seen in the doctor's office. The doctor's note must indicate the date on which the student is medically cleared to return to school.)
- Nurse (excused by nurse for medical reasons)
- Funerals
- Field Trips
- College Visits (Documentation from the college on letter head that indicates the student visited the school and includes date and time of visit) Juniors are allowed 1 documented college fair visit and 2 documented college campus visits. Students may use their junior college campus visits during their sophomore year, but will forfeit the visits during their junior year. Seniors are allowed 3 documented college campus visits in the fall and 3 documented accepted student visits (Documented – includes an excuse note from a parent/guardian prior to the event, a copy of the event announcement, and a written confirmation of the student attending the event).
- Athletic Contests (Documentation provided by Athletic Director's office)
- ISS - In School Suspension (Assistant Principals will provide documentation)
- Outside suspension

### **Extended Medical Absences**

Upon receipt of a physician's statement of temporary home or hospital tutoring verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, administration shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal/designee shall coordinate such services with the Administrator of Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

### **Non-Medical Extended Absences**

The high school strongly discourages extended absences outside of the scheduled school vacation weeks.

In accordance with Massachusetts General Laws regarding mandatory attendance under Chapter 222, 603 CMR 53.00, the parent/guardian must be notified when their child accumulates 5 days of unexcused absences within the school calendar year unless the child has documented medical justification for the time missed. Public schools are mandated by law to enforce school attendance.

When a parent/guardian schedules a family vacation during normal school days, it is considered an **unexcused absence** from school. The responsibility of educating the child during this absence falls on the parent/guardians and student. Teachers are neither expected, nor required, to teach the student material that was taught during the student's absence. No make-up privileges are provided. In cases of family situations involving extended absences, the parent/guardian must confer with an assistant principal to determine if make-up will be allowed. When scheduling June activities, parents should consider possible snow days that may be added onto the end of the year.

### **Request For Make-Up Privileges**

The following describes the make-up policy for students who have received prior permission for extended absences based on family situations:

- The student must obtain a **Request for Make-up Privileges** form from his/her assign Assistant Principal, who submits it to the Principal. If approved, the student presents the signed form to teachers. This must be done with as much prior notice as possible to the absences.
- Student must request work before s/he leaves.
- The teacher is not obligated to give every specific assignment, but should give the general direction of the curriculum for the time the student is out of school.
- The student must make up all remaining assignments (other than tests), homework, quizzes, oral reports and projects, **within 4 days of returning**. Anything not made up in that window of time will be graded as zero.
- The student must take any test scheduled in advance of the absence on the day of return.
- Students who miss class for any reason that is not directly related to the curriculum program are considered absent. If the extended absence will put the student absence total above the allowed maximum the student will be required to make up the time through the Attendance Recovery policy.

Exceptions to this policy may be made by administration.

### **SUMMATIVE LEARNING EXPERIENCES**

At Dartmouth High School, we recognize the importance of having students demonstrate the knowledge, skills and habits of mind gained as a result of their coursework in an authentic summative learning experience. In an effort to support this, each course will develop a common summative learning experience to be administered in each course. Examples of such summative learning experiences might include original research with a presentation component, the creation of a multi-media presentation, video, podcast, essay that includes synthesis of multiple texts, a project that demonstrates knowledge, skills and skills gained throughout the course, etc.

In determining the final grade for a course, the summative assessment will count for the same weight assigned to any other exam/project/assessment given throughout the course and the final course grade will be calculated by averaging the term grades.

Senior students who have maintained a numerical average of 90 throughout the course will be exempt from the summative learning experience; however maintain the right to participate in the learning experience if they so choose.

## **ATTENDANCE RECOVERY PROGRAM**

An NCA may be made up by a student on a limited basis. Students will be allowed to make up 6 (1 credit course) or 3 (1/2 credit course) absences beyond the allowable maximum limit. A student must make-up the missing time for each class by attending detentions. A student must serve a one-hour session for each class absence beyond the maximum number allowed. Students will have three weeks to make up the missed time. After that time, the NCA grade will remain on the student's transcript. If a senior receives an NCA for a 2<sup>nd</sup> semester final grade, the senior must make up the time before graduation. Students are not allowed to recover time missed due to class cuts or truancy.

The student with an NCA will contact the appropriate assistant principal after report cards have been issued to arrange a schedule of detentions. After the time is made up, the assistant principal will submit the appropriate grade change form.

## **EXPECTATIONS FOR ACADEMIC PERFORMANCE**

### **Academic Probation**

Students who are not passing (F, NCA or I) four courses at the time of their last report card will not be allowed to participate in athletics or extra-curricular activities, including junior banquet, senior prom, Mr. Dartmouth (contestant, escort, emcee) and other school sponsored activities.

### **Transfer Credits**

Students transferring to Dartmouth High School will only be allowed a maximum of eight (8) credits per year.

### **Credit Recovery**

Any Dartmouth High School student who fails a course at Dartmouth High School has the option to retake the course through an approved credit recovery program or through an alternative learning plan that includes online learning. Once the course has been successfully completed, the student is required to submit an official transcript. A grade of "P" (pass) and the credit earned or "F" (fail) will then be entered into the student's transcript as a transfer course.

In order to be eligible to recover lost credits through summer school, students must meet attendance criteria for the course and earn a minimum final average of 50. **Exceptions to this may be made on a case by case basis by Administration.** Once the course has been successfully completed, a grade of "P" and the credit earned or "F" will then be entered into the student's transcript.

For credit recovery purposes only, Dartmouth High School students are also allowed to transfer up to two elective courses not offered at Dartmouth High School from the Evening Extension Program or another approved evening program. Once an official transcript has been submitted, the course(s) will be entered on the student's Dartmouth High School transcript as a "transfer elective" with a grade of "P" (pass) or "F" (fail).

Seniors who fail a course required for graduation may continue to attend the class and complete assignments provided the class is still in session following senior exams. These seniors will be required to attend every class meeting and complete all class assignments and exams in order to determine successful completion of the course.

### **Grade Point Average (GPA)**

Grade point average is the manner in which high schools and many post-secondary institutions numerically represent academic performance on a student's transcript. Dartmouth High School

calculates a weighted and un-weighted grade point average (GPA). The un-weighted GPA uses a 4.3 scale for all courses and gives each grade equal weight. The un-weighted GPA is reported on the student transcripts. The calculation of the weighted GPA is reflected in the chart below. The sum of the grade values is divided by the total number of credits attempted to determine the weighted GPA. The weighted GPA is used to determine class rank. Student rank is calculated and reported on the transcript at the end of the 5th, 6th and 8th semesters. Class Valedictorian and Salutatorian will be determined at the end of the 8th semester.

Beginning with the class of 2021, all classes including electives will be counted towards the weighted GPA. Students may not accrue more than 32 high school credits. All dual enrollment classes shall be calculated using HONORS weight starting with the class of 2019.

Letter Grade	Advanced Placement	Honors	College Prep	Numerical Equivalent
A+	5.3	4.8	4.3	97-100
A	5.0	4.5	4.0	93-96
A-	4.7	4.2	3.7	90-92
B+	4.3	3.8	3.3	87-89
B	4.0	3.5	3.0	83-86
B-	3.7	3.2	2.7	80-82
C+	3.3	2.8	2.3	77-79
C	3.0	2.5	2.0	73-76
C-	2.7	2.2	1.7	70-72
D+	2.3	1.8	1.3	67-69
D	2.0	1.5	1.0	65-66
F	0.0	0.0	0.0	Failure

### Grading System

Report cards will be issued at the end of each term (twice per semester). Progress Reports will be issued mid-term between report cards to all students. Questions concerning grades should be referred to the appropriate teacher.

The passing grade for all courses is 65%. The letter grades at Dartmouth High School have the following numerical values:

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

Please Note That There Is No D- Grade

### Incomplete

A student will be given a grade of incomplete on his/her report card when work is not completed due to *medically excused* absences or by permission of Administration. It is the student's responsibility to make up incomplete grades. If the work is not made up within the appropriate time limit (2 days per day of absence), the missing work will be averaged in as a zero. The grade will then be calculated and the *I* will be replaced with the new grade. Any extensions beyond this time frame must be approved by the student's assistant principal.

### Extended Excused Absences with Pass/Fail

In some cases, students who have accrued a significant number of excused absences over the

course of a grading cycle (quarter/semester) may require a course assessment of Pass/Fail. Students who miss 6 or more weeks of a semester-long class, or 2 or more weeks of a quarter class may be given a Pass or Fail on their report card/transcripts, as determined by the case management team.

### **Course Withdrawal**

In the event that the administration determines the need for a course change a student withdrawing from a course after 3 weeks will receive a W for that term. A new class will be selected for the student. A student withdrawing from a course she/he is failing after 3 weeks will receive a WF. That failing grade will be calculated into the GPA.

### **Diploma Distinctions**

Students who qualify (un-weighted GPA) will have a seal affixed to their diplomas identifying them as Gold, Silver or Bronze scholars.

4.00 and higher	- Gold Scholar
3.67 - 3.99	- Silver Scholar
3.33 - 3.66	- Bronze Scholar

## **NATIONAL HONOR SOCIETY**

Students may become candidates for the National Honor Society in their junior and senior years. In order to become eligible, the student must have a minimum weighted GPA of 3.85. If the student has the required GPA, he or she must then obtain the proper documentation enclosed in the application packet which is then reviewed by the NHS Faculty Council. It is important to note that the weighted GPA of 3.85 or above is merely a prerequisite. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on an essay response that must meet the SAT writing rubric minimum standards (see <http://sat.collegeboard.org/scores/sat-essay-scoring-guide>), as well as the criteria for service, leadership, and character as outlined below.

### **Selection Criteria**

Selection as a member of the National Honor Society is an honor and privilege, not a right. The privilege of membership is bestowed upon a student by the NHS Faculty Council of the school. It is important to recognize that NHS membership is never granted solely on academic performance. More than an honor roll, the NHS also evaluates students on the components of leadership, service, and character. The NHS advisor may advise the Council, but does not serve as a voting member of the Council.

### **Leadership**

While leadership is often recognized as being evidenced by office held in school and community organizations, leadership also exists outside of elected positions, in less objective terms. The student who demonstrates leadership: commands the respect of faculty and peers and inspires positive behavior in others, demonstrates initiative in promoting school activities, and is resourceful in solving problems. Since these are qualities which should be modeled within the high school community, NHS candidates must also substantiate consistent, meaningful involvement in at least one school-based activity every year.

### **Service**

Community service activities are those which are done for or on behalf of others (not including family members) for which no financial or material compensation is given. (Service works done to meet confirmation requirements and/or done for tickets to a performance are examples of material compensation) Students seeking membership into the NHS should begin service



endeavors in their freshman year (service hours completed prior to freshman year are not valid) and continue to demonstrate such charity throughout their high school career. A minimum of 30 hours must be completed prior to application into the society.

Community service includes participating in some activity outside of school (such as church groups, community art endeavors, Girl/Boy Scouts, and volunteer services for the elderly, poor, or disadvantaged etc.); mentoring persons in the community; showing courtesy by assisting visitors, *teachers*, students and cheerfully and enthusiastically rendering requested service to the school. The NHS Faculty Council, however, has determined that the following activities will no longer count towards service hours: babysitting or community service done to fulfill obligations required for another organization.

### **Character**

According to the NHS Handbook, a person of character “demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.” In addition, a student of character: actively works to overcome negative influences in and out of school, consistently exhibits mature, moral and ethical behavior, cooperates by complying with school regulations concerning property and programs, demonstrates the highest level of honesty, and takes criticism willingly and accepts recommendations graciously.

### **Legal Guidelines**

Chapters of the NHS are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society. Students not selected for membership in the National Honor Society are not entitled to any kind of formal hearing or other kind of due process. Members of the NHS Faculty Council shall not be questioned on the evaluation of individual students.

### **Obligations of Membership**

Once inducted as a member, the students are expected to maintain the standards by which they were selected (i.e. continued meeting GPA requirements, involvement in service and leadership projects, and presence as a positive role model to others). In addition, the NHS expects members to attend meetings and participate in school and community service projects conducted by the society.

### **EARLY GRADUATION**

Students interested in completing their coursework at the end of first semester senior year must petition Administration to gain final approval. The student will receive his/her diploma with the rest of the class in June and be eligible for all Senior Week activities.

The following steps must be completed:

- The student must write a letter to Administration requesting early graduation by June 1<sup>st</sup> of his/her junior year. Students must state in this letter: what they will do with the extra time, and what their future plans will be after Dartmouth High.
- The student’s parent/guardians must write a letter to the Administration indicating support of the request and their knowledge of the student’s plan for the use of the extra time and the student’s future plans.
- The counselor will review the student’s request and write a brief statement of support. In addition s/he must submit a packet including MCAS/EPP test data and transcript to Administration.
- The counselor and student will arrange a meeting with the principal to review the request.
- Administration will notify the counselor of his/her decision.

## **DUAL ENROLLMENT**

Students wishing to take courses at area colleges, under the guidelines of the Massachusetts Dual Enrollment Program, must satisfy the following criteria:

- Have a GPA of 3.0
- Be recommended to take college level course work by their High School Principal or Guidance Counselor
- Earn at least a 3.0 in all college level course work in order to remain eligible for Dual Enrollment participation.

### **Other Guidelines for Dual Enrollment**

- The college level course to be taken must NOT be available at Dartmouth High School. Students will be allowed to take only one course per semester in the Dual Enrollment Program.
- All courses at an institution of higher learning will be given AP weight.

**Beginning with the class of 2019, students will only be allowed to take dual enrollment courses during the spring and/or fall semester of the academic year in place of another Dartmouth High School course. Students will not be allowed to take dual enrollment courses during the summer or during intersession. Students may not accrue more than 32 high school credits. Dual enrollment classes will be given HONORS weight and students must have the approval of the Director of High School Counseling & Support Services/dual enrollment coordinator.**

## **HOMEWORK HANGOUT TUTORING**

Peer tutoring is available for students on Tuesdays and Thursdays after school. Student tutors are National Honor Society members providing assistance as part of their community service responsibilities. Periodically, specialized study programs will be offered.

## **CODE OF CONDUCT STATEMENT**

In order for each student in the school to develop his/her academic, social, and civic competencies, all members of the Dartmouth High School community have the responsibility to conduct themselves in a way that demonstrates Respect, Responsibility, Collaboration, and Citizenship in all areas of the school at all times.

The school community is defined as all those people who work or interact in the school. Students, teachers, administrators, guidance counselors, secretaries, custodians, monitors, cafeteria workers, bus drivers, substitutes, parent/guardian volunteers and school visitors are all members of our community. Expectations for student behavior are outlined in the PBIS Matrix and apply to all members of the community in all areas of the building. Faculty and staff will support and recognize students in their efforts to meet these behavioral expectations and institute consequences when behaviors are contrary to these expectations in order to correct and redirect student behavior. Students are to respond in a courteous and respectful manner to any request or direction issued by a teacher, staff member or administrator.

## **PROGRESSIVE DISCIPLINE STRATEGIES**

### **Teacher Detention**

Teacher detentions are after school sessions scheduled by the teacher as a consequence for student conduct issues that occur in the classroom. Teachers will provide students with 24 hour notice when scheduling a detention and will notify the parent and will record the assignment in Aspen. Students who fail to attend a teacher detention will be referred to their assistant principals and assigned office detention.

### **Administrative Detention**

Students may be assigned office detentions by administrators for a variety of reasons. Students are given 24-hour notice in order to make arrangements for transportation or to inform employers or coaches that they will be staying late at school. Parents will be notified. Office detentions are scheduled on Tuesdays and Thursdays with bus transportation provided. Students who need to reschedule office detentions must provide documentation and must see their assistant principal prior to the scheduled detention to make other arrangements.

### **Pass Restriction**

A student on Pass Restriction must be escorted by a hall monitor at all times when she/he leaves a classroom, guidance or any other office. Teachers are informed when one of their students are on pass restriction. It is the student's responsibility to remind the teacher to call for a hall monitor before s/he leaves the classroom. The length of time that a student is on pass restriction is determined by the student's assistant principal. Students on pass restriction who are found in the hallway during class time without a hall monitor are counseled by the appropriate administrator and given a detention. Pass restriction rules apply to students at all times during the day except during passing time between blocks. Repeated violations will result in Saturday School assignment. A student is removed from pass restriction when s/he demonstrates promptness to class, remains in the classroom for the entire period unless called for, has no conduct violations, and shows satisfactory grades and/or progress reports. The student may request to be removed from pass restriction.

### **In School Suspension Room (ISS)**

The ISS Room is an alternative to an out of school suspension. This is a staff monitored room where students are assigned to reflect on their behavior and have an opportunity to write a plan that will allow them to make a better choice in the future. A guidance counselor may meet with the student to review and discuss the plan. Students are placed in this room by Administrators and parents are notified. In accordance with Massachusetts General Laws Chapter 222 students will have access to their work and the curriculum during their time in the ISS Room. Appropriate teachers may meet and assist with progress during the day. Students who choose not to follow the rules of the ISS Room may be suspended out of school.

### **Objectives of ISS are**

- Reduce the incidences of improper student behavior among those who do not follow school rules.
- Increase the level of academic performance by keeping the students in school and requiring them to do class assignments or MCAS/SAT preparation assignments during in school suspension.
- Improve the educational atmosphere of the school.

### **ISS Rules**

- Students will report to the main lobby to check in at 7:30 A.M.
- Students will remain silent except when spoken to by the ISS Supervisor.
- Students will bring their own assigned school work to do or learning activities will be assigned by the ISS Supervisor or assistant principal.
- Students will work for the duration of their assigned time in ISS
- Students will remain awake with their heads off their desks.
- Students will turn off and turn in all electronic devices to the ISS monitor
- Students will refrain from drinking (except water) and eating.
- Students in ISS have a separate lunch shift from the rest of the school.
- Students using restroom during ISS will be escorted by a monitor.

## **Behavior Contracts**

Some students and parents, along with their assistant principal and guidance counselors, may be required to complete and sign a behavior contract as a condition of continued attendance at Dartmouth High School. Behavior Contracts outline specific behavior expectations with a timeline and monitoring plan.

## **Outside Suspension**

Students who persistently violate school regulations or whose violations are extremely serious are suspended from school.

Serious offenses include disorderly, vicious, illegal or immoral conduct; violation of narcotics laws; use of alcoholic beverages; hazardous or unauthorized use of automobiles; possession of weapons or fireworks, defacing or damaging of school property, and theft of any school keys.

Students suspended from school are not allowed on school grounds or in school buildings without permission from the school administration. Permission may be requested in the Main Office only. Students desiring such permission must enter the front doors and go directly to the Main Office. Students found in any other part of the building without permission are referred to the police and are treated as trespassers.

Students under suspension are not allowed to participate in any school-sponsored function. However, students who have been suspended are allowed to complete make-up work.

Students who call in bomb scares, light fires, ring false fire alarms, discharge fireworks or hydrogen sulfide bombs (stink bombs), or any other incendiary devices, or willfully destroy school property are:

- Suspended from school
- Referred to the police for prosecution
- Required to pay any expenses incurred by their offense
- May be required to attend a fire safety class.

## **Positive Behavioral Interventions And Supports (PBIS)**

The Dartmouth Public Schools has invested and adopted the systematic approach to school behavior and discipline as defined by PBIS (Positive Behavioral Interventions and Supports). The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject.

Positive Behavioral Interventions and Supports (PBIS) is a proactive, school-wide systemic approach to behavior based evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. The PBIS model has been successfully implemented by the US Department of Education in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. Data-based decision making is a hallmark of PBIS, allowing successes to be easily shared with all relevant stakeholders.

The PBIS philosophy fits in with our core values here at Dartmouth High School of Respect, Responsibility and Citizenship. Throughout the year students are honored for positive behavior and academic success at our school- wide celebrations.

## **RIGHT OF THE PRINCIPAL**

The rules in this handbook should be considered as a guide for appropriate student behavior along with the consequences of violating the Dartmouth High School Expectations. The Principal, or his designee, retains the right and the privilege to issue penalties for violations of

school rules not stated herein, as well as to alter any penalties listed in this handbook.

### **Progressive Discipline**

Conduct expectations are based on a system of progressive discipline. This means that an Administrator has the discretion to significantly increase penalties in the cases of second and subsequent offenses. In determining the level of consequence, the assistant principals and principal will consider all relevant factors, including but not limited to the following:

- The student's previous disciplinary record,
- The severity of disruption of the educational process,
- The degree of danger to self, others, and the school in general,
- The degree to which the student is willing to change his/her inappropriate behavior.

### **Disciplinary Actions**

Disciplinary Actions at Dartmouth High School fall into three categories: Minors, Majors and District.

#### **Minor Behaviors**

Are managed and dealt with at the classroom level. Teachers document the behavior and the disciplinary action taken for each incident with the appropriate referral sheet.

- Disrespect
- Defiance
- Disruption
- Physical Contact/Physical Aggression
- Tardy
- Inappropriate Language
- Property Misuse
- Dress Code Violation
- Technology Violation

#### **1st Incident by Student**

Teacher addresses issue with student; record incident on minor referral sheet

#### **2nd Incident by Student (doesn't have to be same offense)**

Teacher addresses issue with student; record incident on minor referral sheet

#### **3rd Incident by Student (doesn't have to be same offense)**

Teacher addresses issue with student

#### **Major & District Behaviors**

Are managed by administration or SRO (School Resource Officer). Staff members will record the incident with the appropriate referral sheet and the student(s) is escorted to the office by a security monitor. At this time, Administration will investigate the incident, contact parent/guardian, and issue appropriate consequence.

#### **Major behaviors include**

3<sup>rd</sup> Incidence of Minor Behavior (Minor Sheet Attached)

- Defiance/Insubordination/Non-Compliance
- Physical Aggression
- Disruption
- Disrespect
- Abusive Language/Inappropriate Language/Profanity
- Tardy
- Skip Class
- Harassment

- Bullying
- Fighting
- Inappropriate Location/Out of Bounds Area
- Truancy
- Forgery/Theft/Plagiarism
- Technology Violation
- Property Damage/Vandalism
- Lying/Cheating
- Dress Code Violation
- Inappropriate Display of Affection

#### **District Behaviors Include**

- Use/Possession of Tobacco
- Use/Possession of Drugs
- Use/Possession of Weapons
- Use/Possession of Combustibles
- Use/Possession of Alcohol
- Bomb Threat/False Alarm
- Arson
- Vandalism/Destruction of property
- Harassment/Bullying/Threat
- Physical Injury to Others (fighting, assault, physical altercation)
- The above listed Major and District behaviors may result in suspension in/out of school.

#### **Restorative Justice**

In addition to holding students accountable for inappropriate behaviors, the Dartmouth High School community believes the discipline policy and practices should serve to teach students about their responsibilities for good citizenship and the effects their behaviors have on other individuals and the school community. Therefore, in some conduct cases, students may be offered the opportunity to participate in a community service project either in or outside of the school building as a means of being held accountable and building skills toward good citizenship.

Students have the right to appeal decisions made by the principal or his/her designee. Appeals must be received in writing within five school days

#### **Truancy**

The following will be classified as Truancy:

- Students who are absent from school without the consent of parent/guardian.
- Students who ride the school bus and do not report to Period 1.
- Students who leave school grounds without the proper authorization listed under dismissals.
- A student who reports to school but fails to report to Period 1 or the office for an admission slip to school.

#### **DRESS CODE VIOLATIONS (INAPPROPRIATE ATTIRE)**

Dartmouth High School's dress code policy is enforced in order to maintain a safe school environment focused on the educational process. Teachers will report dress code violations to school administration. Students will be expected to change their clothing to more suitable attire prior to resuming their school day. Students who refuse to comply with the dress code will face disciplinary action.

- Inappropriate attire: hats or any head cover, to include bandanas regardless of the manner in which they are worn; spaghetti straps, tube tops or other strapless shirts/dresses; shirts that expose midriff or cleavage; exposed undergarments; heavy

duty outer garments between the hours of 7:30 a.m. and 2:03 p.m.; any garment that displays weapons, alcohol, drugs, tobacco, sex or gang activity; shorts, skirts, and dresses not longer than your fingers when your hands are at your side, sheer/transparent (see-through) clothing.

### **ACADEMIC INTEGRITY**

Any form of cheating, plagiarism, and inappropriate collaboration is not tolerated at Dartmouth High School. At the minimum, students involved in breaches of academic integrity will receive a failing grade for the assignment. Cheating, plagiarism, and inappropriate collaboration on an assignment could also adversely affect admittance and membership into the National Honor Society, Student Council and elected class office. All breaches of academic integrity will be reported to administration and be included in the student's conduct record.

#### **Cheating Includes**

Copying another person's work and representing it as you own; seeking unfair advantage which could include reading other sources in place of the assigned work such as using an English version of foreign language texts; use of notes on a test, possession of exam questions from an earlier test; programming a calculator or any other electronic device for use in accessing answers; and aiding or abetting another in cheating.

- Plagiarism is to make it appear in one's writing as if another's writing, including text, stories or narratives, thoughts, or discovered facts are one's own, or to represent the artistic creation or graphic or tabular presentation of others as one's own.
- Inappropriate collaboration is working with others in ways contrary to the teacher's instructions.

In order to avoid plagiarism, students should consult the following URL:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> - *an online plagiarism tutorial*

### **ATHLETICS AND CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

Dartmouth High School has a wide range of sports and co-curricular activity programs. Many of these activities are listed on the following pages. Students are encouraged to enjoy and participate to the maximum extent possible because their activities are an important part of school life.

#### **Eligibility Requirements**

A student failing and/or having an NCA in three (3) or more courses at the time of the last report card is ineligible to participate in any co-curricular activity, athletic team or after-school music activity until the next successful report card. A student receiving an Incomplete in three (3) or more courses is ineligible to participate in any co-curricular activity, athletic contest or after-school music activity until s/he has made up the time/work and a grade change has been made.

Any student who is absent, tardy after 10:06 a.m. or dismissed before 10:59 a.m. on the day of a school-sponsored activity (i.e., band competition, dances, games, et. al.) is not allowed to participate in the activity. Students absent from school for reasons approved by Administration, such as medical appointments, may be permitted to participate in school-sponsored activities. Exceptions may be made only by Administration.

#### **Athletic Offerings**

Cheerleaders \* Cross Country \* Field Hockey \* Football \* Girls Soccer \* Boys Soccer \* Volleyball  
Boys Basketball \* Girls Basketball \* Ice Hockey \* Boys Winter Track \* Girls Winter Track \*  
Baseball Golf \* Softball \* Boys Tennis \* Girls Tennis \* Boys Spring Track \* Girls Spring  
Track \* Sailing \* Girls Lacrosse \* Boys Lacrosse

Athletic Policies are published in the Athletic Handbook available at the DPS web site.

### **CO-CURRICULAR AND EXTRA CURRICULAR OFFERINGS**

The Town of Dartmouth Charges a \$25.00 user fee for activities and clubs. Checks should be made payable to The Town of Dartmouth and submitted to the bookkeeper in the Main Office.

Our schools follow the National Association for College Admission Counseling (NACAC) Reporting “Statements of Principles and Good Practice.” The policy on reporting conduct incidents and consequences (academic or behavioral) is that if a college asks on its application, the student must answer honestly, reporting any incidents beginning with 9th grade. The counselor is obligated to respond to questions regarding a student’s conduct record on the counselor report. In accordance with NACAC principles, Dartmouth counselors will also notify all colleges that inquire of discipline incidents and consequences incurred by seniors after acceptance. If students or parents seek clarity on the guideline, they are encouraged to speak with their counselors.

#### **Chemical Health**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product(including e-cigarettes, VAP pens and all similar devices); marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

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

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

#### **Minimum Penalties**

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

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

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a



certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

1 <sup>st</sup> Offense – 25%		2 <sup>nd</sup> Offense 60%	
# of events/season	# of event/penalty	# of events/season	# of event/penalty
1 – 7	1	1 – 3	1
8 – 11	2	4	2
12 – 15	3	5 – 6	3
16 -19	4	7 – 8	4
20 or over	5	9	5
		10 – 11	6
		12 – 13	7
		14	8
		15 – 16	9
		17 – 18	10
		19	11
		20 or over	12

2 <sup>ND</sup> OFFENSE W/ DEPENDENCY PROGRAM – 40% IF IN THE PROGRAM THROUGHOUT THE PENALTY PERIOD.	
# of events/season	# of event/penalty
1 – 4	1
5 – 7	2
8 – 9	3
10 – 12	4
13 – 14	5
15 – 17	6
18 – 19	7
20 or over	8

During practice or competition, a coach shall not use any tobacco product (penalty: same as students' - see chart above).