Student Handbook
Duxbury High School
2026-2027

Duxbury High School
Duxbury, Massachusetts 02332
Telephone: 781-934-7650
www.duxbury.k12.ma.us

School rules adopted by Duxbury School Committee

The Duxbury Public Schools do not discriminate on the basis of race, religion, color, national basis, sex, sexual orientation, disability, gender identity or age in its employment, programs, and activities.

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HOME-TO-SCHOOL COMMUNICATION GUIDE
Whom to contact and when?

Duxbury High School recognizes the importance of cordial two-way communication between families and the school. Because there are myriad reasons for that communication, DHS offers this quick-reference guide for assistance.

The DHS Main Office phone number is (781) 934-7650.

Attendance Matters

1.) For all matters pertaining to daily tardies, absences, and documentation to excuse such, please contact:

Karen Daley, attendance clerk	dhsattendance@duxbury.k12.ma.us	x4102

2.) For matters pertaining to Loss of Credit and/or extenuating circumstances for an absence, please contact the appropriate assistant principal:

Lew Alberti (Grades 10 & 11)	lalberti@duxbury.k12.ma.us	x4108
Todd Warmington (Grades 9 & 12)	twarmington@duxbury.k12.ma.us	x4110

3.) For long-term absences, please contact:

- your child's guidance counselor to arrange for make-up work. The guidance counselor will serve as the liaison to the classroom teacher. Please do not contact the classroom teacher in these instances.

Lisa Dembowski, Director	ldembowski@duxbury.k12.ma.us	x4124
Jon Cucinatto	jcucinatto@duxbury.k12.ma.us	x4135
Kelly Jurgens	kjurgens@duxbury.k12.ma.us	x4134
Bridget Mellon	bmellon@duxbury.k12.ma.us	x4133
Carolyn Powers	cpowers@duxbury.k12.ma.us	x4128
Brianna Rudowski	brudowski@duxbury.k12.ma.us	x4126

- the school nurse, so that they can serve as the liaison for all medical needs (if applicable).

Katie Cleary	kcleary@duxbury.k12.ma.us	(781) 934-7665
Sarah DeBello	sdebello@duxbury.k12.ma.us	(781) 934-7665

Classroom Concerns

1.) For all matters involving grades, assignments, student behavior, etc., parents/guardians and students should **first** contact the classroom teacher. This can be done by:
   - Emailing the teacher directly.
   - Calling (781) 934-7650 to leave a message. Please be sure to indicate the teacher's name in your message to the general mailbox, as teachers do not have individual voice mailboxes.

2.) If a matter is not resolved after speaking with the classroom teacher, parents/guardians and students should then contact the appropriate subject supervisor:

Allyson McHugh, Humanities (English, Social Studies)	amchugh@duxbury.k12.ma.us	x4316
Mike Murray, STEM (Math, Science, Technology)	mmurray@duxbury.k12.ma.us	x4528
Diane Mehegan, World Lang.	dmehegan@duxbury.k12.ma.us	x4329
Jill Noerenberg, Music	jnoerenberg@duxbury.k12.ma.us	x8118

3.) If a matter is not resolved after speaking with the subject supervisor, parents/guardians and students should contact the appropriate assistant principal. Please see their contact information on the previous page.

Peer-to-Peer Relationships (including bullying/harassment)

For all matters involving student relationships, please contact:

1.) The appropriate guidance counselor to inquire about mediation and conflict resolution. Please see their contact information on the previous page.
2.) If warranted, please contact the appropriate assistant principal to inquire about more serious concerns. Please see their contact information on the previous page.

Student Discipline

For matters involving discipline assigned by DHS Administration, please contact the appropriate assistant principal. Please see their contact information on the previous page.

NOTE: Disciplinary procedures and information are located in the following areas:

1.) Duxbury Public School Code of Conduct (Appendix I) for all matters concerning student discipline
2.) DHS Co-Curricular Code of Conduct for all matters concerning Co-Curricular Activities (excluding Athletics)
3.) Athletic Handbook for all matters pertaining to Athletics (see Athletic Handbook on DHS website)

Student Health and Well-Being

For all matters involving student health and well-being, please contact:

1.) Sarah DeBello or Katie Cleary, school nurses. Please see their contact information on the previous page.
2.) The appropriate guidance counselor. Please see their contact information on the previous page.
3.) The appropriate school psychologist (for social/emotional well-being):

Alissa Nemzer (Grades 9 & 10)	anemzer@duxbury.k12.ma.us	x4129
Michelle Ryan (Grades 11 & 12)	mryan@duxbury.k12.ma.us	x4132

4.) The appropriate assistant principal. Please see their contact information on the previous pages.

DUXBURY PUBLIC SCHOOLS INFORMATION

DPS Mission, Vision & Core Values

MISSION
We strive to empower students as resilient, critical thinkers by nurturing personal and academic growth in a safe and equitable learning environment.
VISION
All students will pursue life-long learning, developing the empathy and confidence to improve themselves, their community, and the world.
CORE VALUES
RISE with the tide, soar like a dragon. We value: **R**elationships, **I**nclusivity, **S**tudent-first mindset, **E**ngaged learners & educators

Core Values Affirmation Statement

The Duxbury Public Schools are committed to inclusion and equity and value the unique identities of our students, families, and staff.

We expect our students, our families, and our staff to embrace our diversity as a strength. We speak and behave in ways that demonstrate our respect for one another. We commit to being the most welcoming and inclusive community we can. We strive to provide access within our schools to ensure all students experience equitable opportunities within their courses of study, co-curricular activities, and athletics.

We do not accept words or actions that demonstrate bias, intolerance, prejudice, or bigotry which are counter to our core values and inflict harm on our community. We condemn acts of hate and discrimination on the basis of race, ethnicity, ability status, learning differences, sexual orientation, gender and gender identity, socioeconomic status, religion, language, national origin, and age.

We understand the importance of accountability while also giving our students grace to make mistakes and learn from them. We acknowledge the importance of relationship building and the use of restorative practices to repair relationships that have been harmed.

Portrait of a Graduate

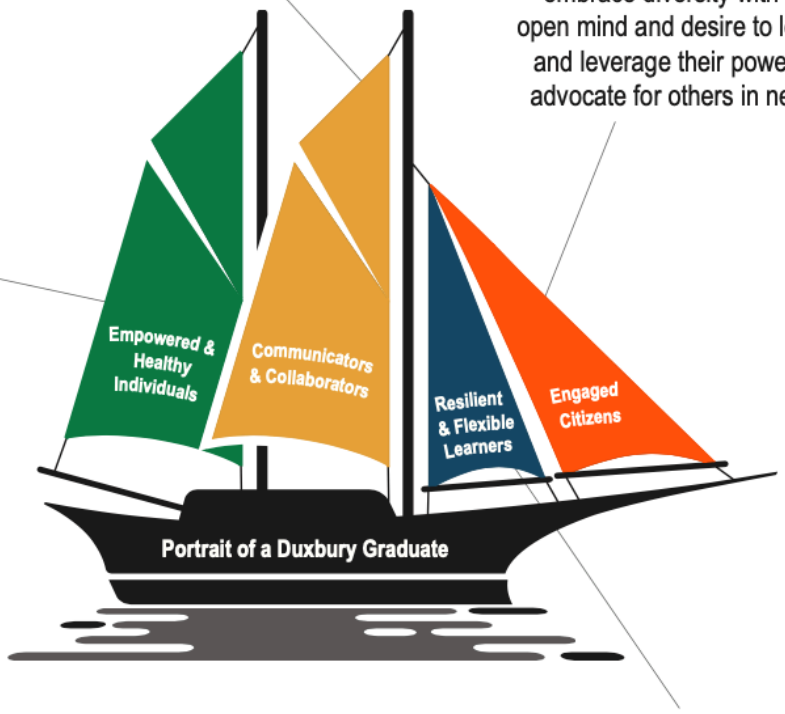
Duxbury Public School graduates are prepared for the rigors of post-secondary education, the workforce, and service at local, national, and global levels. As our students mature through the Duxbury Public Schools (K-12), they will develop empathy and respect for themselves, others, and the world around them as:

Communicators & Collaborators

Across multiple mediums and as members of diverse teams, graduates articulate informed viewpoints, engage in respectful discourse on points of disagreement, and build positive relationships as they work jointly on shared tasks.

Engaged Citizens

Through civic engagement, graduates actively participate in various communities, critically interpret media in order to participate in democracy, embrace diversity with an open mind and desire to learn, and leverage their power to advocate for others in need.



Empowered & Healthy Individuals

By practicing self-awareness, graduates self-reflect, self-advocate, prioritize a healthy life-balance, and strive to understand themselves and their purpose in order to make responsible and just decisions.

Resilient & Flexible Learners

As lifelong learners, graduates take responsible risks, persevere through difficult tasks, and recognize setbacks as part of the learning process; they think critically to analyze information and apply their skills in different contexts.

DPS Comprehensive Digital Use Agreement

Purpose and Overview

The Duxbury Public Schools (DPS) recognizes the need for students to contribute to and excel in a connected, global community. This Comprehensive Digital Use Agreement provides access to electronic resources that promote educational excellence, the sharing of information, innovative instruction, and online communication, enhancing students' ability to live and work in the 21st century.

These guidelines are designed to meet the requirements of the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) regarding protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors, as well as the monitoring of online activities of minors. They are also intended to provide users with education on appropriate online behavior, including interacting with others on social networking websites and in chat rooms, as well as awareness and response to cyberbullying.

This agreement is based on CIPA's four guiding principles of **respect, privacy, sharing, and safety**. These guidelines apply to all technology users, and we encourage parents to follow them in their own homes.

Parental Consent for Google and Third-Party Apps

Duxbury Public Schools utilizes Google Apps for Education and other Google extensions, allowing staff and students to collaborate virtually on documents, presentations, and projects via the web. These tools enable direct access to instructional content, assignment and event calendars, and the ability to submit work electronically. Email accounts allow students and teachers to communicate and collaborate in a safe and structured manner while providing access to many web-based educational tools to create stories, concept maps, edit videos, and develop visual presentations.

In March 2025, Google reorganized its educational platform into a Google Workspace that includes a core list of apps approved for students' use. Each school determines which apps are appropriate for the instructional levels of the students in its building. Below is a link to learn more about Google's privacy and security information for families:
https://edu.google.com/intl/ALL_us/our-values/privacy-security/

Other frequently used third-party apps not in the Google Workspace provide value to education in the classroom. Examples may include, but are not limited to, Canva, Adobe Express, and others.

If you would like more information about Google Workspace or to opt your student out of any digital tools, please contact StudentTechAccess@duxbury.k12.ma.us to make a request, and a representative from the school department will contact you.

Scope and Applicability

This Agreement applies to all users of the Duxbury Public Schools network, including staff, students, and guest network users. DPS electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Access to technology is a privilege, not a right. All users must acknowledge that they understand that using digital devices, whether personal or school-owned, and the District network is a privilege that must be maintained through responsible use in accordance with these guidelines.

Network Monitoring and Privacy

DPS utilizes dynamic content filtering technology, in compliance with CIPA, on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

Duxbury Public Schools utilizes multi-factor authentication (MFA) and any other authentication methods or security measures deemed standard by the District for accessing District systems, accounts, and data. Failure to enroll in and use these measures may result in loss of access to District resources until compliance is achieved.

Important Privacy Notice:

- The District's system network, computers, technology devices, user accounts, and information technology are the property of the District and are subject to monitoring and inspection at any time and without prior notice.
- Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.
- All files, including emails, texts, photos, and videos, stored on school computers and on cloud-based accounts, such as Google Drive, are not private.
- The District has the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access, including transmitted and received information.
- Federal law requires that all email sent and received be stored for a period of seven years.

User Responsibilities

All users must adhere to the following responsibilities when using District technology:

Practice Positive Digital Citizenship

- Ensure that contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications are designed to maintain a productive and appropriate educational environment.
- Understand that online actions and posts must be consistent with maintaining a safe and secure school environment for all students and staff.
- Use school-appropriate language in all electronic communications, including email, chat, social media, audio recordings, video conferencing, and artistic works.

Treat Others with Respect and Dignity

- Do not send and/or distribute threatening, hateful, discriminatory, or harassing digital communication, or engage in inappropriate sharing of images, videos, or other digital material.
- Understand that bullying and harassment in any form, including cyberbullying, is unacceptable.
- Follow the guidelines for acceptable behavior found within the School Handbook.
- Use appropriate language and graphics at all times.

Access Only Educational Content

- Understand that District Technology is provided only for the purpose of participation in educational programs.
- Do not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- Understand that the use of the District network and equipment for illegal or commercial purposes is strictly forbidden.
- Use the computer network only for schoolwork; chat rooms and games may only be used for educationally appropriate schoolwork as directed by teachers.
- Immediately notify District personnel if inappropriate or questionable content is accessed.

Take Reasonable Care of District Equipment

- Understand that vandalism in any form is prohibited and report any known or suspected acts of vandalism to the appropriate authority.
- Report any misuse of the District's Network or technology.
- Maintain the physical condition of District equipment.
- Be responsible for maintaining a computer that is 100% functional with only the applications installed by the District.

Specific Usage Guidelines

Student Safety and Personal Information

- Do not send any message that includes personal or identifying information such as: home address, personal phone numbers, and/or last name for yourself or any other person.
- Staff are not permitted to post personal information to public domains (i.e., class web page or the Internet).
- Student pictures and/or work may be included on district, school, or classroom websites without identifying captions, unless the site is password-protected.

Extended Safety for Elementary Students (K-5)

- Teachers of students in grades K-5 will provide access to Internet resources as appropriate for the child's age.
- Students in grades 3-5 are not permitted to access any Internet resource without the prior consent of their teacher.

Password Protection

- Internet passwords are provided for each user's personal use only and are confidential.
- Never share your password, steal another person's password, or use another person's password.
- If you suspect that someone has discovered your password, change it immediately and notify your teacher or administrator.
- Create strong passwords that combine upper and lowercase letters, numbers, and symbols.

Online Communication and Collaboration

- Teachers may incorporate various forms of online collaboration for educational purposes, including email, blogs, podcasts, video conferencing, online collaborations, and other Web applications.
- Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this agreement.

- Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in online applications.
- Students are expected to act safely by keeping ALL personal information out of their posts.
- Comments made on school-related applications should follow the rules of online etiquette and will be monitored by school personnel.
- Never link to websites without reading the entire content to ensure it is appropriate for a school setting.

Plagiarism, Copyright, and Licensing

- Plagiarism is the act of using someone else's words or ideas as your own, including AI generated content of any kind.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized.
- This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- All users must adhere to the copyright laws of the United States and Congressional Guidelines regarding software, authorship, and copying information.
- Users should adhere to Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Prohibited Activities

Inappropriate or Illegal Use of Technology

Users must refrain from any use that is illegal or inappropriate, including but not limited to:

Network and System Violations

- Interfering with another user's access, privacy, or privileges.
- Using passwords without permission or seeking to obtain passwords with malicious intent.
- Altering another user's account without permission.
- Interfering with or disrupting network users, services, or equipment.
- Intentionally wasting limited resources or downloading/installing software without approval.
- Using anonymous proxies to get around content filtering.
- Tampering with computer hardware, software, and/or the network system.

Content and Communication Violations

- Violating copyright laws, including software piracy or unauthorized copying of content.
- Distribution or display of obscene or pornographic materials.
- Making, distributing, or redistributing jokes, stories, cyberbullying, obscene material or material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Harassing, insulting, or attacking others (including all acts of cyberbullying).
- Using inappropriate language, including swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, or abusive language.

Illegal Activities

- Unauthorized entry into computers, networks, and files (hacking).
- Knowledgeable vandalism or destruction of equipment and/or network.
- Deletion of computer files belonging to someone other than oneself.

- Uploading or creating computer viruses.
- Sexting (sending sexual text messages, nude or semi-nude photos, explicit videos, etc.)
- Employing the network for commercial purposes, financial gain, or fraud.
- Recording others without their consent.

District Responsibilities and Limitations

DPS assumes no responsibility for:

- Financial obligations arising out of unauthorized use of the system.
- Users' inappropriate use of electronic resources or violations of copyright restrictions.
- Cost, liability, or damages caused by a user's violation of these guidelines.
- Any loss or corruption of data resulting from using the network.
- Illegal distribution (pirating) of software.

District Rights:

- The District reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action.
- The District will advise appropriate law enforcement agencies of illegal activities conducted through the network.
- The District will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities.

Consequences and Disciplinary Action

Violation of these guidelines or other applicable District rules or policies may result in:

- Suspension or revocation of technology accounts.
- Loss of device use privileges.
- Loss of access to the system network or the internet.
- Other disciplinary action in accordance with applicable disciplinary procedures.
- Referral to law enforcement authorities, as appropriate.
- Financial responsibility for the repair or replacement of damaged District property.

Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution and investigation. Breaking into or disrupting network security systems is a federal offense (felony). Financial and legal consequences of such actions are the responsibility of the user and, for minors, the user's parent or guardian.

Terms of Agreement

For Students and Parents/Guardians: Users will agree to this Digital Use Agreement via the District's Student Information System during initial Student Registration or annually during the Back-to-School update. By electronically signing the Agreement online, students and their parents or guardians acknowledge their understanding and agree to the responsibilities outlined above.

For Staff: Staff will agree to this agreement via the District's annual online Mandatory Training platform, acknowledging their understanding and agreement to these responsibilities.

The District reserves the right to refuse access to any user who fails to sign this agreement.

This agreement shall be reviewed annually by District administration together with students and staff, and shall provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, and ethical use of technology.

Chromebook Use and Care Expectations

Every Duxbury Middle and Duxbury High School student is assigned a Chromebook, charger, and Duxbury Chromebook case. It is the student's responsibility to take care of their Chromebook and its accessories until they are returned to the Technology Department before they graduate or withdraw from Duxbury Public Schools.

Chromebooks that are broken or fail to work properly must be taken to the **Student Help Desk (B106)**. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. **To contact the Student Help Desk team, email techsupport@duxbury.k12.ma.us or call ext. 4011**.

- Students should never leave their Chromebooks unattended.
- Chromebooks must remain free of any writing, drawing, or stickers.
- No objects should ever be placed between the keyboard and display of the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Inappropriate media may not be used as Chromebook backgrounds, themes or profile pictures. The presence of such media will result in disciplinary action.
- Students should never leave devices on soft or flammable material, i.e blankets/bedspreads/pillows.
- Students should not eat or drink around their device or charging adaptor. Liquid can cause corrosion and other chemical reactions that may damage the Chromebook.
- Students should use caution when handling backpacks with their Chromebooks inside. Place them down with care.

Charging & Loans
Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

The Help Desk (B106) has a limited supply of Chromebooks. Non-working devices and state testing take priority. We cannot guarantee a Chromebook for each student that forgot to bring their Chromebook to school.

Content Filtering
The district utilizes Securly's Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.

Student Protection Plan
An optional Student Protection Plan covering accidental damage, loss and theft of a student's assigned Chromebook will be made available to purchase each school year between August 30 to October 31. Malicious and/or intentional damage will not be covered by this policy.

DUXBURY HIGH SCHOOL INFORMATION

Expectations for Student Behavior

The Duxbury High School community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential to maintaining an environment that encourages learning and promotes a safe and positive climate. The school community includes students, teachers, administrators, guidance counselors, custodians, administrative assistants, cafeteria workers, parent/guardian volunteers, and school visitors.

Each person in the school must have the opportunity to grow personally, socially, and intellectually; as well as the opportunity to exercise their rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property.

This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off campus. A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Student co-curricular participants and athletes are also subject to the respective Codes of Conduct for Athletes and Co-Curricular students.

Students and parents/guardians should refer to Appendix I – Code of Conduct for information regarding the consequence structure for various violations of these expectations for student behavior.

Duxbury High School students are expected to:

1. Demonstrate respect for oneself and others in the school community.
2. Comply with reasonable requests made by school personnel.
3. Come to school and class on time and prepared to learn, with all required materials, assignments and supplies.
4. Demonstrate an attitude that contributes positively to the classroom environment and enhances their ability, as well as the ability of others, to learn.
5. Be truthful and honest at all times, and not lie, cheat, willfully deceive, forge, misrepresent, or act in any way that is dishonest.
6. Demonstrate respect and tolerance for the diversity of others.
7. Respect the property of the school and others, and not steal, possess stolen property, nor destroy, deface, or abuse school or private property.
8. Dress appropriately.
9. Refrain from using vulgar and obscene language or gestures, or language that is otherwise harassing or hurtful to others.
10. Refrain from any and all acts of hazing and/or bullying.
11. Refrain from the unlawful possession or use of alcohol, drugs, nicotine, and tobacco.
12. Refrain from using personal audio devices, cell phones, laser pointers, or any other instrument that disrupts the educational process during school hours (8:20am – 2:45pm).
13. Not verbally or physically threaten the safety and welfare of faculty, staff, and other students.
14. Not misuse school facilities or equipment.
15. Not possess guns, knives, explosive devices, or any other weapons.
16. Participate in and demonstrate positive, respectful behavior at all school functions.

17. Refrain from engaging in private interactions with any staff and volunteers in a virtual setting. This includes social media, non-approved communication channels, non-approved apps and private text messaging.
18. Not be alone with staff and volunteers they meet at Duxbury High School Programs outside of Duxbury High School in any context or setting.
19. Follow all other policies and procedures of Duxbury High School as stated in this handbook, in the DHS Athletic Handbook, as well as policies that may be set by individual teachers, coaches, and advisors.

General Note on Good Samaritans

Students are encouraged and expected to seek help (from administrators and staff, parents/guardians, police, emergency services, etc.) when they witness student behavior (acts of harassment, bullying, threatening behavior, drug/alcohol use/abuse) that poses health and/or safety risks for other students and/or members of the school community.

Academic Information

Schedule Information

Duxbury High School runs on a 7-day rotating schedule, with five (5) of a student's seven (7) classes meeting each day on a rotating basis. After Day 7 of the rotation, the next day begins again with the Day 1 schedule. The 7-day rotation as well as the daily bell schedule are outlined below:

7-Day Rotation

Block	Time	D1	D2	D3	D4	D5	D6	D7	LUNCH- B4
B1	**8:20-9:19**	***1***	***6***	***4***	***2***	***7***	***5***	***3***	*L1- 11:29- 11:54 (25 min)* *Passing (4 min)* *Class- 11:58-12:58 (60 min)*
B2	**9:23-10:22**	***2***	***7***	***5***	***3***	***1***	***6***	***4***	
B3	**10:26-11:25**	***3***	***1***	***6***	***4***	***2***	***7***	***5***	*Class- 11:29-11:59 (30 min)* *Passing (2 min)* *L2- 12:01- 12:26 (25 min)* *Passing (2 min)* *Class- 12:28-12:58 (30 min)*
B4	**11:29-12:58**	***4***	***2***	***7***	***5***	***3***	***1***	***6***	
B5	**1:02-2:01**	***5***	***3***	***1***	***6***	***4***	***2***	***7***	*Class- 11:29- 12:29 (60 min)* *Passing (4 min)* *L3- 12:33-12:58 (25 min)*
ASP	**2:05-2:45**	***ASP***	***ASP***	***ASP***	***ASP***	***ASP***	***ASP***	***ASP***	

Special Schedules

Half Day		1 Hour Delay		2 Hour Delay	
Block 1	8:20 - 8:55	Block 1	9:20 – 9:59	Block 1	10:20 – 10:50
Block 2	8:59 - 9:34	Block 2	10:03 – 10:42	Block 2	10:54 – 11:25
Block 3	9:38 -10:13	Block 3	10:46 – 11:25	Block 3	11:29 – 12:58
Block 4	10:17 -10:52	Block 4	11:29 – 12:58	*(89 min: Lunch)*	
Block 5	10:56 -11:31	*(89 min: Lunch)*		Block 4	1:02 – 1:51
No ASP		Block 5	1:02 – 2:01	Block 5	1:55 – 2:45
		ASP	2:05 – 2:45	No ASP	

Students' Rights and Responsibilities

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights–including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure their rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

Students at Duxbury High School are expected to give priority to academic achievement and to assume significant responsibility for learning the content of each course. Classes are taught by competent teachers who design lessons to maximize student learning. Students are expected to work to the best of their ability in all classes. Any student who experiences difficulty in a class should ask the instructor for extra help after school. Students must also complete all classroom and homework assignments daily, demonstrating quality work. Student underachievement is often the result of absence from class and failure to complete assigned work.

Honor Code

"Who loses honor can lose nothing else"
-Publilius Syrus

As members of the Duxbury High School community, we must expect the highest standards from ourselves and from each other. Dishonorable behavior, academic as well as non-academic, diminishes us; and those who ignore such behavior are, in fact, giving approval by their silence. Acting responsibly often requires making difficult choices.

Duxbury High School is a place where each of us can learn and grow; where honor is valued in all aspects of our lives. Honesty is, therefore, a fundamental expectation of our school. In addition, cooperation, responsibility, and independence by each member of the school community will insure continued success.

With academic honesty and kindness at the center, a "social contract" among administrators, teachers, students and parents/guardians places responsibilities on each. Administrators must set the tone by embodying the essence of honor with every decision they make. Teachers must prepare thoughtful and purposeful assignments, which include a clear definition of when sharing work and information is appropriate and when it is not. Students must follow these guidelines. Parents/guardians must reinforce these guidelines. Part of the message from parents/guardians must be a clear statement that a poor grade honestly earned is preferable to a good grade dishonestly earned.

The message that honesty is valued and expected must be sent clearly not only by teachers and parents/guardians, but also by the entire community. The schools are at the center of democratic government. An educated citizenry is a necessary condition for success. True education can only take place in an atmosphere of academic honesty.

Cheating, Plagiarism & Generative AI

The school promotes an environment where honesty is valued and serves as a measure of integrity. Cheating compromises this environment and does not represent the values we work to instill in our students at Duxbury High School. A student's work must reflect their best effort. Cheating not only undermines this measure, it also seriously hinders the ability of a teacher to diagnose or remediate the work of a student, from daily assignments to formal assessments.

What constitutes cheating?

Cheating is constituted by student behaviors and actions that work against the intent or instructions of an assignment or assessment in order to gain an advantage. Collusion is defined as a collaborative effort of multiple students and/or resources without the permission of the teacher to do so. Behaviors that constitute cheating include but <u>are not limited to</u>:

- Looking at another student's paper during any test, quiz, or assessment
- Copying information from another student on any assessment, including homework
- Copying from notes on one's person or in one's possession
- Any talking during a test, quiz, or assessment
- Having a copy of a test, quiz, or assessment prior to that assessment being administered
- Giving or receiving any information among students during any assessment
- Giving or receiving information about any assessment between or among students who have and have not yet taken the same or a similar assessment
- Using an unauthorized cell phone or electronic device during any assessment
- Work that is submitted in someone else's handwriting (unless explicitly provided for in an educational plan)
- Using digital resources while taking an assessment such as notes, quick-look-up features, etc.
- Sharing work digitally with another student or students without express permission from the teacher
- Collusion with other students on an assignment or assessment which was intended for individual effort
- Working to subvert student laptop monitoring systems

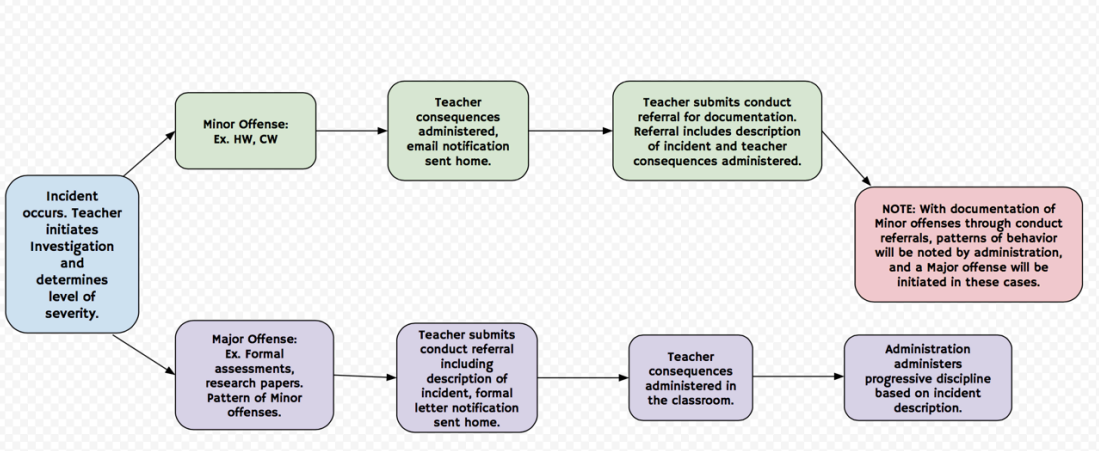
- Submitting work previously submitted for another class as new original work (self-plagiarism)
- Looking up answers for an assessment that has not been completed

What constitutes plagiarism?
Writing is an exercise in thinking. When a student writes a response, they are compelled to express their understanding of an idea or topic in language of their own devising, and, thereby, communicate their clarified thoughts to another. This is an invaluable learning process. Therefore, thwarting this process by passing the ideas and/or written work of others as one's own is a form of cheating called **plagiarism**.

Plagiarism is the act of claiming as one's own the work of another. The responsibility of each student is to identify the sources of the words, ideas and facts presented in a paper or similar project. Words taken directly from a source must be in quotation marks. Ideas and facts taken from a source must be credited to the author. The only exception to this is factual information that falls into the category of "common knowledge," e.g. that the Declaration of Independence was promulgated on July 4, 1776. The mechanics for citing sources will vary from course to course and teacher to teacher. The responsibility of the student is to follow the rules of citation. Given a choice between over- and under-citation, students should always choose to over-cite and, thereby, eliminate the possibility of plagiarism. However, the basic point for all students to remember is that all work presented without citation is being presented as original work. If it is not in fact original work, it is plagiarism and is subject to the consequences herein described. Consequently, the use of material from Internet sites, which give away or sell research, essays, reports, etc., claimed as one's own work is plagiarism. Likewise, unapproved use of Artificial Intelligence (AI) to complete work that will be represented as one's own is also plagiarism, as is the use of online translators for world language composition assignments. The simple rule to follow in all cases is that a student should be able to state honestly, "The words and ideas presented in this paper are my own unless otherwise indicated."

Generative AI tools must be used ethically, responsibly, and knowingly to support student learning, not to bypass it. Students may use AI tools as optional aids for exploring potential topics of inquiry, conducting initial searches for sources of information, confirming their understanding of a complex text, or checking their writing for grammar and tone. Students are responsible for conducting their analysis and synthesis and determining how to communicate effectively in their presentations.

Consequence Schemes
In order to reinforce the seriousness with which we take issues of academic dishonesty, the following information details the consequences for cheating, plagiarism, and the unauthorized use of generative AI on a progressive scale:



Graduation and Competency Determination Requirements

Beginning with the Class of 2027, the Duxbury High School Graduation Requirements (School Committee Policy IKF) have changed to the following:

Students must carry seven courses (35 credits) each school year, unless exempted by the principal or assistant principal. In order for credits to be awarded at the completion of a course, a student must receive a passing final grade and meet the attendance requirements for the course.

Students must earn 130 credits to graduate from Duxbury High School. Credits are accumulated at the rate of 5 credits per yearlong course and 2.5 credits per semester course. These credits must be distributed as follows:

- 20 credits of English Language Arts*
- 20 credits of Mathematics*, including 5 credits of Algebra II
- 15 credits of lab-based Science
- 15 credits of History, including 10 credits of US History, 5 credits of World History, and completion of a student-led civics project
- 10 credits of World Language (in a single language)
- 10 credits of Physical Education & Health, including 2.5 credits of PE and Health I and 2.5 credits of PE and Health II
- 10 credits of Fine, Performing, or Practical Arts (beginning with the Class of 2028, 5 of these credits must be from the Fine or Performing Arts)

*Students must be enrolled in an English Language Arts course and a Mathematics course each school year.

All students in grades 9-12 are required, by the Department of Education, to take Physical Education. Students may apply for a course waiver after consulting with their guidance counselor. Waivers will only be granted for extraordinary circumstances and the student must present compelling reasons as to why a waiver should be granted.

In order to graduate from Duxbury High School, students must also meet Competency Determination Requirements. In order to earn a competency determination, Duxbury Public School students must complete relevant coursework and show mastery in English Language Arts, Mathematics, Science, and US History.

- To satisfactorily complete a relevant course (listed in School Committee Policy IKFE), a student must earn a passing final grade of 65 or above and receive credit in the course.
- To show mastery in each subject area, a student must complete a final assessment, capstone, portfolio, or other equivalent measure of mastery as determined by the course's teachers and Subject Supervisor. The applicable measure of mastery will be included in the course syllabus.

More detailed information about the Competency Determination Requirements can be found in School Committee Policy IKFE.

Students and parents/guardians should consider carefully the core curriculum requirements. The courses which may be taken to fulfill each requirement are listed by department in the Program of Studies. Waivers

for any requirements must be granted through the principal's office. Please see your guidance counselor for the details.

All academic responsibilities must be met by the last day of senior final exams to fulfill graduation requirements. Additionally, all obligations must be met and seniors must attend graduation rehearsal in order to participate in the graduation ceremony. Students who have not fulfilled the academic requirements by the last day of senior final exams may not participate in graduation. The school assumes the responsibility to communicate with senior students and their parents/guardians about any academic situations that might jeopardize graduation. In addition to phone calls or parent/guardian/teacher/ counselor conferences, these communications will occur at the end of a term through a report card and/or a letter from a guidance counselor and the principal. Students and parents/guardians are encouraged to ask questions of teachers and guidance counselors and to check the online portal regularly to obtain clarity about graduation status. This time frame should allow for intervention to assist students in academic difficulty.

NOTE: Graduation and Competency Determination Requirements are constantly under review and subsequently may change. Notification of any changes will be communicated in a timely manner.

Credit Requirements for Promotion and Graduation

Beginning with the ninth grade, progress toward graduation depends upon the accumulation of credits. Students' programs have been checked to make certain that each student has adequate subjects to enable them to progress with their class. Although every effort has been made to protect the students, **meeting requirements is the responsibility of each student**. Each student's report card indicates the credits that have been accumulated as of the end of the previous year. Students should know their point total to date and be certain that they have sufficient credits for promotion.

The minimum requirements are as follows:

To enter grade 10:	30 credits
To enter grade 11:	60 credits
To enter grade 12:	95 credits
To graduate:	130 credits

Graduation from DHS will be dependent upon successful completion of our delineated local requirements *and* successful earning of the required competency determinations.

Grading System

Grades of students at Duxbury High School are reported as letter grades on report cards. Each letter grade represents a range of numerical grades as follows:

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

Honor Roll
High Honors consists of a term grade report containing nothing lower than an A- (or 90) in all subjects.
Honors consists of a term grade report containing nothing lower than a B- (or 80) in all subjects.

School-Wide Rubrics
Please visit the DHS website to view all of our school-wide rubrics.

Portal Updates
Teachers are required to update their Aspen online gradebooks and post those changes to the portal at a minimum of every two weeks for ELA, science, math, social studies, and world language, and at a minimum of every three weeks for art, music, and PE. These two- or three-week posting dates are noted on the semester planner. Some teachers may choose to update more frequently. Students and families are encouraged to log into their portal accounts to monitor student progress.

Homework, Tests, and Quizzes
Most subjects will require study at home. While the amount of homework or preparation for a test or quiz varies on a nightly basis, an average of two to three hours per night is a reasonable estimate depending on an individual's schedule. In addition to regular assignments, students may need to set aside additional time for the completion of long-range assignments such as research papers, portfolios, projects, college essays, etc.

Teachers will ensure that all homework assignments and the expectations for completing them, including due dates, will be clearly stated before the end of class.

Because a rotating schedule does not allow for the easy assignment of test days, no specific days will be set aside during which particular departments may test. Instead, tests should be announced by teachers so that one intervening class will occur between the day the test is announced and the day the test is given. A component of a demanding, rigorous schedule may often challenge students to prepare for several exams on one day. However, hopefully, students will not often have three or four tests in one day.

In the event of a snow day, all assignments are due the next scheduled class.

In addition to homework, tests, and quizzes, students at Duxbury High School will also take other types of exams during the course of the school year.

Midyear and Final Exams
We believe that exams are an opportunity for students to demonstrate their understanding of essential course content and that this demonstration might take a variety of forms. The DHS exam policy includes the following guidelines:

- Teachers of all courses will guarantee students at least one period dedicated for review immediately prior to the exam. No other homework will be assigned unless it relates directly to the exam.
- All courses will give an appropriate assessment during the exam period; however, departments will determine the type of assessment, such as objective test, essay test, and/or project-based assessment, pending supervisor approval. Teachers will tailor the assessment to the length of the scheduled exam period.

- All exams must be taken on the day assigned. Students may not take exams early (only the teacher of the course may make an exception to this rule).
- Only students with excused absences will be allowed to make up exams.
- Students must remain in the class/testing room for the entire testing period. Students may not leave early. During senior final exams in May, seniors may leave when their exam is completed.
- Students who arrive late must get a pass from the Main Office to be admitted into the testing room. Latecomers are not guaranteed extra time.
- For a semester course, the final exam will count for 10% of the final grade.
- For a full year course, the midyear exam will count for 10% and the final exam will count for 10% of the final grade.
- Seniors can earn an exemption for final exams by maintaining a 90% average overall and having no more than 3 unexcused absences in a semester class or 5 unexcused absences in a full year class.

NOTE: Students who take Advanced Placement (AP) classes will automatically be exempt from the final exam if they take the class subject exam offered by the College Board.

The School Committee restricts DHS student events on the study nights preceding midyear and final exams. All clubs and practices will end by 5pm in anticipation of the exams on the following days. No games, meets or competitions at home or away will be held. In the event that the exam schedules are changed due to the cancellation of school, the study nights would be changed as well.

MCAS

All Duxbury High School students must take three MCAS exams: Science, Technology, and Engineering (STE); English Language Arts (ELA); and Mathematics.

In general, Duxbury High School students will take the STE MCAS exam, usually Biology, in June of their freshman year and the ELA and Mathematics MCAS exams in March and May of their sophomore year, respectively.

No major tests or projects should be assigned to any students participating in the MCAS tests.

NOTE: Per DESE policy, all cell phones and other electronic devices must be turned off and stored away as directed during the entirety of the testing period. This includes, but is not limited to, before test materials have been distributed and after materials have been collected. Failure to comply will result in school consequences and DESE notification for possible individual and/or group test invalidation.

ACT, PSAT, SAT, and Other Tests

Duxbury High School is no longer a test site for the SATs and is only a provisional site for the ACTs. DHS will offer school day testing for Duxbury High School students ONLY three times this year. Registration information becomes available in September and students register through the DHS Guidance Office. The PSAT will be offered on October 12, 2026 and SAT dates will be November 3, 2026 and April 12, 2027.

Information about PSATs, SATs, Achievement Tests (ACT) and other available testing can be obtained at the Guidance Office or by visiting the following websites:

- https://www.collegeboard.org for SAT, PSAT, and other achievement tests

- https://www.act.org/content/act/en/products-and-services/the-act/registration.html for ACT dates

Below are the national test dates which students can register for at the websites listed above. Please note these exams will not be held at DHS.

SAT	ACT
September 12, 2026	September 19, 2026
October 3, 2026	October 16, 2026
November 7, 2026	December 12, 2026
December 5, 2026	February 27, 2027
March 6, 2027	April 10, 2027
May 1, 2027	June 12, 2027
June 5, 2027	July 10, 2027

Advanced Placement (AP) Exams

Students enrolled in an Advanced Placement course will take their respective AP exam during the AP exam testing window, as determined by the College Board. This year, the AP exams are administered from May 3-14, 2027.

Students who take Advanced Placement (AP) courses will automatically be exempt from that course's final exam if they take the class subject exam offered by the College Board.

Awards

In an effort to promote academic excellence, Duxbury High School students are recognized with several academic awards.

Academic Excellence Award

This award is designed to give each department an opportunity to recognize the one junior that has demonstrated consistent academic excellence, strong commitment to and interest in the subject, high engagement in the subject, class leadership, and exemplary attendance and behavior. Each student selected will have their name put on an Academic Excellence banner (one banner for each subject) that will hang above the display cases along Main Street.

Senior Awards

Senior Awards are given at the end of the school year to seniors who have distinguished themselves in a particular academic discipline.

Honors, awards and scholarships will be consistent with the laws and regulations that prohibit discrimination on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.

The Summa Award: A Faculty Award

The philosophy of the Summa Award for grades 9-11 is to allow the faculty the opportunity to recognize students who improve the atmosphere of the school and to recognize students who realize their scholastic potential. The ceremony will be held toward the conclusion of the academic school year. This award is based on what the faculty calls the "three As:"

1. **Attitude**: Is the student prepared? Does the student have a positive attitude toward their studies? Is the student punctual? Do they attend class regularly? Does the student show respect toward members of the school community?
2. **Achievement**: Achievement is based on the capability of the student. Some students who are able to get an "A" but are doing "B" work are not put on the list. "C" students are put on the list if it is felt they are doing their best.
3. **Academics**: Academics is defined as study in the varied subject areas of our comprehensive curriculum. Academics are related to student performance. Academics are measured by looking at the quality of the student's work on tests, research papers, homework and class projects. Did the student do the best job they could? Did the student do quality work based on their ability?

National Honor Society

The National Honor Society is an honor awarded by the DHS faculty that recognizes students' outstanding accomplishments in the areas of scholarship, character, leadership and service. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. Members of the Duxbury Chapter are selected by a five-member faculty council, which bases its selection on demonstration of scholarship, leadership, character, and service (minimum of 20 documented hours). Academically eligible students are required to submit an application and participate in an interview to provide information on their service, leadership, and character.

<u>Leadership</u>

The student who exercises leadership:

- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

<u>Service</u>

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules both inside and outside the classroom
- Shows perseverance and attention to studies
- Manifests integrity in all they do

Once selected, members have the responsibility to continue to demonstrate the aforementioned qualities throughout the entire calendar year. Because the NHS is a 12-month service organization, NHS members are expected to abide by all school rules, including chemical health expectations, all year long, even during the summer months.

Link to National Honor Society Bylaws

Athletic Activities and Procedures

Duxbury High School student-athletes are reminded that they should adhere to the expectations set forth in both the DHS Student Handbook and the DHS Athletic Handbook.

Attendance Procedures

School Hours

A warning bell rings at 8:15am; however, the school day begins at 8:20am and ends at 2:45pm. Students needing extra help can do so by making arrangements with teachers, who are available until at least 3:10pm.

Students serving detention (2:50pm-3:40pm) or work details (2:50pm-5:50pm) should know that those times are also considered part of the school day.

Students with other responsibilities after school must understand that school is their primary responsibility. Students are expected to be in school every day and attend every class. Tardiness to class is highly disruptive. Except during extenuating circumstances, students are expected to be on time for school and class.

Responsibilities and Expectations of the School, Student, and Parents/Guardians

Learning needs to be valued as an ongoing process that requires the daily interaction of students with their peers and teachers. Student absences do affect this learning process. While a student may make up the paperwork missed, they can rarely duplicate the learning experiences lost by that day's absence. Absence

from a class for any reason is academically detrimental to students. Since education is a cooperative effort and students gain from their interactive discussion with one another, their absences also hinder the class.

Students:

- Every student shall regularly attend all sessions. They should make good choices so as to not miss so much school that course credit is in jeopardy.
- Students should keep a record of absences in classes.
- Students should inform teachers about impending absences.
- When a student returns to school after having been absent, they should submit any documentation to excuse the absence to the Main Office. This note must be received within ten (10) days of a student's return to school.
- A student may not participate in any athletic or co-curricular meeting or event on a day when they have been absent from school unless an exception is made by the Coordinator of Co-Curricular Activities or the principal after consultation with the student's parent or guardian. Day absent shall be defined as the day immediately preceding the day of the event or contest (i.e., a student's unexcused absence on a Thursday would prohibit them from participating on Thursday afternoon or evening; a student's unexcused absence on a Friday would prohibit them from participating onFriday, Saturday, and/or Sunday).

Parents/Guardians:

- Parents/guardians should encourage their students to have good school attendance habits and support the DHS attendance procedure.
- Clear communication between parents/guardians and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, to report a child's absence, parents/guardians should call the DHS Main Office at (781) 934-7650 or email: dhsattendance@duxbury.k12.ma.us. When your child is absent, you will receive a computerized message from *School Messenger* confirming the absence.
- **Parents/guardians and/or students must submit appropriate documentation (see Absences #1, A-F) to the Main Office in order to have a student absence be considered as excused.**
- Parents/guardians should communicate with the school in the event of an extended absence from school. Any medical documentation explaining a long-term absence may also be submitted at this time.

Absences

DHS: Regular and punctual school attendance is essential for success in school. It is also a requirement of state law. All absences (even those authorized by parents/guardians) are considered unexcused unless the required documentation is provided.

The terms "excused" and "unexcused" absences pertain only to the accumulation of absences for Loss of Credit. They do not apply to Truancy, as parent/guardian notification of a student absence meets the requirements for truancy. Parents/guardians and students are reminded that there is no consequence for an unexcused absence unless a student exceeds the amount allowed under DHS's Loss of Credit procedures. The procedures for obtaining an excused absence are explained below.

1. Students may be **excused** temporarily from school attendance for the following reasons:
   A. Medical excuse (with date-specific medical documentation)

B. Bereavement or serious illness in family
C. For observance of major religious holidays
D. Legal (with documentation from the court, lawyer, etc.)
E. College Visits – High school seniors may be excused for up to four days for college visits. High school juniors may take up to three days excused for college visits during junior year. **Verification from the colleges must come within ten (10) days of the student's return to school and must come in the form of an official school document (either hard copy or electronic) with school letterhead, the signature of a school official, and the date(s) that the student attended. Emails confirming the date of a college visit will not suffice, as the documentation must show that the student attended, not that they will attend.**
F. Military/College Commencements – Duxbury High School recognizes the importance of graduations from college and/or military commitments to the families of our students. DHS will allow for excused absences on the day of the commencement. Please communicate with the Main Office prior to the date of the ceremony.
G. Other – a student may be excused for other absences with approval from a school administrator

Documentation for the above absences must be provided to the school principal or designee within ten (10) school days of the absence. Failure to submit documentation within ten (10) school days will result in an unexcused absence.

2. The administration is authorized to implement a procedure that will result in the loss of credit:
- For unexcused absences in excess of seven (7) classes in a one-semester course and in excess of twelve (12) classes in a full-year course.
- Administrators will send a warning notice to parents/guardians when a student has been absent four (4) times in a one-semester course and eight (8) times in a full-year course.
- Please see Loss of Credit Hearing Procedure regarding credit loss procedures.

3. The School Committee does recognize that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with state law. State law requires the school system to investigate cases of excessive school absence. Interventions may include contact with parents/guardians, school conferences, case management services and service referral.

In extreme situations in which attendance does not improve despite intervention, the school may take one or more of the following actions:
- A "Failure To Send" Complaint against the parent/guardian will be sought at Plymouth District Court
- A 51A for parental neglect will be filed with the Department of Social Services
- A Child Requiring Assistance (CRA) petition will be sought at Plymouth District Juvenile Court

Extended Absences
After an absence of 3 consecutive days:
- Parents/Guardians are urged to contact the school nurse who will act as the health/medical liaison regarding the status of the medical condition
- Students/Parents/Guardians should reach out to the student's guidance counselor and ask for help liaising with teachers and managing the workload if needed

- Re-entry meetings will be held with the AP, student and parents/guardians after short-term and long-term hospitalizations

Impending Absences

In order to ensure that students who must be absent from school for prolonged periods of time due to illness or travel will have the opportunity to fulfill course requirements, the following guidelines will apply:

- Students should alert teachers in advance of an upcoming absence. The due date for any work provided for the student ahead of the absence should be established by the teacher in advance of the absence. Whether or not the work is requested in advance, the student has the responsibility to see teachers immediately upon return so that all work is completed in accordance with the make-up procedures set forth in "Make-up Work"
- Students should alert teachers in advance of an impending absence due to religious observance
- Please see language below if the impending absence is a school-related field trip
- Parents/guardians must provide the school with appropriate documentation (see Absences #1, A-F); upon receipt, prolonged absences may be considered excused

Field Trips/School-Related Absences

DHS: Field trips and scheduled, school-related absences will not be counted toward the allowable limit set for losses of course credit.

Students: Because field trips are scheduled well in advance, students are responsible for the work due the day of the trip and the work assigned the day they are absent due to the trip. Work due the day of the trip should still be turned in on that day, either by dropping it off at the classroom before or after the trip or by digitally submitting it. Work assigned the day of the trip should still be turned in on the assigned due date. It is the student's responsibility to check in with their teachers ahead of the field trip and to check Schoology for any assigned homework.

Students traveling on overnight field trips may have their belongings (purses, suitcases, bags, etc.) and or coat/pant pockets searched prior to departure, to ensure that every effort is made to discourage students from attempting to transport alcohol, drugs, or nicotine products on the trip.

"20 Minute Rule"

Not being present either because of unexcused tardiness or leaving class for 20 minutes or more is considered as an absence from that class. Further, a student dismissed early at any point during the last academic class block of the school day will be marked absent from that block unless excused by the principal or assistant principal, even if the length of that absence is 20 minutes or less.

Students called out of class by administration, guidance, or other student support personnel are not to be considered under the "20 Minute Rule," as these are excused. In these cases, students will return to class with a pass.

Truancy/Cutting Class

DHS: Teachers will not provide make-up work for classes cut.

Students: Students may not make up work missed from a class that was cut. Students will receive a zero (0) for class work missed due to cutting class.

Parents/Guardians: Parents/Guardians have the responsibility of assuring that students between the ages of 7 and 16 years of age attend school regularly during the hours and terms of the school as required under Massachusetts General School Law.

Religious Holidays
Please refer to School Committee Policy ICAA.

Dismissal
DHS: The administration may refuse dismissal from school pending parent/guardian verification. A student that is dismissed from school may not participate in or attend any athletic or co-curricular activity unless they have received permission *in advance* from an administrator.

Students: Students must take dismissal notes to the Main Office *before* school on the day of dismissal and provide appropriate documentation whenever possible.

Parents/Guardians: Dismissal notes must be taken to the office before school on the day of dismissal**.** Dismissal notes should include the same information as absence notes, and should indicate if a student plans to return to school that day. Student dismissals raise safety concerns to the school and disrupt the academic work of the classes. Therefore, dismissals shall be confined to those of medical, legal or emergency nature.

Returning to School Following Dismissal
DHS: The administration may refuse a student's return to school if procedure is not followed.

Students: If the student plans to return to school following a dismissal, that intent should be indicated in the dismissal note. Students must sign-in upon return to school. Students who do not follow this procedure may not return to school that day. Students who miss an announced quiz, test, writing assignment, etc., due to a dismissal and who return to school, must report to the teacher **that day** after school to make up the work missed. If there are extenuating circumstances that prevent the student from making up the work that day, the student must see the teacher before leaving school to explain. If the student fails to see the teacher, the teacher may choose not to allow the student to make up the work. Upon return to school, students should provide appropriate documentation whenever possible (see Absences).

Tardiness
DHS: Being on time for one's obligations is an essential skill. In a school setting, students that arrive late to class cause a disruption to the learning environment and miss out on valuable learning opportunities. Therefore, all students must be seated in their assigned location by the beginning of the school day (8:20am). All tardiness (even when authorized by parents/guardians) is considered unexcused unless the required documentation is provided to the Main Office by the end of the next school day. Failure to do so will result in a tardy not being excused. A student who arrives to school after 8:40am may not participate in or attend a co-curricular that day (or over the weekend if the tardy occurs on a Friday) unless that tardy is excused (see #1, A-E below).

1. Student tardiness will be excused for the following reasons:
    A. Medical appointment (ex. Doctor, Dentist, Physical Therapy) with date specific documentation

B. Illness with a doctor's note that specifies the date(s)
C. Bereavement or serious illness in family
D. Legal (with documentation from the court, lawyer, etc.)
E. Other – a student may be excused for other tardiness only with approval from a school administrator

2. Students who have more than five (5) tardies per five-month semester will require intervention by the school. Interventions will include:
   A. Parent/Guardian contact
   B. School conferences
   C. Progressive disciplinary action (see Appendix I–Code of Conduct, Group D)
3. In extreme situations when tardiness does not improve despite the above-mentioned school interventions, the school can take one or more of the following additional actions:
   A. A "Failure To Send" Complaint against the parent/guardian may be sought at Plymouth District Court
   B. A 51A for parental neglect may be filed with the Department of Social Services
   C. A Child Requiring Assistance (CRA) petition at Plymouth District Juvenile Court

      NOTE: A "Pre-CRA meeting" with parents/guardians, the School Resource Officer, school administrators, and the Plymouth County Youth Probation Officer may be held as a final intervention before filing a CRA.

Students:

- Students who are tardy, but arrive to school **prior to 8:30am must report directly to their class**, and teachers will mark students tardy and post to the daily attendance. It is the student's responsibility to provide appropriate documentation to the Main Office (see Tardiness #1, A-E) within 24 hours in order for the tardy to be considered as excused.
- Students who are tardy **after 8:30am must report directly to the Main Office** to sign in and receive a pass to class.
- Tardiness after **9:15am** constitutes extreme tardiness and requires verification from a parent/guardian before students are allowed to class. In addition to documentation outlined in Tardiness #1, A-E, a phone call or a note written by a parent/guardian (complete with telephone number for immediate verification) that explains (but not excuses) the tardy are the only acceptable forms of "parent/guardian verification." Because of the anonymous nature of an email, such correspondence will not suffice in these instances.
- Students are expected to make up missed work (i.e. tests, quizzes, writing assignments, labs, etc.) on the day of the tardy.
- If there are extenuating circumstances that prevent the student from making up the work that day, the student must communicate directly with their teacher before leaving school on the day of the tardy and arrange a make-up time with the teacher.
- If the student fails to see the teacher, the teacher may choose not to allow the student to make up the work.

Parents/Guardians:

- Parents/Guardians should submit appropriate documentation (see Tardiness #1, A-E) by the end of the next school day to the Main Office in order to have a student's tardy be considered as excused.
- Parents/Guardians should communicate (via note or phone call–email is not an acceptable form of communication in this instance) with the Main Office if a student is not going to be in school until

after 9:15am. An administrator may retain a student in the Main Office until contact is made with a parent/guardian, so parents/guardians are urged to contact the office in advance of such a tardy.

Make-Up Work

- From the day of their return, students are permitted one class meeting to complete make-up work per each day of absence.
- Students should access Schoology, email their teachers, or contact fellow classmates for homework when absent for 3 days or less.
- Students/Parents/Guardians should reach out to the student's guidance counselor and ask for help managing the workload if needed.
- If attending a school-sponsored field trip, work due the day of the trip should still be turned in on that day, either by dropping it off at the classroom before or after the trip or by digitally submitting it. Work assigned the day of the trip should still be turned in on the assigned due date. It is the student's responsibility to check in with their teachers ahead of the field trip and to check Schoology for any assigned homework.

Make-Up Tests/Quizzes

Students:

Announced tests, quizzes and writing assignments, etc., are to be completed the day the student returns to school, at the discretion of the teacher. Absences from a class do not alleviate responsibility for long-term essays, term papers, projects, assessments, etc. with previously established due dates. While teachers may take into account a student's afterschool commitments, students should note that make-up tests and quizzes take precedence over any afterschool athletic or co-curricular commitments. A pass can be written by the teacher for any student who will be late to an afterschool commitment due to an appointment with a teacher.

Incomplete Grade

When an "incomplete grade" is received at the end of terms 1, 2 or 3, all make-up work must be completed within three weeks of the end of the previous term. It is the student's responsibility to arrange a schedule with the teacher for the completion of the necessary work and submission by the deadline. A new grade will be issued within two weeks of the date that the completed work is given to the teacher. For any coursework not completed during the allotted time period, the grade will become a zero (0).

A midyear exam must be taken within one week of the beginning of the second semester. The teacher will then grade all exams, within one week, and a new grade will be issued. Fourth term and final exam incompletes must be made up by August 1.

The principal, due to special or unusual circumstances, can grant exceptions to these dates.

Loss of Credit

The administration is authorized to implement a procedure that will result in the loss of credit if a student earns more than seven (7) unexcused absences in a one-semester course or more than twelve (12) unexcused absences in a full-year course.

DHS: The administration will advise parents/guardians of the possible loss of credit in a course and present options for an appeal or a hearing.

Students: Students will not earn credit in any course upon exceeding the maximum number of absences.

Parents/Guardians: Parents/Guardians will be advised by mail and provided with information about the hearing procedures.

Hearing Procedure

The student and parent or guardian will be provided with an opportunity for a hearing when credit will not be earned due to excessive absences.

1. Upon notification by the school that credit for a course or courses will not be earned due to excessive absences, the parent(s) or guardian(s) or student (if 18) may request a hearing on the matter. **The request must be made to the assistant principal within fifteen (15) calendar days of notification. For students that receive notification with fewer than 15 school days remaining, parents/guardians must contact the assistant principal as soon as possible so that a hearing can be held before the end of the school year. Students and/or parents/guardians who do not request an absence appeal within the above timeframe risk loss of credit.**
2. The assistant principal will convene the hearing and collect data from the teacher(s) in the course(s) where loss of credit is imminent (the student's attendance files, nurse, etc.) and review the student's complete attendance record in that course. Any absence from the class resulting from cutting or truancy will preclude the reinstatement of credit.
3. The hearing board **may** consist of the principal and/or assistant principal, guidance counselor, a teacher appointed by subject supervisors, and the school nurse.
4. The initial appeal hearing will be held during school working hours.
5. The student's parent(s) or guardian(s) and student will have the opportunity to present information in support of their appeal.
6. Under extraordinary circumstances, a contract may be written between an administrator and a student to improve attendance and reinstate credit.
7. The assistant principal will render a decision within three (3) school days after the conclusion of their hearing and will notify the parent(s) and guardian(s) and student of the decision.
8. If the matter is not resolved by the assistant principal's decision, a parent or guardian may then appeal to the principal. This appeal must be made in writing **within ten (10) days of receiving notification** of the decision.
9. Students whose credit has been reinstated in a full year course, and who continue to accumulate absences in that course, may lose credit during the second semester.

Co-Curricular Activities

Philosophy

Co-curricular activities are those activities, which, though they are not addressed in the classroom setting, form an integral part of the school's educational program. More student-centered than the rest of the program, co-curricular activities include student government, student publications, music, drama, subject-related clubs, as well as social, political, hobby and service organizations. The co-curricular program provides each student with an opportunity to pursue established interests and to develop new interests.

Through participation, students are encouraged to form productive and satisfying relations with others based on respect, trust and caring. Experiences that foster leadership, cooperation and a sense of community educate young people for citizenship in a democratic society. Co-curricular activities enable students to exercise their creative capacities, to use leisure time wisely, to develop school spirit, to supplement or enrich classroom experiences, and to learn through achievement the respect of peers, school personnel, parents/guardians and the larger community. The goal of the co-curricular program is to develop the individual beyond the confines of the classroom.

A student may not participate in any co-curricular meeting or event on a day when they have been absent from school unless an exception is made by the Coordinator of Co-Curricular Activities or the principal after consultation with the student's parent or guardian. Day absent shall be defined as the day immediately preceding the day of the event or contest (i.e., a student's unexcused absence on a Thursday would prohibit them from participating on Thursday afternoon or evening; a student's unexcused absence on a Friday would prohibit them from participating onFriday, Saturday, and/or Sunday).

Co-Curricular Opportunities

Duxbury High School presents a well-rounded co-curricular program. Opportunities exist for a range of student interests, from artistic and creative talents to service to the school or community. All students are encouraged to join at least one co-curricular activity to enrich their high school experience. DHS currently has over 50 clubs and organizations running this school year. These offerings are subject to change, depending on student interest.

For the most up to date co-curricular information, please visit the Co-Curricular page of the website.

Many clubs are run by students and volunteer advisors. As a result, they may not run every year.

Coordinator of Co-Curricular Activities, Advisors, and Administrators

The 2026-2027 Coordinator of Co-Curricular Activities, DHS Assistant Principal Lew Alberti, is available for anyone that has questions or concerns about policy, activities, or advisors. Club advisors and DHS administrators have the authority to restrict the participation of students in any school activity for reasonable cause. The reason for such action may range from misbehavior, unexcused absence from school or practice sessions, failure to perform within the Guidelines for Participation, or violations of the Code of Conduct for Participation.

Co-Curricular Guidelines for Participation

1. Because financial resources are limited and parents/guardians are asked to provide additional financial support for co-curricular activities, co-curricular activities are available ONLY to DHS students in good standing academically and behaviorally. Upon request of the advisors or coach, the principal may make the following exceptions:
    a. alumni games
    b. younger students in the Duxbury Public Schools
    c. special needs students whose tuitions are paid by Duxbury Public Schools
    d. faculty
    e. alumni or other adult residents, who may perform in concerts or plays in fill-in or minor roles

2. A student may not participate in any co-curricular meeting or event on a day when they have been absent from school unless an exception is made by the Coordinator of Co-Curricular Activities or the principal after consultation with the student's parent or guardian. Day absent shall be defined as the day immediately preceding the day of the event or contest (i.e., a student's unexcused absence on a Thursday would prohibit them from participating on Thursday afternoon or evening; a student's unexcused absence on a Friday would prohibit them from participating on Friday, Saturday, and/or Sunday).
3. A student must be recorded as present by 8:40am, and must remain in school for the day in order to participate in a co-curricular event unless excused by the Coordinator of Co-Curricular Activities or the principal. A student who arrives to school after 8:40am or who is dismissed during the last academic class block of the day may not participate in or attend a co-curricular that day (or over the weekend if this occurs on a Friday) unless that tardy or dismissal is excused (see Tardiness #1, A-E).
4. A student will be held accountable for all materials issued and must return said materials promptly at the request of the advisor. A student who does not meet their responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made.
5. Co-curricular advisors may make rules governing the conduct of participants and the requirements for membership, rehearsal or performance. These rules must be approved by the Coordinator of Co-Curricular Activities and shared with participants in writing before they are in effect.
6. All students must ride the bus to and from school-sponsored co-curricular events unless excused by the principal or designee. Advisors may not excuse this requirement. A student may be released to their parent/guardian only when the parent/guardian requests this in person to the advisor following the activity. If a student is to ride with a parent/guardian other than their own, this must be expressed in a note given to the advisor following the contest. The principal or designee must grant prior permission.
7. While teachers may take into account a student's afterschool commitments, students should note that make-up tests and quizzes take precedence over any afterschool athletic or co-curricular commitments. A pass can be written by the teacher for any student who will be late to an afterschool commitment due to an appointment with a teacher.
8. Students must pass 6 courses per quarter to be eligible to participate in co-curricular activities, unless an exception is made by the principal after consultation with the student's parents or guardians.

Code of Conduct for Co-Curricular Participation (Chemical Health)

Participation in Duxbury High School co-curricular activities is a privilege and is voluntary; thus, participation comes with an increased standard for behavioral expectations. The Duxbury High School standard for participation in co-curricular activities is designed to encourage responsible and safe decision-making by all students and to promote a positive learning environment within the Duxbury community. The Duxbury Public Schools maintains that the possession and/or use of illicit drugs and unlawful possession and/or use of alcohol and tobacco by minors is illegal and can be physically and/or emotionally harmful to students. **Therefore, Duxbury High School has clear expectations about chemical health. Students that are found to be knowingly in the presence of the unlawful possession, sale, transfer, and/or use of these substances, on or off campus, at a school function or not, violate these expectations.** Duxbury High School, as a member of MIAA, meets or exceeds their standards for code of conduct and discipline.

1. Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the *DHS Student Handbook*. All participants are reminded that they must be good school citizens in order to represent their school and community in co-curricular and/or

athletic activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular and/or athletic activities for the length of the suspension and any associated social probation. Students that hold leadership positions in co-curricular organizations risk the loss of said leadership position.

2. The Education Reform Bill, effective June 18, 1993, Section 37H½ of Section 35, states that any student in grades 9-12 who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, steroids, cocaine and heroin, may be subject to expulsion from the school in accordance with procedures established by state and/or federal laws.
3. At any location, from the first allowable day of co-curricular activity, through the end of the academic year or final co-curricular activity of the year, whichever is later, a student will not, regardless of the quantity, use or consume, possess, be knowingly in the unlawful presence of, buy/sell or give away any marijuana or any other controlled substance, steroids, or any beverage containing alcohol. A drug specifically prescribed for the student's own use by their doctor must be kept and administered by the school nurse. Please see School Committee Policy JLCD.
4. Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they might come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing, or failing that, to remove one's self from the group as soon as possible without putting one's self at risk.

Minimum Consequences: Students are reminded that offenses on campus or at school activities may incur more severe consequences.

First Violation (see Athletic Handbook for additional information for athletes):
Knowingly in the Presence:
Students deemed knowingly in the presence (but not in possession or under the influence) of unlawfully possessed alcohol or other illicit drugs will lose eligibility for the next one (1) week of the participation period.

Students deemed to be knowingly in the presence who hold leadership positions in co-curricular groups, will be suspended from that or those positions for the period of one (1) month.

NOTE: The National Honor Society is bound by its own bylaws, and its Faculty Council is responsible for dealing with matters of student discipline. The Faculty Council has the authority to apply stronger consequences for chemical health violations, including dismissal from the NHS.
Link to National Honor Society Bylaws

Possession and/or Use of Alcohol and/or Drugs and/or Tobacco:
For all other violations of the chemical health behavioral expectations, the student participant will lose eligibility for the next four (4) consecutive weeks of the participation period. If, after the first violation, the student of their own volition participates in a risk assessment with the appropriate school psychologist, the student may be certified for reinstatement in co-curricular activities after a minimum period of two weeks. The risk assessment consists of at least one (1) 45-minute session, which is to be scheduled at a time mutually convenient between the student and counselor but not during the school day, unless approved by an administrator. If, in the opinion of the school psychologist, the student has met the goals of the assessment, the psychologist will certify such and formally recommend the reduction of the suspension. The

principal must approve of the reduction in suspension. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

Students who hold leadership positions in co-curricular groups will be suspended from that or those positions for the period of one (1) calendar year.

NOTE: The National Honor Society is bound by its own bylaws, and its Faculty Council is responsible for dealing with matters of student discipline. The Faculty Council has the authority to apply stronger consequences for chemical health violations, including dismissal from the NHS.
Link to National Honor Society Bylaws

Second and Subsequent Violations (see Athletic Handbook for additional information for athletes):
Knowingly in the Presence (second offense):
Students deemed knowingly in the presence (but not in possession of or under the influence) of unlawfully possessed alcohol or other illicit drugs (second offense) will lose eligibility for the next four (4) consecutive weeks of the participation period. If, after the second violation, the student of their own volition participates in a risk assessment with the appropriate school psychologist, the student may be certified for reinstatement in co-curricular activities after a minimum period of two weeks. The risk assessment consists of at least one (1) 45-minute session, which is to be scheduled at a time mutually convenient between the student and counselor but not during the school day, unless approved by an administrator. If, in the opinion of the school psychologist, the student has met the goals of the assessment, the psychologist will certify such and formally recommend the reduction of the suspension. The principal must approve of the reduction in suspension.

Students deemed to be knowingly in the presence (second offense) who hold leadership positions in co-curricular groups, will be suspended from that or those positions for the period of one (1) calendar year.

NOTE: The National Honor Society is bound by its own bylaws, and its Faculty Council is responsible for dealing with matters of student discipline. The Faculty Council has the authority to apply stronger consequences for chemical health violations, including dismissal from the NHS.
Link to National Honor Society Bylaws

Possession and/or Use of Alcohol and/or Drugs and/or Tobacco (second offense):
The student participant will lose eligibility for the next twelve (12) consecutive weeks of the participation period. If, after the second or subsequent violations, the student on their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may request reinstatement in co-curricular activities after a minimum period of six (6) consecutive weeks. Requests for reinstatement must include certification by the director or a counselor of a chemical dependence treatment center to the principal. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

NOTE: The National Honor Society is bound by its own bylaws, and its Faculty Council is responsible for dealing with matters of student discipline. The Faculty Council has the authority to apply stronger consequences for chemical health violations, including dismissal from the NHS.
Link to National Honor Society Bylaws

Procedure for Report of Violation

In all cases, the advisor must report infractions of the Code of Conduct for Co-Curricular Participants to the Coordinator of Co-Curricular Activities. The principal/assistant principal will determine if a violation of the rules has taken place. If disciplinary action is taken, a participant may have their case reviewed, but in any event, punishment begins immediately upon the students' notification by the advisor.

Review Procedures

1. The school pledges to make reasonable efforts to communicate with parents/guardians of student co-curricular participants in violation of the Code of Conduct rules. The advisor, Coordinator of Co-Curricular Activities, or the principal will notify parents/guardians.
2. Upon notification of the decision that a violation has taken place, students/parents/guardians may request an appeal to the Coordinator of Co-Curricular Activities (if the decision has come from an advisor) or the principal (if the decision has come from the Coordinator of Co-Curricular Activities). This request must be made within two (2) school days of the parental/guardian notification, or the decision is final. Once the request for an appeal has been made, the appeal must take place within two (2) school days of the request.
3. The superintendent of schools will entertain appeals which are based upon questions of policy or procedure only. Fact-finding by the principal in "2" above is final.

NOTE: Regardless of affiliation with co-curricular activities, <u>all</u> students reported to the schools with alcohol and/or drug related offenses will be referred to the Guidance Department.

General Note on Good Samaritans

Students are encouraged and expected to seek help (from administrators and staff, parents/guardians, police, emergency services, etc.) when they witness student behavior (acts of harassment, bullying, threatening behavior, drug/alcohol use/abuse) that poses health and/or safety risks for other students and/or members of the school community. **In cases where a student actively seeks help for another student in distress, this will be given due consideration in decision-making around disciplinary consequences.**

Guidelines for Co-Curricular Elections

To assure fairness and to facilitate election procedures, elections of co-curricular officers will follow the democratic process:

1. Election of co-curricular officers will be held at the advisor's discretion.
2. Elections will be conducted according to Parliamentary Procedure and voting will be by secret ballot. A student representative will be present during the ballot count.
3. A student that fails to meet the responsibilities of the elected position and/or violates *Group A of the Code of Conduct* and/or the *Code of Conduct for Co-Curricular Participation* will be removed from that position at the discretion of the advisor.
4. In the event that an officer is removed, a new election will be held.

User Fees

1. Students in grades 9-12 will pay an annual user fee of **$110** allowing them to participate in all activities. User fees will be paid prior to participation in any club or activity.

2. By regulation of the Department of Education, a user fee may not be applied to elected activities (student government and class representatives). All co-curricular clubs will be subject to the activity fee unless exempted by the School Committee.
3. Please contact the Coordinator of Co-Curricular Activities to apply for Financial Aid for the activity fee.

Building Use

Duxbury High School is a community-owned building and is available to students and townspeople for activities and programs after the normal school day. However, all organizations, individuals, school-oriented or other, must file an "Application for Use of School Facilities" form if that use will occur after 4pm on weekdays, and anytime school is not in session. **This application must be returned to the principal's office first, and then the office staff will return it to the Business Office at least one week before the scheduled event.** All student groups must have faculty or parental supervision while using the facilities after school and must follow the list of "General Instructions and Regulations" found on the back of the application.

Contracts for Services

Negotiations on contracts for co-curricular activities, contests, concerts or other events must first be approved by the faculty advisor of the student organization and then by the principal.

Guidance Services

The Guidance Department is open to all students, parents, guardians, and teachers from 7:30am to 3:15pm and at other times, including some evenings, by appointment. To speak with a counselor or leave a message either with a secretary or via voicemail, please call 781-934-7661.

The Duxbury Public Schools Guidance Department offers a comprehensive and developmental school counseling program, which provides services that promote the academic, personal/social, and career/college potential of its students. Counselors work with students to foster independence, lifelong learning, personal and civic responsibility, and the ability to navigate an ever-changing world. While students are the primary focus of the counselors, positive relationships with families, teachers, and administrators are also crucial to the success of the program.

Counselors provide academic counseling by monitoring grading portals and report cards of students, participating in various teacher/team meetings, reviewing standardized testing, facilitating course selection meetings, and monitoring student progress toward promotion and graduation requirements. Counselors communicate regularly with teachers in order to ensure that students are reaching their academic potential.

Students are encouraged to meet with guidance counselors to talk about any issues that may arise personally or socially. The developmental guidance curriculum covers topics such as relationships, bullying, peer pressure, and other relevant social topics.

Counselors are trained to provide mediation and crisis intervention as necessary. They coordinate the 504 process and monitor the implementation of 504 plans. Counselors also serve as members on building-based student assistance/support teams, which meet to share information and develop strategies to meet the

specific needs of individual students. Guidance counselors can also make appropriate outside referrals as necessary.

At each school level, counselors provide transition services to assist students as they move on to the next level of their academic journey. Students also explore their skills and talents in a variety of ways and begin to think about what they plan to do after graduation from high school. At the high school, students and counselors use SCOIR to explore post-graduation options and careers. There are also parent/guardian information sessions on college and post-graduate planning and financial aid.

Any student or family who wishes to meet with the student's guidance counselor individually should make an appointment in advance by contacting the Guidance Office or counselor specifically. However, in an emergency, students and families should feel free to come in and see the counselor without an appointment. At the high school, guidance counselors each work one flex day (11am-6pm typically) to accommodate appointments. All counselors can be contacted via email or phone. Since most of a counselor's time is spent working with students, it may take up to 24 hours to receive a return call or email.

Occupational/Vocational Counseling

The guidance staff includes an occupational/vocational counselor. The services of this person are available to all students, parents/guardians and staff. Through the occupational/vocational counselor, the following programs are available:

Vocational-Agricultural School Opportunities: Any student interested in pursuing a program in a vocational-technical or agricultural high school should contact the occupational-vocational counselor for information and an application. Students must apply prior to April 1 of the preceding school year for entrance in the following school year.

Armed Services Vocational Aptitude Battery Test (ASVAB): Any student who is interested in military service or gaining further information about career aptitudes may participate. (There is no obligation to the military.)

Working Papers: All students between the ages of 14-17 must obtain working papers before beginning employment. These may be obtained in the DHS Main Office and Guidance Office.

NOTE: Students who are **not enrolled** at DHS **MUST** bring a copy of a birth certificate or passport and a report card.

Student Records

At Duxbury High School student records are divided into two categories: the temporary record and the permanent record. The temporary record contains information about attendance, health, and discipline. The permanent record contains academic information (i.e. transcripts).

The temporary records are kept in the DHS Main Office and Guidance Office, and are destroyed three years after graduation. The temporary record is not shared with any outside organization or college, unless there is a specific request from the organization. These requests are made only with permission from the student as part of the application process.

The permanent record is stored in the Guidance Office and is sent to colleges as part of the application process. These records are stored for 60 years upon a student's graduation.

The eligible student or the parent/guardian, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available. Please refer to School Committee Policy JRA-R.

Rights of Non-Custodial Parents

In August 2006, the Board of Education adopted final technical amendments to the Student Records Regulations to make them consistent with G.L c. 71:34H, as most recently amended by Chapter 62 of the Acts of 2006. The state statute and regulations expand the categories of non-custodial parents who are eligible to obtain access to their children's student records and are consistent with the federal Family Educational Right and Privacy Act.

As set forth in the amended regulations, 603 CMR 23.07(5), non-custodial parents must submit a request for access in writing to the Main Office. The school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English.

Educational Decision-Making and Custody

In most cases, parents have joint legal custody and share educational decision-making for their children. In cases where there is not joint legal custody and/or shared educational decision-making, the school will use reasonable efforts to follow custody orders when copies of relevant court orders or agreements are provided to the school. The school cannot accept verbal requests to limit or expand the rights of parents to make educational decisions or have access to their child(ren) at school (or through dismissals or pick-up). In cases of restraining orders or other court orders limiting one parent from access to their child(ren), copies of the orders must be provided. Questions should be directed to the principal.

Valedictorian/Salutatorian Eligibility

In order to be eligible a student must have been enrolled with a full schedule at Duxbury High School for a minimum of the three (3) consecutive semesters prior to the GPA calculation for Valedictorian/Salutatorian. GPA calculation is conducted after mid-year. The student(s) will be notified by the end of March if selected as Valedictorian/Salutatorian.

Harassment

Bullying

Please visit the district website for the Duxbury Public Schools Bullying Prevention and Intervention Plan.

Harassment, Bullying, and Hazing
For all other information and all Duxbury Public School Committee Policies on Harassment, Bullying, Bullying Prevention, Hazing, and the Prohibition of Hazing, please visit the DPS School Committee Policy Binder.

Title IX
To review what constitutes a Title IX violation and the process Duxbury High School will follow when such violations occur, please refer to School Committee Policies ACAB and ACAB-R.

Health Services

School Psychologists
Duxbury High School employs two full-time school psychologists to provide support for students and their families experiencing problems with drug and alcohol use/abuse, as well as other social/emotional issues that may be having an adverse affect on student learning and well-being. A student is encouraged to meet with a school psychologist when they are experiencing difficulty with these issues. Although every effort will be made to maintain confidentiality, students and parents/guardians should be aware that the school psychologists are mandated reporters and, by law, must report suspicion of abuse, neglect and/or situations where the health and safety of the student or others is at risk. The school psychologists may be reached at the numbers below. These are direct lines for the purpose of confidentiality.

- Ms. Alissa Nemzer (Grades 9 & 10): 781-934-7611 ext. 4129
- Ms. Michelle Ryan (grades 11 & 12): 781-934-7611 ext. 4132

Health Office
The Health Office is available to students during the school day. A full-time registered nurse is available for health counseling, emergency health services when a student is ill, and for intervention regarding any student's health concerns. Universal precautions are used at all times. A list of CPR certified staff is kept by the school nurse. A cumulative health folder is kept for each student in the Health Office. Access is limited to school health services staff. The release of information is only given by parents/guardians/students.

The Health Office provides emergency care to students who become ill or are injured during the school day. **When a student becomes ill, they should obtain a pass from the teacher and go to the Health Office**. If a student is sufficiently ill, the parent or guardian will be notified and the student dismissed to the parent/guardian or designated adult. In cases of emergency, students should report directly to the Health Office. Any student released from the Health Office who does not return to class will be considered as cutting that class and will be subject to the consequences of the Code of Conduct. **Any student who becomes ill during school must see the nurse before dismissal.**

Medication should be given at home. However, if a student needs to take medication during the school day, they may do so after consent forms (available at the Health Office) are filled out by the parent/guardian and the physician, and the medication is brought to the Health Office by a parent/guardian.

The Duxbury Public Schools' physician is available on a weekly basis for consultation with students. If a student wishes to meet with them, they can make an appointment in the Health Office. The Health Office and the nurse are available to students as a resource on any health-related matter. Material is available to students regarding a wide variety of health-related issues and concerns.

There is always a need for communication between school and families about student health. Please keep the school nurse informed of any medical problems that arise so that appropriate services can be provided and teachers notified. In special circumstances, some students may be granted permission to carry medications such as inhalers and Epi pens. The student may carry no other medication, including over-the-counter medications. The school nurse can then be a liaison for parents/guardians throughout the year.

If a student needs to be dismissed from physical education class for one or two classes, a note from the parent/guardian should be submitted to the nurse. Long-term exemptions from physical education require a doctor's note of explanation. When a student is excused for an extended period, the physician's note is brought to the school nurse, and the nurse refers the student to the library.

If a student is injured and requires the use of crutches, they should report to the school nurse. The student will be issued an elevator key to be used during the time crutches are needed. Students will be charged $10.00 if they do not return the key.

Parents or guardians should notify the school nurse of all extended illnesses. If a student is absent for more than 3 days due to illness, please contact the school nurse who will request homework for your student. The school nurse can be contacted at 781-934-7665.

All students attending school are required to be immunized according to Massachusetts state law 105 CMR 220.000. Any student who does not have the required immunizations will be notified of the situation and will be excluded from school if immunizations are not obtained.

Any student participating in interscholastic sports is covered by the school insurance policy. If a student is injured during a team practice or game and medical attention is required, the trainer makes an accident report that is submitted to the school nurse. Any medical costs not covered by the student's primary insurance will be covered by the school insurance policy. Insurance forms are available at the Health Office. They are to be completed by the parent/guardian and submitted to the Bob McCloskey Insurance Company.

If a student is injured after school on school grounds, the accident should be reported to the Health Office as soon as possible after the accident.

Other Information

Addressing Parent/Guardian or Student Concerns

Duxbury High School promotes a “mutual respect” environment and believes that questions or concerns are best received and resolved on a person-to-person basis as close to the origin of the question or concern as possible. If a student or parent/guardian has a question or concern about classroom policy or grades, or if a student feels that they have been treated with disrespect, the student or parent/guardian has a right to discuss or appeal the issue according to an appropriate procedure. The student or parent/guardian should discuss the issue **first** with the teacher, **then** with the subject supervisor, and **finally** with an administrator, in a sincere attempt to clarify and rectify the issue. Guidance counselors are available to offer “resolution skills” assistance to any student.

NOTE: Please refer to the Home-School Communication Guide at the beginning of this handbook for a reference chart for home-to-school communication.

Note on Email Communication
Email is a quick, professional, and effective tool for communicating, but has introduced new challenges to staff and parents/guardians alike. At home and in the office, email users are accustomed to receiving immediate replies to their emails. In the classroom setting, this is neither practical nor desirable. Teachers are engaged with their students during the day and might not be able to check email until the end of the school day or the following day.

Please note that, with no visual or verbal cues in an email, the words chosen set the tone of the communication and tend to be very impersonal. Communication lines are more open and successful when a positive and encouraging tone is utilized. In email communications, there is no voice tone or body language to assist one in interpreting meaning. One must be aware that a quickly composed and sent email can deliver a message different than one intended by the author. Parents/guardians and staff should utilize email for direct, clear, and concise communication and avoid using email for situations open to interpretation. If the email exceeds 6-8 lines, one should email a request for a conference in order to discuss the concerns in person or over the telephone.

Note on Cell Phone Communication
Parents/guardians should note that cell phone use is restricted during the school day. Students only have access to their cell phones during passing time and lunch, so parents should not expect an immediate response from their student if they reach out to them via their cell phone. If a parent/guardian needs to contact a student immediately, they should contact the Main Office at 781-934-7650. Likewise, students should not be contacting their parents/guardians via their cell phones during class time. If needed and once permission has been granted, students may use the phone in the Main Office to contact parents/guardians during the school day.

Age of Majority
Duxbury High School, like all schools in the Commonwealth of Massachusetts, establishes rules, behavioral expectations, and procedures that govern all of our students based on the "age of the majority" of the students that attend. As a result, students that reach the age of legal adulthood must still follow the rules, behavioral expectations, and procedures set forth because the majority of our students are under 18. Where the rights or responsibilities of a parent or guardian are referred to in this handbook, it is understood that they include students who are eighteen years old or older.

However, students that exceed the "age of the majority"–18 years old or older–can request that school officials deal only with that student in all school-related matters. A student that is 18 years old or older may act with the same rights and responsibilities of a parent or guardian in such areas as:

- Decisions about course selections
- Decisions about testing available through guidance services
- Decisions about withdrawal from school
- Absence, tardy, and dismissal notes and permission slips

However, unless the student informs the principal or their designee of their intent to exercise this right, the school will continue to involve the parents/guardians in these matters. Students with special educational needs should contact their liaison regarding their options under Special Education.

Even if a student chooses to exercise their rights and responsibilities in these matters, the principal reserves the right to send copies of all school communications (letters, report cards, behavior notices, etc.) to the student's parents/guardians. The assistant principal will continue to contact parents/guardians regarding discipline issues. The school will provide parents/guardians with access to the student's records pursuant to Mass. Gen. Laws, c. 71, S34E.

Alcohol and Other Drugs

To ensure the health and safety of students in school and at all school functions, Duxbury High School will not tolerate the use of alcohol or illicit drugs. Our community has paid dearly with the loss of student life, and the school will continue to be aggressive with consequences as well as education, intervention and support.

Staff and students work very hard to promote and to plan activities that are safe, legal and fun. Out of respect for the efforts of the people who have worked so diligently to create these events, and out of concern for the safety of our young people, students need to make a commitment not to use alcohol or illicit drugs (including prescription drugs) before or during school or school functions. Alcohol and other drugs should never be present at school or any school function, including those that take place off campus.

Building administrators reserve the right to breathalyze any student that appears to be under the influence of alcohol during the school day or at any school function. Refusal to submit to a breathalyzer test will be considered the same as a failed test.

Animals

If students wish to bring animals to school for educational purposes, they must obtain permission from the classroom teacher and an administrator. If permission is granted, the animal will be kept in a cage or appropriate container. After the animal has been shown in a class, arrangements should be made to have the animal picked up as soon as possible.

Armed Service Recruiters

The No Child Left Behind Act (NCLB) contains a provision regarding the disclosure of secondary students' names, addresses and telephone numbers to military recruiters and institutions of higher education provided that the school notifies parents/guardians and students of their right to request that this information not be released without their prior written consent and that the school complies with such requests.

Assemblies

Assemblies are designed to be enrichment activities that support and supplement normal school functions. All students are expected to attend. Attendance at assemblies is a privilege and student conduct should be courteous and respectful. At designated assembly times, the classroom teacher will escort the class to the assembly area.

1. Teachers will remain with and be responsible for students throughout the assembly.

2. Students will enter the assembly area in accordance with directions given by teachers and the administration.
3. Student misbehavior at an assembly may result in immediate removal from the program, exclusion from future assemblies, and other disciplinary action.

Books and Materials

Books and materials are loaned to students by the school and must be returned in good condition or paid for before the final course credit is given. Books lost during the year must be paid for before new ones can be issued. The school cannot assume responsibility for books that are lost or stolen. Students should not leave books and materials lying around unattended, especially in the cafeteria. Books and materials that are lost must be paid for according to the replacement cost to the school. All outstanding debts to DHS must be paid before participation in graduation will occur.

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information and specific instructions will be read via the school PA system each day. In addition, last minute cancellations and important notices will be read at the end of the school day, only when absolutely necessary. Strict attention should be given to these bulletins as they contain important information. An advisor and/or an administrator must approve all announcements. The principal must approve posters displayed within the school.

Care of School Property

All members of the DHS community have the responsibility to show respect for and consideration of our school and school property. All community members should be respectful, clean up after themselves, and be mindful of the needs of others. Littering, vandalism, and disrespect of people and/or property will not be tolerated. Willful destruction of, or damage to, school or personal property is a violation of our Code of Conduct and will result in disciplinary consequences (see Appendix I–Code of Conduct, Group A).

In addition, property loaned for student use is the responsibility of the student and should be treated with care and respect. School-issued laptops are school property and are governed by the Comprehensive Digital Use Agreement that students and parents/guardians sign off on through Aspen when they register, or annually during the back-to-school update.

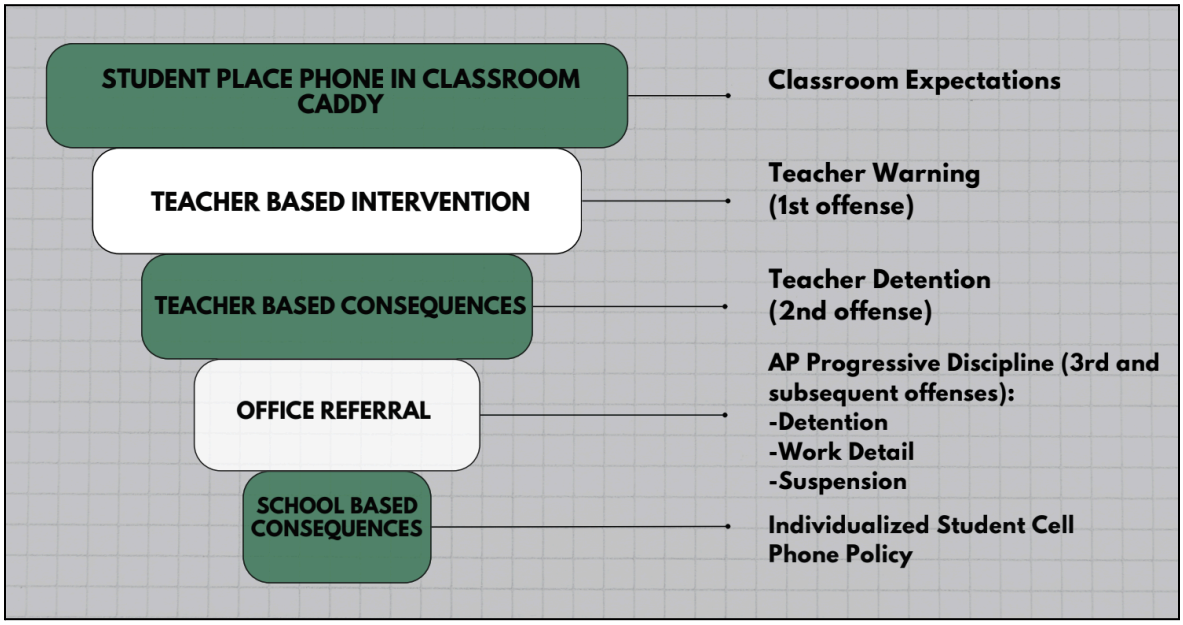
Cell Phone/PED Use

To maintain the integrity of the educational environment, the use of cell phones and/or other personal electronic devices (PED) is prohibited in the classrooms unless explicitly permitted by the classroom teacher for a specific educational purpose. In June 2024, School Committee Policy IJNDF was updated providing more clarity to school based expectations.

Cell phones and PEDs are allowed during passing time and in the cafeteria during lunch. Students should be sure to turn off their devices and store them in provided “caddies” once they have entered the classroom. An important distinction is made between “passing time” between classes and hallway use during classes. Cell phones and PEDs are not to be used in the hallway during class time (i.e. when using the restroom).

Students are expected to engage in appropriate cell phone/PED etiquette when using their devices, which includes, but is not limited to, using appropriate language and refraining from taking photographs or audio

recordings of people without their permission. Violators risk confiscation of cell phone or PED and/or further disciplinary action including a discipline referral.



If a reasonable suspicion exists that a student's cell phone or PED was used to violate any element of our Code of Conduct, including but not limited to cheating or harassing/embarrassing any member of our school community, the student will be asked to surrender the cell phone or PED so that its contents may be inspected as part of a thorough investigation. The inspection of the device will be carried out immediately to minimize the risk that relevant content is deleted, thus compromising the integrity of the investigation. In the context of an investigation by school administrators into cheating, harassment or other violations of the Code of Conduct, a request for the surrender of a student's cell phone or PED is considered reasonable by the school administration and is sanctioned by existing law. Therefore, students are expected to comply with the teacher or administrator making the request or face consequences as outlined in Appendix I–Code of Conduct.

Classroom Area Restrictions

A good school climate provides education free from distractions. Students should avoid being in unauthorized areas and/or corridors when classes are in session. An unauthorized area is defined as any area in school which is unsupervised or in which the student does not have permission from a staff member to be, such as the loading dock or the parking lot. If students cause distractions to classes during lunch or at any time of day, appropriate disciplinary action will be taken.

Classroom Guidelines/Regulations

Teachers have the authority to establish classroom guidelines and rules and regulations governing student behavior, provided that these limits do not violate any portion of this handbook nor violate a student's constitutional rights.

Teachers have discretion to establish classroom expectations and to implement measures to maintain a positive classroom atmosphere. Each teacher will explain these standards at the beginning of the school

year. Students have the obligation of fulfilling all academic and behavioral expectations from each of their teachers.

Every student must report on time to every class with the necessary materials to participate in the class.

The Duxbury Public Schools have contracted with School Messenger, a service that allows families to be contacted simultaneously by telephone and/or email with reminders about scheduled events, notifications of important announcements (e.g. school cancellations/delayed starts/early release) and reports of student absence.

Curriculum and Materials

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Duxbury Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin, or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Dances

1. Dances are school-sponsored events that are held to enhance the social life of students. Duxbury High School students that wish to **bring a guest** to these dances must obtain **permission** from an administrator and the administrator of the guest's high school **no later than one week prior to the dance**. **The guest must obtain a permission slip from their high school and approval from their building principal**. The same Code of Conduct as that of other school activities governs the behavior of students at dances.
2. The Student Council, in an effort to increase participation at dances and to provide entertainment on different weekend nights, has requested that dances sometimes be held on Friday and/or after certain school activities such as basketball games. For those dances, the hours would be modified (e.g. 8:30pm-10:30pm) and announced to students and parents/guardians prior to the dance. Dances will generally take place, however, between 7pm and 10pm. No student will be allowed to return after having left the dance. Students will not be admitted after 8pm without the approval of the sponsoring organization's advisor.
3. Any student found drinking, possessing, or under the influence of alcohol or drugs will be removed from the dance in the custody of their parents/guardians. In the event parents/guardians cannot be notified, students will be taken to the police station by a police officer and the police will notify parents/guardians. Emergency medical treatment may be necessary and the ambulance will be called to transport the student to the emergency room. Applicable school consequences will be applied.
4. Building administrators may breathalyze students that appear to be under the influence of alcohol during the school day or at any school function. Refusal to submit to a breathalyzer test will be considered the same as a failed test.
5. Advisors and chaperones reserve the right to ask anyone who, at any time, engages in inappropriate behavior to leave the dance. Parents/guardians will be notified that students are being asked to leave and may be asked to pick up their student at the school.
6. Chaperones, who volunteer their time as a favor, should be treated with consideration and appropriate courtesy.

7. Students are to dress appropriately and dance in good taste. Dancing that simulates sexual activity, grinding, or "twerking" is prohibited. Students that do not dress or dance appropriately will be given an opportunity to correct the behavior, but failure to do so will result in a student's dismissal from the dance.
8. Students will not be allowed to loiter on or around school grounds outside of a dance.
9. For large off campus dances (Senior Night Out, Prom, etc.) students may have their belongings (purses, bags, etc.) and or coat/pant pockets searched prior to departure, to ensure that every effort is made to discourage students from attempting to transport alcohol, drugs, or nicotine products to the off campus venue.

Detention

There are two types of detentions assigned to students, a teacher detention and a general detention. A teacher detention can be assigned whenever a teacher feels that student behavior is not appropriate or when academic work is not complete. A general detention is assigned only by an administrator for behavior that violates the Code of Conduct. All general detentions will be served from 2:50pm to 3:40pm.

If students are unable to serve the teacher or general detention on the day assigned because of a conflict, it is the student's responsibility to speak with the teacher or administrator **before the detention is scheduled to be served**. The teacher or administrator determines when and/or if the detention can be rescheduled. Student failure to address this responsibility prior to the detention being served can result in a "detention cut" with additional detentions being assigned as a consequence.

Students do have the privilege of signing out of a general detention to get extra help from a classroom teacher or to make up a test or a quiz. In this case, the student must report to the detention room first, wait for attendance to be taken, and sign out of detention with the permission of the teacher monitoring the detention. The privilege of signing out of detention to receive extra help can be lost if a student misuses or abuses it by not reporting to the area/teacher the student has signed out to see.

Dress

Students are expected to dress appropriately for a school setting and in a manner that is conducive to learning and safety at school and school-related events. Articles of clothing that advocate or display violence, weapons, alcohol or other drugs, illegal behavior, or expressions of vulgarity are not allowed. Clothing that exposes undergarments, midsections, backs, chests, or buttocks is prohibited. Additionally, students are required to wear shoes.

The principal or their designee will be responsible for determining whether a student's attire is within policy standards. A student not attired in accordance with the policy is expected to correct the violation, and, if necessary, a parent/guardian will be called to bring a change of clothes for their student.

Fees

The following is a summary of some school fees:

Athletics:		$250 per student per sport (family cap of five sports)
Co-Curricular:		$110 per student per year (covers all co-curriculars)
Parking:	Sept. 1- Dec. 31:	$100*
	Jan. 1 – March 1:	$50
	April 1 – June 1:	$25

Yearbook:	$90 (subject to change)
Bus:	$250 per child per year (family cap $500)

*NOTE: See Parking Passes below for more information.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, everyone must obey orders promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Food and Drink

Generally, food, candy, and drink should be consumed in the cafeteria and approved lunch areas. **Food and drinks are not allowed in the Gymnasium, Presentation Hall or the Performing Arts Center.** At the discretion of the classroom teacher, snacks may be eaten within the classroom. A teacher may decide to allow for food to be brought into the classroom for a special occasion, such as a pizza party. Food delivery services (e.g., DoorDash, GrubHub, Uber Eats, etc.) may not be utilized during the school day. Food will be kept in the DHS Main Office until the end of the school day. Consequences may be given with repeated offenses.

Fundraising

All student and parent/guardian groups raising funds in support of Duxbury High School must first obtain permission from the building principal and the assistant superintendent of schools prior to initiating such activity. This request must be made at least two weeks in advance of the activity. All requests must be made by submitting the *Fundraising Request* form and be consistent with School Committee policy.

Laptops

All information pertaining to our 1-to-1 Chromebook program can be found in the DPS Technology Plan on the district website.

Liability

Students are personally liable (responsible) for their actions which result in the loss or damage of property of others or the school, and for behavior which interferes with the rights, civil rights, and education of other students. Any student experiencing or witnessing such violation of rights or property is requested to report such incidents to a member of the faculty or administration.

Library Media Center

The library/media center is located on the third floor of the building, and is open from 7:45am to 3:30pm. It has a collection of approximately 14,000 books and periodicals, as well as computer access to extensive electronic databases and the Internet. Several computers are available to students and staff for word processing and other computer tasks. Staff members regularly assist students with research and other library needs. The media center supplies commercial videotapes and audiovisual equipment for classroom use, and provides photocopying, videotaping, and other AV services for the school community, both for classroom needs and for those of extracurricular activities.

Lockdown Procedures

Duxbury High School has in place lockdown procedures for specific sets of circumstances. Generally, the lockdown procedures will be invoked if there is a threat to the safety of students and staff either within or outside the building.

Lockers

All students have access to an assigned locker and generally students will have the same locker until graduation. Students are expected to store all valuables and other belongings in their lockers during the school day. Students should be sure that their lockers are secured when not in use and should not share combinations with anyone. Should a school locker become inoperable, students should report the problem to the Main Office as soon as possible. Safety regulations require that the school have access to all lockers that are loaned to students.

Lost and Found

Students who find lost articles should take them to the Main Office, where owners can claim them. Periodically, unclaimed items will be donated to a local charity. The school will make a general announcement through the principal's newsletter before the donation is made.

Outdoor Restrictions

During the school day, students are not to be in areas outside the school building unless accompanied by a teacher for a specific educational purpose or during lunch, when students may eat on the cafeteria patio or the DHS Main Entrance patio. During lunch, students are expected to remain in the patio areas and maintain the grounds.

Parking Regulations

On campus, parking spots will be assigned to seniors first, and available spots will be assigned to juniors on a lottery basis or based on attendance from the previous year. During school hours, students may park their car **ONLY** in the parking space assigned to them on school property. After school hours, students may park anywhere except on athletic fields or by the loading dock. Special consideration will be given to underclassmen with extenuating circumstances. The principal will make that determination.

Temporary Handicapped Parking

Occasionally, a student will require a temporary parking spot that is closer to the building due to medical needs. Such accommodations are provided on a case-by-case basis and are based on availability. Students wanting such an accommodation must meet with an administrator and receive an appropriate, temporary hangtag, which should be returned once the accommodation is no longer needed. Medical documentation may be requested to determine the length of time the accommodation should be required.

Parking Passes

Parking passes are issued to students who possess a valid drivers' license and registration for the vehicle being brought to school. In June of the previous year, rising seniors and juniors who will have their respective driver's license by September will be invited to register for a parking spot. Students meeting the requirements are assigned available parking spots on a first come, first served basis. Preference first goes to all seniors and then to juniors for available parking spots. Should there be available spots, students who will receive their driver's license after September will be invited to register. Student attendance during the previous year is taken into account with regard to the location of the assigned parking spot.

Parking Registration

- Students **MUST REGISTER** in the Main Office any car they intend to park on campus during school hours.
- Parking Fees:
  - August 31 - Dec. 31: $100
  - Jan. 1 – March 1: $50
  - April 1 – June 1: $25
- Cars must display a parking hangtag, which are available in the Main Office.
- When registering, students will receive the rules and regulations pertaining to parking on school property, as well as a parking hangtag.
- Students must show their license and registration and submit a signed parking contract when registering a car.
- Only DHS students that are given hangtags are allowed to park their cars at school. Unauthorized students caught parking at school will lose the privilege of parking at school for the rest of the current year and be subject to disciplinary action. Students that are dismissed from school and transport other students that do not have permission to leave school will lose their driving privileges for two weeks.
- Students driving to school that are tardy more than ten (10) times during the year will lose their parking privileges for twenty school days. Students may petition for reinstatement of their parking privileges with a demonstration of improved attendance. Students that continue to be tardy to school risk loss of parking privileges for the year.
- Students that are tardy more than ten (10) times will not be issued a hangtag if they have not already received one at the start of the school year.
- Students are not to be in, on, or around any automobile during the school day. They are expected to observe safe and courteous driving practices on school property at all times.
- Students that do not have parking privileges, or that have had them revoked, may not bring a car to school during school hours. Such offenses will be treated as violations of the Code of Conduct in a progressive fashion.

Passes

To ensure the safety and security of students, all students in grades 9-12 are required to use the pass system that has been established within the school. At no time should a student be in the hallway during class time without a pass. Upon request, students are expected to produce their pass.

Restraint

Restraint is not a form of treatment or punishment and will only be used as an emergency procedure. Preventative techniques will typically be utilized to avoid the need for restraint. De-escalation techniques including redirection, removal from the situation or offering emotional support from an appropriate adult should be attempted prior to physical contact. Restraint is to be used only as a last resort when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others.

All staff receive an annual review of the school's restraint policy and procedures. Training will include a focus on prevention and behavior support as well as individual crisis planning. A number of staff will receive extended training providing them credentials in both avoiding restraint and its proper implementation should it be unavoidable.

The district complies with all state required reporting. Any restraints lasting longer than 30 minutes will receive approval by the building principal before continuing. Through the principal or designee, reasonable efforts will be made to orally notify a parent/guardian within 24 hours of the use of restraint.

Complaints will be received and investigated by the building principal or designee. Parents/guardians will be engaged in prevention of restraint through ongoing intervention plans created for individual students that only include restraint in emergency situations.

The following restraints are prohibited: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion and the use of physical restraint in a manner inconsistent with 603 CMR 46.00.

These procedures comply with Duxbury School Committee Policy JKAA and M.G.L. 603 CMR 46.00.

Security Cameras

In order to maintain a safe and secure school environment, security cameras are present throughout the schools. They may be in use in any area, inside or outside of the school buildings, where there is no expectation of privacy. Students identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

Sexting - Possession and/or Dissemination of Sexually Explicit Photographs or Videos

It is against school rules to possess and/or disseminate sexually explicit photos or videos while on school property. It is also against the law and such acts can be charged as a felony. Students found to be in possession of sexually explicit photographs or videos or who are found to have solicited and/or disseminated those items will receive appropriate disciplinary consequences, including police notification. Please see "Student Searches" for more information.

School Committee

A five-member elected School Committee oversees the Duxbury Public Schools. The policies as established by the School Committee are available in the Superintendent's Office, the Principal's Office, the school website, and the Town Library, for your reference. Selected policies are found in the appendix of this handbook. The School Committee page on the Duxbury Public School's website can be found at https://duxburypsma.sites.thrillshare.com/page/about-school-committee.

School Community

In a democratic society, citizens have an obligation to help protect the rights and property of others. Students witnessing acts of vandalism or theft are encouraged to report such behavior to a staff member.

School Council

For information on DHS School Council, please visit the DHS website.

Student Introductions

The climate of a classroom is clearly enhanced when students know and accept one another. Students who are new to Duxbury and the school should be formally introduced and have the opportunity to meet others. Whenever a new student joins a class, teachers will initiate a meaningful introduction of the new student. This practice will help to promote mutual respect.

Student Searches
When a reasonable suspicion exists, students' personal belongings may be subject to search. This includes, but is not limited to, backpacks, lockers, vehicles, pockets, and/or personal electronic devices, including cell phones.

If a reasonable suspicion exists that a student's personal belongings were used to violate any element of our Code of Conduct, the student will be asked to surrender any belongings believed to be involved in the violation as part of a thorough investigation. The inspection of the personal belongings will be carried out immediately to protect the integrity of the investigation. In the context of an investigation by school administrators into a violation of the Code of Conduct, a request for the surrender of an item is considered reasonable by the school administration and is sanctioned by existing law. Therefore, students are expected to comply with the teacher or administrator making the request or face consequences as outlined in Appendix I–Code of Conduct (School Committee Policy JIH).

Tobacco and Nicotine Products
No student may possess or use tobacco or nicotine products (including chewing tobacco, vaporizers, vape oil, e-cigarettes, cartridges, chargers, tobacco-free snus, otherwise branded as nicotine pouches, or any other smoking paraphernalia) on school property, buses or within 300 yards of school property. Students who are found to be in possession or to have used any form of smoking product will be subject to disciplinary action. The possession and/or use of any tobacco or nicotine products (including chewing tobacco, vaporizers, vape oil, e-cigarettes, cartridges, chargers, or any other smoking paraphernalia) are prohibited at all times, within all facilities, on school buses, at all school-sanctioned events, and anywhere on public school grounds.

Visitors
The school policy is to accept only those visitors who have legitimate business to transact in the school. Visitors must register in the Main Office and obtain a visitor's badge. Students wishing to bring a guest to school must obtain prior approval from the Main Office at least three days in advance and secure a pass. No visitor pass will be granted to former students who have been excluded from the school, or previous visitors who have been uncooperative with school personnel or regulations. School security is the responsibility of all members of the school community. For further information, please refer to School Committee Policy KI.

Appendix I
Duxbury Public Schools
CODE OF CONDUCT
Revised May 2025

Introduction
The Duxbury Public Schools community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential to maintaining an environment that encourages learning and promotes a safe and positive climate. The school community includes students, teachers, administrators, guidance counselors, custodians, administrative assistants, cafeteria workers, parent/guardian volunteers, and school visitors. Each person in the school must have the opportunity to grow personally, socially, and intellectually; as well as the opportunity to exercise their rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property. This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off campus (Global Travel Handbook). A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement.

Student co-curricular participants and athletes are also subject to the respective Codes of Conduct for Athletes and Co-Curricular students.

Disciplinary Procedures

The Code of Conduct of the Duxbury Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize their discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change their inappropriate behavior, and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

In an effort to maintain the quality and integrity of programs throughout the school year, infractions of school rules which occur after May 1st of any school year may be subject to further consequences in addition to those listed below, which include but are not limited to, removal from school activities, senior/promotion class activities and/or participation in graduation/promotion activities or ceremonies.

All rules and regulations are subject to review through the Handbook Committee and School Council. Students and teachers are encouraged to discuss the rationale and enforcement of our rules that are intended to make the school a humane and rational institution.

The types of behavior that will not be tolerated have been categorized into four groups (A through D), based on the seriousness of the consequences.

Types of Behavior

GROUP A – Excluding Drugs and Alcohol

1. Assault and/or battery of any member of the school community.
2. Threat of violence directed toward any member of the school community.
3. Possessing, selling, giving or distributing weapons, fireworks or any other contraband.
4. Obtaining money, material goods, or favors by threat of physical harm.
5. Willful destruction of, or damage to, school or personal property.
6. Act of arson (i.e. setting something on fire), use or possession of a weapon (including knife, club, slingshot, or other article that can be deemed dangerous), use of explosives (including fireworks).
7. Bomb threat or fire alarm (false included).
8. Participation in the act of hazing, harassment, and/or bullying (including but not limited to in-person, online, and/or with the use of artificial intelligence such as impersonating someone, "deepfaking," or any other form of this behavior).

Consequence:
Minimum - five (5) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.)

Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:
Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on "Suspension," "Expulsion," and "Felony Complaint/Conviction" as well as the School Committee Policy JIC for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

GROUP A – Drugs and Alcohol

1. Use or being under the effect following use of an alcoholic beverage.
2. Possessing, or conspiring to obtain, an alcoholic beverage. The operator of the car is considered to be in possession if alcohol is found in the vehicle whether or not the driver is in the vehicle. Passengers are considered to be in possession if alcohol is found in the passenger area of the vehicle

or if it is established that the passenger knew that alcohol was being transported in any area of the vehicle other than the passenger area. This applies to any vehicle on school grounds or at a school-sponsored activity.

3. Use or being under the effect following use of a controlled substance.
4. Possessing or conspiring to obtain a controlled substance.

Consequence:
Five (5) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine (9) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) In most cases, a first time offense will result in a five (5) day suspension with social probation for nine (9) weeks.

Counseling will be strongly recommended. (As with all medical treatment, the school is not responsible for the costs associated with these treatments.) Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. A second offense will result in a minimum 10 day suspension with social probation for twelve (12) weeks. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:
Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on “Suspension,” “Expulsion,” and “Felony Complaint/Conviction,” as well as the School Committee Policy JIC for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

5. Selling, conspiring to sell, giving or distributing an alcoholic beverage.

Consequence:
Ten (10) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of twelve (12) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) During the 10-day suspension, a hearing will be held with the principal to determine further action.

Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:
Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on “Suspension,” “Expulsion,” and “Felony Complaint/Conviction” as well as the School Committee Policy JIC for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled

substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

6. Selling, conspiring to sell, giving or distributing a controlled substance.

Consequence:
Ten (10) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of twelve (12) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) During the 10-day suspension, a hearing will be held with the principal to determine further action.

Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:
Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on "Suspension," "Expulsion," and "Felony Complaint/Conviction," as well as the School Committee Policy JIC for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

If a student is suspected of violating a Code A offense, the most serious and potentially dangerous of offenses, immediate action is taken by the school administration to ensure the safety of all students and staff at Duxbury Public Schools.

GROUP B

1. Fighting: "Self-defense" may be used as a defense in a hearing procedure. However, it is the responsibility of the person claiming self-defense to prove that they had no route of escape.
2. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property.
3. Leaving school without permission: Once students are present in school or on school grounds, they may not leave without permission. This issue presents a serious safety issue to the school. If students need to leave school for any length of time due to an emergency, they must first ask the permission of an administrator. A student leaving school in a car may lose their driving/parking privileges for twenty school days. A second violation may result in losing driving/parking privileges for the remainder of the school year.
4. Theft of school or personal property or receiving such stolen items (including possession of answer key, teacher manual, test not yet taken, etc.).

Consequence:
Minimum – three (3) days of suspension from all classes and school activities. In-school suspension or work details may be substituted for suspension and/or assigned in conjunction with the suspension days, restitution for any damage, reporting to the police and/or fire departments as appropriate.

Additional Action:
Consequences noted under Group A above.

GROUP C

1. Behavior that disrupts the educational process (e.g., inappropriate classroom behavior, inappropriate physical contact, making excessive noise and misuse of school equipment, cell phone use, etc.).
2. Non-compliance with any reasonable request from any member of the school staff and/or deliberately giving false or misleading information. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a department head or school administrator after compliance with the request.
3. Knowingly forging or willfully using a school-related forged document, tampering with a school record or misrepresentation of parent/guardian communication.
4. Use of profane or obscene language or gestures, which substantially disrupts the good order of the school or offends those to whom such offenses are directed, will not be tolerated. Likewise, use of slurs based upon religious, ethnic, racial, gender or sexual orientation will not be tolerated.
5. Failure to attend an assigned class will also receive a zero for class work due to cutting a class.
6. Embarrassment or harassment of any student, staff member or other member of the school community.
7. Truancy.
8. Being in an unauthorized area (e.g., any area in the school which is unsupervised or in which the student does not have permission from a staff member to be at that time; this includes being in the same bathroom stall as another person).
9. Smoking on school buses, school property before or after school, anytime during the school day, or at co-curricular or athletic activities. Smoking includes the use of tobacco or herbal products in any form (e.g. smokeless tobacco). Tobacco and nicotine products and smoking paraphernalia are not allowed on school grounds and will be confiscated.
10. Possession of drug paraphernalia (e.g. pipes, rolling papers, grinders, vaporizers, etc.) or any type of oral pouches (used to ingest nicotine, tobacco, caffeine, or any other ingredient).
11. Violation of the DPS Comprehensive Digital Use Agreement and/or Student Parent Laptop Agreement.
12. Engaging in an act of cheating or plagiarism, including the use of unauthorized artificial intelligence.

Consequence:
Minimum – suspension from all classes and school activities not to exceed three (3) days and/or work detail (work details and/or in-school suspension may be substituted for suspensions and/or given in conjunction with suspensions).

Additional Action:
Consequences noted under Group B above.

GROUP D

1. Excessive Tardiness: More than five (5) tardies per semester.
   Students who arrive before 8:30am will report directly to class. Students who are tardy after 8:30am will report to the Main Office to sign in and receive a pass to class (DMS and DHS).

2. Failure to sign into school after 8:30am (DMS and DHS).
3. Failure to attend teacher detention or general detention.
4. Students who drive to school will lose their driving/parking privilege for twenty (20) school days upon the accumulation of 10 tardies. Students who are tardy ten (10) times prior to being issued a decal will not be able to receive a parking decal within the given year.
5. Failure to operate a motorized vehicle in a safe manner on school property.
6. Failure to follow the student driving/parking regulations.
7. Being in, on, or around an automobile during school hours without an authorization from the principal or assistant principal.

Consequence:
Tardiness (DHS ONLY): all students who exceed 5 unexcused tardies in a semester will be subject to progressive discipline for each successive tardy.

- On the sixth (6th) tardy students will be assigned a General Detention (2:50pm-3:40pm).
- On the seventh, eighth, and ninth (7th, 8th, & 9th) tardy, students will be assigned two General Detentions each.
- On the tenth (10th) tardy, students will be assigned a Work Detail. Parking privileges will also be revoked where applicable after the tenth (10th) tardy (see parking privileges procedure).
- Subsequent tardies will result in more severe consequences and administrative review.
- One or more of the following: conference with an administrator, detention, work detail and/or suspension at the discretion of the administrator; revocation of driving privileges.

Additional Action:
Revocation of driving privilege for a longer period of time (up to remainder of year), action noted under Group C above.

Suspensions

The Duxbury Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37H½ and 37H¾ and 603 CMR 53.00 et seq. For students not charged with a violation of Section 37H or with a felony under section 37H½, the administrator shall consider alternatives to suspension and support disciplinary decisions with written documentation before suspension. The administrator will consider ways to re-engage the student in the learning process, and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented.

In-School Suspension Procedures

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or their designee.

The principal or designee shall notify the superintendent of an exclusion imposed on a student enrolled in kindergarten through grade 3 prior to such exclusion taking effect, describing the alleged misconduct and reason for exclusion.

Notice of In-School Suspension

The principal or their designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or their designee determines that the student committed the disciplinary offense, the principal or their designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or their designee shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or their designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent/guardian including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent/Guardian Meeting

The principal or their designee shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or their designee is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

No Right to Appeal

The decision of the principal or their designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

Out-of-School Suspension Procedures

Due Process Procedures for Out-of-School Suspensions

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or their designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or their designee shall afford the student additional rights as described below, in addition to those rights afforded to students who may face a short-term

suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension

Prior to suspending a student, the principal or their designee will provide the student and the parent/guardian oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the parent(s)/guardian(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

A. the disciplinary offense
B. the basis for the charge
C. the potential consequences, including the potential length of the student's suspension
D. the opportunity for the student to have a hearing with the principal or their designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing
E. the date, time, and location of the hearing
F. the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate
G. if the student may be placed on long-term suspension following the hearing with the principal:
    1. the rights set forth in 603 CMR 53.08(3)(b), and
    2. the right to appeal the principal's decision to the superintendent

The principal or their designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent/guardian present, the principal or their designee will document reasonable efforts to include the parent/guardian. The principal or their designee is presumed to have made reasonable efforts if the principal or their designee has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, or email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and parent/guardian.

Emergency Removal of Student

Under certain emergency circumstances, it may not be practical for the principal or their designee to provide prior oral and written notice before removing a student from school. The principal or their designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or their designees) judgment, there is no alternative available to alleviate the danger or disruption. The principal or their designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

A. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length

of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b)

B. Provide written notice to the student and parent/guardian, including the information described in 603 CMR 53.06(2)
C. Provide the student an opportunity for a hearing with the principal or their designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent/guardian
D. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable

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

Short-Term Suspension Procedures

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal or their designee may, in their discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the principal or their designee with the following process:

Principal Hearing: Short-Term Suspension

A. The purpose of the hearing with the principal or their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and, if so, the consequences for the infraction. At a minimum, the principal or their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or their designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or their designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
B. Based on the available information, including mitigating circumstances, the principal or their designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
C. The principal or their designee shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
D. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the short-term suspension takes effect.

No Right to Appeal
The decision of the principal or their designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively, during a school year.

Long-Term Suspension Procedures
A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or their designee may, in their discretion, allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the principal or their designee with the following process:

Principal Hearing: Long-Term Suspension

A. The purpose of the hearing with the principal or their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and, if so, the consequences for the infraction. At a minimum, the principal or their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or their designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
B. In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:
    1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not
    2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian’s expense
    3. the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so
    4. the right to cross-examine witnesses presented by the school district
    5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.
C. Based on the evidence, the principal or their designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or their designee shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, or email to an

address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian. If the principal or their designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing
2. Set out the key facts and conclusions reached by the principal
3. Identify the length and effective date of the suspension, as well as a date of return to school
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (see School-Wide Educational Services Plan)
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:
    i. the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

D. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Appeal Hearing

A. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
B. The student or parent/guardian shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.
C. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
D. The superintendent shall make a good faith effort to include the parent/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.
E. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and, if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided

to the student or parent/guardian upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.

F. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.
G. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
H. The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent/guardian conference (re-entry meeting) with the principal or their designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

Additional Procedural Protections: Special Education/Section 504 Accommodation Plan Students

Generally, special education students may be excluded from their programs for up to ten school days per school year just as any other student. The principal will inform the Director of Special Education/Guidance Director of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

However, when the district seeks to exclude a special education student from their program for more than ten school days in the school year, the student's special education team must first determine whether the student's behavior was caused by, or was directly and substantially related to their disability, or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the team determines that the behavior was a manifestation of their disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to their current program, unless the student's parents and the district agree to a change in placement.

If the team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to their disability.

Exclusion/Expulsion

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

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, a knife, or their facsimile, or anything used in the commission of assault and battery; 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, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
C. Any student who is charged with a violation of either paragraph (A) or (B) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in 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).
D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
E. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
F. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal.
G. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Felony Complaint or Conviction

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

A. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification

of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

B. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of their request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town, or regional school district with regard to the suspension.
C. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
D. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of their request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.
E. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, and make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal.
F. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Education Services and Academic Progress under Sections 37H, 37H½ AND 37H¾

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make-up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The principal shall inform the student and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

School-Wide Educational Services Plan

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Duxbury High School and Middle School's school-wide education service plan is outlined below:

Services available to students serving a long-term suspension:

- Coordination of workflow between student and teacher
- Access to online coursework aligned with current course enrollment
- Tutoring

Services available to students serving an expulsion:

- Tutoring
- Access to online coursework
- Additional services may be available on an individual basis

Alden Elementary and Chandler Elementary School's school-wide education service plan is outlined below:

Services available to students serving a long-term suspension:

- Coordination of workflow between student and teacher
- Tutoring

Services available to students serving an expulsion:

- Tutoring
- Additional services may be available on an individual basis

Eligibility to Participate in School Activities and Events

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Duxbury Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Duxbury Public Schools is limited to students who are currently enrolled in and attending Duxbury Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the principal or their designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents/guardians will be notified when a student is removed or excluded from extracurricular activities.