

**Danvers High School**  
**2018 - 2019**  
**Student Handbook**

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## **DANVERS PUBLIC SCHOOLS MISSION STATEMENT**

Danvers Public Schools is a dynamic community of independent learners dedicated to respect, responsibility, creativity and the pursuit of academic, and personal excellence

## **DANVERS HIGH SCHOOL VISION STATEMENT FOR 2018**

In 2018 Danvers Public Schools is an inclusive community of learners that is respectful of individual difference, where all students are valued for their unique strengths and talents, and challenges are thoughtfully and effectively addressed. A welcoming environment for students and families is evident and diversity is valued and celebrated. Up-to-date instructional space that incorporates current technology enhances student engagement and learning in all schools

The schools are dynamic learning environments where research-based instruction is facilitated by talented, committed educators who set high expectations and are experts in content and pedagogy. Educator's work collaboratively to implement rigorous, well-aligned curricula and assessment; diverse teaching and learning strategies, and current technologies to achieve goals and address challenges for student learning. Data is consistently used to make instructional decisions and create optimal learning conditions. Educators are constructively supported through a well-implemented supervision and evaluation system, meaningful professional development opportunities and committed school and district leadership.

Leadership is cohesive and consistent throughout the school district, promoting the core values of caring, quality, commitment and collaboration in all aspects of the school community. The organizations structure of the district facilitates the attainment of goals. Communication systems and strategies are skillfully used to establish trust and to cultivate parent and community understanding of the district's goals and practices. District leaders and community members continue to increase access to alternative sources of funding for the school system.

All students are fully engaged and invested in their learning. They demonstrate personal responsibility and are achieving to their maximum capability. They are skilled communicators and problem-solvers who engage in collaborative inquiry, make effective use of technology and apply their learning to real-life situations. Graduates of Danvers High School leave the school system feeling confident and well prepared to continue their learning in the wide array of college and career options available to them. They go on to become productive, responsible, caring citizens of the global community and achieve their definition of success.

## ADMINISTRATIVE ORGANIZATION

### DANVERS PUBLIC SCHOOLS

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## STANDARD OPERATING PROCEDURES

### ATTENDANCE

A student's daily attendance at school is mandated by Massachusetts General Laws (Chapter 76. Sect1). The process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for the student. The Danvers High School policy of attendance emphasizes that students actively participate in the process of learning.

Danvers High School students must meet the Danvers High School attendance requirements in addition to academic standards and grading policies to achieve credit. It is incumbent upon parents, students and the school to limit and manage the number of class absences. Doing so can maximize the opportunities for success in the educational setting and minimize the interruptions and disruptions throughout the school year.

Students are expected to be in school every day unless their absence is reasonable.

The following constitute reasonable absences:

- Hospitalization- doctor communication required
- At-Home Illness - parent communication required
- Medical Appointment - doctor/dentist communication required
- Family Vacation - parent communication required
- Religious Holidays- parent communication required
- Bereavement-parent communication required
- Court Appointment - court verification required
- College visit - visit verification required
- Field trip or school sponsored experience
- Suspension from school

#### **PARENT NOTIFICATION OF STUDENT ABSENCE**

Parents/Guardians must call the school the night before or on the morning of a student's pending absence or tardiness. Voice mail is available twenty-four (24) hours a day at 978-777-8925 for this purpose. Press 3 for parent notification.

#### **MAKE-UP WORK**

Students are allowed to make up their missed work. Upon return to school, students should make arrangements to make up such work directly with the teacher to determine the maximum number of days allowed for the makeup work to be submitted.

In the event that a classroom teacher sees it fit to assign a grade of **Incomplete (I)** at the end of a quarter, the student will have **two (2) weeks** to turn in all work owed. At the end of the **two (2) weeks**, the teacher will submit a numerical grade to the student data recorder for the purpose of updating report cards.

#### **EXTENDED ABSENCE**

In the event of a long-term absence, the parent/guardian should contact the student's guidance counselor at 978-777-8925 to make arrangements for the counselor to gather the student's work from teachers and to coordinate a time to pick up that work. In a case where the long-term absence appears to be indefinite, the parent/guardian should contact the guidance counselor about **home tutorial services**. Medical documentation is required for home tutorial services.

## **BUS PRIVILEGES AND BUS PASSES**

A student ID card is used as a bus pass. Failure to have an ID card/pass available for the driver's inspection will result in the inability to ride a bus. A student who does not have an appropriate ID card/pass may not ride a school bus without the consent of the administration. The bus and bus stops are extensions of school property, thus all school rules apply. The administration, the bus company, and/or the bus driver reserve the right to discontinue bus service to a student who acts inappropriately on a bus or at a bus stop.

## **CAFETERIA**

In order to maintain a clean and attractive cafeteria, students are expected to take pride in that setting by participating in appropriate mealtime conversation and cleaning up after themselves. Bathrooms are available for student use in the immediate area of the cafeteria; roaming the building during lunchtime is prohibited.

### ***CAFETERIA RULES:***

- Students must remain in the cafeteria for the entire lunch period
- No food or drink may leave the cafeteria
- Appropriate behavior must be maintained at all times

### ***POINT OF SALE/MEAL MAGIC***

The cafeteria operates as a Point of Sale service. This service allows you to pre-pay for your child's lunch and to put money in an account through the cafeteria. Your child may submit a check to the office or cafeteria. Be sure to include your child's name, grade and PIN number on the check.

## **DISMISSALS**

A student must bring a note from home on the day of a dismissal and give it to our greeter at the front desk. The note must explain the reason for dismissal, time of dismissal, **a telephone number that will be called** in the morning to verify the dismissal, and the signature of a parent/guardian. If a student is dismissed for an appointment, a note from the office where the student was seen must be presented to the main office the following day so the class absence(s) can be recorded as **excused** if appropriate. If so, a **make-up slip** will be issued.

## **TARDY TO SCHOOL**

Students need to be at school on time to take full advantage of the educational opportunities at Danvers High School. The intent of our tardy policy is to encourage students to be at school on time and also provide opportunities to practice real-world skills around punctuality and preparedness for the careers they embark later in life.

The expectation is students are in class **ready to learn** by **7:30 am**.

Any student who arrives to school after 7:30 am must sign in with the front desk greeter.

Being "tardy" to school will be defined in this handbook as arriving to school during the first ten (10) minutes of the school day (7:30-7:40 am) without medical documentation or verified extenuating circumstances. Students may be tardy two (2) times per quarter without consequence. Upon the third (3rd) and all subsequent "tardies," a Saturday school detention will be assigned. For students who participate in co-curricular activities, there will be no consequence for the first two times being tardy per quarter. **Upon the 3rd and subsequent**

**time being tardy per quarter, the student will not be eligible to participate in any co-curricular activities on that day.**

Students who arrive to school after 7:40 am are deemed “late” for the purposes of this handbook. Students are assigned a Saturday school detention for the first three (3) school days **during the school year** they are late (arriving after 7:40). No student will be eligible to participate in the day’s co-curricular activities if the student is late without medical documentation or verified extenuating circumstances.

Upon the fourth (4th) and all subsequent occurrences of being late, students will meet with an administrator and have consequences including, but not limited to, multiple Saturday School detentions, mandatory after-school time with a teacher to make up missed work, loss of participation in athletics and other co-curricular activities, and suspension.

Excessive incidents of arriving to school after the 7:30 start time may lead to court intervention and the filing of a Child Requesting Assistance (CRA) on behalf of the child.

## **NON-DISCRIMINATION**

It is the policy of the Danvers Public Schools not to discriminate on the basis of sex, sexual orientation, gender identity, race, religion, color, and national origin in its educational programs and activities as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971. The local Office for Civil Rights address is:

**8<sup>TH</sup> FLOOR 5 POST OFFICE SQUARE BOSTON, MA 02109-3921 617-289-0111**  
**OCR.BOSTON@ED.GOV**

## **EXAMS**

All courses will have mid-term and final forms of assessment.

Exams are ninety (90) minutes in length and will be given at the end of the first semester and during the last four (4) school days in June. Exams will count twenty percent (20%) of each semester average respectively. The contents of the exam will cover the entire semester. Seniors have the option of contracting with individual teachers to design projects in lieu of final exams. Seniors also have the opportunity to opt out of taking a final exam in any class where an overall cumulative average of ninety percent (90%) is achieved. All students will complete a senior English project, which consists of a written research paper and an oral presentation. Having an overall cumulative average of ninety percent (90%) or above does not apply in this case and consequently, does not exempt students from completing this project. Senior final exams are given during regular classroom periods at the end of the school year. Students who are legitimately excused from an exam should see their classroom teacher for make-up. Students who have unexcused absences cannot make up their exam.

## **FAMILY VACATIONS DURING THE SCHOOL YEAR**

Families are encouraged to plan vacations around the academic year calendar and are discouraged from taking vacations during non-vacation time. Please be advised that participation in co-curricular activities is expected during school vacations. If, due to extenuating circumstances, it becomes impossible to plan a vacation during school vacation time, parents must submit a written request explaining the situation. Parents should be aware that students will be missing valuable class time that cannot be made up. In addition, teachers will not be required to

re-teach material missed during the student's absence. Students must make up work within the time frame stated in the regular absent from school policy.

## **FIRE/DISASTER/SAFETY DRILLS**

Fire drill procedures are posted in all classrooms. Fire drills are routinely held to keep everyone alert to procedures and should be taken seriously. Students are expected to file out of the building in an orderly manner and should meet the classroom teacher at a designated area that shall be a safe distance from the building. Upon the signal to return to the building, students are to return promptly to their classes. A school-wide safety plan is in place and should be followed upon instruction by the principal. Copies are available in the main office for review.

## **HALLS AND PASSES**

During instructional time, a student is permitted to be out of class only with the consent of the classroom teacher. The teacher will instruct the student to sign out of class in the log, secure the appropriate pass (which is to include the student's name, date, time, destination, and teacher's signature), and sign back in upon return. A student must make the pass available to any adult who asks to see it.

## **HEALTH**

The health and wellbeing of the student is the responsibility of the parents. The health services rendered in the school are intended to extend and supplement the family responsibility, rather than serve as a substitute.

In accordance with the General Laws of Massachusetts, each child in the school system must be examined by a physician at least once every four (4) years. Transfer students are required to have a physical examination, prior to entering school, if they have not been examined within the past year. Forms which must be signed by the physician and returned to the school nurse are made available by the school. Immunization against certain diseases is also required by law. Students in need of an immunization update will be notified by the school nurse.

During the course of the school year, vision, hearing and postural screening programs are conducted in order to find and aid those students who may have some weaknesses. Parents will be notified of any significant findings.

In the event of a medical emergency or accident involving a student, all attempts will be made to notify the parent using information provided on an emergency slip. Parents are encouraged to have a plan in place to deal with this type of emergency and also to have an alternative plan in place in the event that they cannot be reached.

## **IDENTIFICATION BADGES**

As part of our plan for safety and security of the building, every student and staff member must carry on their person at all times an identification badge. The staff has the right to request that any student identify himself/herself by presenting the identification badge. A student who fails to identify himself/herself properly to any staff member will receive appropriate consequences. Students who lose identification badges will be responsible for the cost of replacement. A student should report a lost or stolen identification badge to the main office. Parents should contact Lifetouch at 800-577-6453 to obtain replacement identification badges.

## **HOMEWORK**

The administration and faculty of Danvers High School believe that homework is an integral part of the instructional program and learning process, which allows students to follow through on their personal commitment to academic work. Homework is fundamental to the individual's learning

and development and to his or her preparation for higher education and/or vocational opportunities.

Homework assignments are given to reinforce and augment the lessons taught in class and to provide exercises in the development of responsibility and of good work and study habits. These assignments are intended to enhance the student's knowledge in the various subject areas.

Although suggested time frames are useful in implementing the homework policy, effective homework assignments are equally, if not more, a matter of quality. It is also the case that assignments may vary from day to day. The faculty at Danvers High School agrees that there is never a time when students are without homework. Students may review, preview, or improve their present assignment.

## **BATHROOMS**

Student bathrooms are available on each floor of the academic wing and by the field house, near the auditorium, and in our atrium. The bathrooms should be reserved for their intended purpose and not as places of social gathering. Please keep the bathrooms neat, clean, and sanitary so that others may comfortably use them. *Only one person is allowed in a bathroom stall. Offenders will be subject to a Saturday detention and/or suspension.*

## **LIBRARY/MEDIA CENTER**

The high school library supports the academic and literary endeavors of students and faculty. The library is open Monday - Thursday from 7:00 am to 4:45 pm, and on Fridays from 7:00 am to 2:00 pm.

The collection includes books, chrome books, DVDs, audio books, e-books, magazines, and newspapers. The library has iMac (Apple) computers that may be used for research, word processing, and content area programs. The Internet is to be used for academic work only. Students must return a signed **Acceptable Use Policy** form in order to use the Internet.

The library provides a variety of web databases to students through our membership in the Massachusetts Regional Library System. Students may also access the databases from home (**note:** a Peabody Institute Library patron barcode will be requested).

The Librarian meets frequently with reference librarians at the Peabody Institute to communicate information about assigned research projects and curricular needs of the students. The Peabody Institute has a newly opened homework center that offers computers, a study area, and special collection area for school-related materials.

Students visiting the library without a classroom teacher need to present a signed pass and sign in upon entry.

## **LOCKS AND LOCKERS**

The school offers lockers to all students for the purpose of safely storing appropriate personal items and school issued materials. Lockers are the property of the school and can be opened at any time by the principal/assistant principal.

Freshmen will be required to either supply their own lock or purchase one from the school for a fee of six dollars (\$6.00). Upperclassmen who return to school without their locks may also purchase a lock from the school. The office will keep a file of all lockers and locks issued to students (including locker numbers and lock combinations). Students must use that locker assigned at the beginning of the year. Sharing lockers, writing on lockers, and misusing lockers is prohibited.

## **MEDICATION TO STUDENTS**

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and / or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he / she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of EpiPens.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.
4. Students with food or other anaphylactic allergies may possess and administer EpiPens.

## **PARENT CONCERNS AND COMPLAINTS**

Danvers High School follows the guidelines put forth by the Danvers School Committee regarding parent concerns and or complaints.

Although no community members will be denied the right to bring complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

## **SCHOOL CANCELLATION/DELAYED OPENING**

School cancellation/delayed opening announcements are typically made between 6:00 am and 8:00 am. Families are notified of a school cancellation/delay by ConnectEd messaging and social media such as the school's website. Local television and media outlets will also carry these announcements during the same time periods. Students and parents are asked not to call the school.

## **SCHOOL COUNCIL**

The School Council is a group of parents, teachers, students, and members of the community who meet regularly with the principal. This council is required by law to develop an annual school improvement plan that shall be presented to the School Committee. Members are elected to these positions.

## **SPECIAL EDUCATION**

### ***504 ACCOMMODATION PLANS***

Section 504 of the Rehabilitation Acts of 1973 is a civil rights law, which prohibits discrimination against people with disabilities. Any child identified as being disabled will be guaranteed reasonable accommodations to promote educational growth in the regular classroom environment. Information concerning **504 Accommodation Plans** is available through the Special Education office (978-777-6112).

## **STUDENT ASSISTANTSHIPS**

Student Assistantships/Internships are offered to juniors and seniors whose academic schedule can accommodate such an opportunity. Specific guidelines for participation in the Student Assistantship Program are available through the guidance office (978-777-8928). See the ***Program of Studies*** for requirements.

## **SENIOR INTERNSHIPS**

Senior internships are required for all graduating students who have a cumulative average of 70%. The internships last approximately 5 weeks. The number of hours is pro-rated initially to accommodate students who are taking advanced Placements courses. Students are encouraged to find their own placements in potential fields of interest for further study. Students who may have difficulty procuring an internship can also access the database available. The goal of the internship program is to:

1. Provide our existing seniors an opportunity for real world experience in an area of their choosing and;
2. Provide the at-large community insight into the caliber of student DHS is producing. Students who are academically ineligible for the internship program will stay at DHS to attend their scheduled classes and receive the extra help necessary to graduate.

## **STUDENT PARKING PRIVILEGES**

All students driving to school must park on school property. No student will be allowed to park on Cabot Road, Exeter Street, Mass Avenue, or Sherwood Avenue. All students will be required to register their cars with the school administrators and purchase a student parking tag to be

displayed from the rear view mirror. The cost of the placard is twenty dollars (\$20.00). Students will be limited to parking in the following designated area: the middle lot next to the high school and the cafeteria circle. The administration reserves the right to revoke parking privileges for erratic operation, misuse of vehicles, leaving school property without permission, or any other violation of school rules.

**Parking in the Faculty/Staff/Visitor lots are prohibited.**

## **STUDENT RIGHTS**

The Danvers School System subscribes to and safeguards the laws, regulations and guidelines pertaining to student rights, under those chapters concerning themselves with suspension and exclusion from public schools and under Chapter 71, Sections 34D, and 34E which concern themselves with student rights pertaining to student records. The suspension procedures of the Danvers Public School System are a matter of School Committee policy voted on April 28, 1975, and have been judged consistent with the laws of the Commonwealth.

## **STUDY HALL**

Study halls are intended to be used by students as time for quiet study. All students who have study halls are expected to attend, to be prepared with materials to work on, and or to read silently. Attendance is taken and failure to attend will be noted as a cut, which requires a discipline referral.

## **SUMMER SCHOOL**

A summer program offers a total of fifty (50) hours of instruction in English, math, and social studies and twenty five (25) hours of instruction in health and physical education. There is a two-fold purpose:

- To enable those students who have failed courses during the school year to establish credit for the same through summer study
- To provide remedial instruction for students exhibiting a marked deficiency in certain academic areas

### Eligibility Criteria:

1. A grade of F (ranging between 60 and 64) must have been received during the regular school year in the course for which credit is to be established
2. Students with a grade of F (below 60) must have the recommendation of the teacher whose course was failed
3. A perfect attendance record during the summer session must be maintained
4. Students must receive a grade of C- (70-72) or better to receive credit
5. The recommendation for the credit must be accepted by the principal of the school granting such credit
6. An English failure must be made up by repeating the subject or by attending summer school

## **TEXTBOOKS AND EQUIPMENT**

All books issued are the property of the Danvers Public Schools. It is the student's responsibility to care for and to return them in good condition. A student will be required to pay the replacement cost for lost or damaged books and other school equipment. All fees must be paid in full before a

senior can graduate and before an underclassman may return to a status of “good standing” (eligible for sports, clubs, organizations, activities, etc.).

## CHROMEBOOKS

All DHS students will be issued a Chromebook. Families are required to purchase insurance, which covers, theft, loss, spills and drops. Each student will also receive a charger. Students are expected to return the Chromebook, with the original charger, in full working order with no damage other than standard use upon leaving DHS. A case is highly recommended. Students are not allowed to place stickers or decals on the Chromebook. Students are not allowed to remove district placed or manufacturer placed decals from their Chromebooks. Removal will result in a \$10 replacement/repair fee. Any damage or mechanical problems should be reported to the DHS administration as soon as possible. The replacement cost of a Chromebook is \$275.00. The replacement cost of a charger is \$52.00. Students are expected to:

- Bring his or her Chromebook to school fully charged each day.
- Handle his or her Chromebook with care when transporting it To/from School.
- Adhere to all policies and expectations stated in the Responsible Usage Policy.

## VISITORS

All visitors **must** check in at the greeter desk, which is located at the main entrance. All visitors must produce a photo ID upon receipt of such, a visitor ID badge will be provided and must wear or display it at all times while in the building. Students may **NOT** have visitors while school is in session.

## WITHDRAWING FROM SCHOOL

When a student is withdrawing from school, he/she must report to the main office and obtain a withdrawal form from the Principal’s Secretary. No records will be released until the student has completed the withdrawal process and all affected personnel have signed the form indicating that all books and equipment have been returned and that all obligations have been met.

## WEIGHTING SYSTEM

Students are encouraged to take course work that is appropriate to their abilities. So that rank in class will reflect the work effort students put into their studies, the following “weights” are applied to grades earned for rank in class purposes.

The weighting system applies as follows:

- **Ten percent (10%) of the grade earned for A.P. courses**
- **Five percent (5%) of the grade earned for honors courses**

Quality points are applied to grades C- to A+ (70-100) only.

## GUIDANCE

### COURSE SELECTION PROCESS FOR GRADES 9, 10, AND 11

<b>January</b>	<ul style="list-style-type: none"><li>• <u>Updated Program of Studies</u> will be available for review on our website.</li><li>• Students should review <u>Program of Studies</u> with parents.</li></ul>
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<b>Early February</b>	<ul style="list-style-type: none"> <li>• Students will receive course selection sheets in a special homeroom. <ul style="list-style-type: none"> <li>○ During the day, teachers will make recommendations for courses for next year.</li> <li>○ Students will return to homeroom at the end of the day to submit course selection sheets, which will be returned to guidance.</li> </ul> </li> <li>• Guidance Counselors will meet with each grade.</li> <li>• Guidance counselors will review student choices and finalize course selections.</li> <li>• All physical education waiver forms and student assistantship forms must be submitted during this time.</li> </ul>
<b>Mid February</b>	<ul style="list-style-type: none"> <li>• Students will enter all course selection information.</li> </ul>
<b>Spring</b>	The master schedule will be developed.
<b>Early May</b>	An in-house schedule will be generated for guidance.
<b>June</b>	<ul style="list-style-type: none"> <li>• Guidance counselors will have refined student schedules.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Student schedules will be available to view in Powerschool.</li> </ul>
<b>September</b>	Classes and teacher loads will be balanced.

## CURRICULUM

The following is a brief description of courses at Danvers High School.

A **Program of Studies** is published annually and gives more detailed descriptions of courses offered at Danvers High School. To meet the diverse needs of the student body, curriculum is presented on two (2) levels.

### **ENGLISH**

**Students must take four (4) years of English offered from a traditional curriculum.**

### **SOCIAL STUDIES**

**Students must take four (4) years of Social Studies.**

### **MATHEMATICS**

A sequential program is offered in mathematics with a senior elective for an advanced course in calculus. Students must take four (4) years of mathematics.

### **WORLD LANGUAGE**

The World Languages Department offers programs in French and Spanish. Students must take two (2) years of world language.

### **SCIENCE**

A four-year sequential program is offered in science with senior electives for advanced courses in biology and chemistry. Students must take four (4) years of science.

Students must earn twenty- two and ½ (22.5) credits (includes technology component).

### **UNIFIED ARTS**

A four (4)-year sequential program offered in art is available as well as extensive offerings in music and performance.

### **PHYSICAL EDUCATION AND HEALTH**

Health courses are required in grades 9 and 10. Physical Education is mandatory each year. The physical education program is selective and covers the range from physical fitness to lifetime recreational sports. Students may petition for a waiver in both grades 11 and 12 physical education provided they meet the requirements outlined in the **Program of Studies**.

### **CAREER EDUCATION**

Career education offers a wide variety of electives that are available to students interested in exploring alternative skills, life skills, related career goal skills, pre-technical skills, and pre-vocational skills. Industrial arts, engineering, architectural drawing and business education are included in this area of study.

## **COLLEGE VISITS**

Guidance counselors have college visit request forms available in the guidance office. All students must complete a form seeking prior approval before visiting a college.

## **GRADING**

Letter grades are used to report a student’s academic progress and GPA while actual numerical grades are used to finalize rank in class. The following chart is used to report a student’s academic progress and grade point average:

<b>NUMERICAL GRADE</b>	<b>LETTER GRADE</b>	<b>GPA</b>
<b>97 – 100</b>	<b>A+</b>	<b>4.0</b>
<b>93 – 96</b>	<b>A</b>	<b>3.84</b>
<b>90 – 92</b>	<b>A-</b>	<b>3.67</b>
<b>87 – 89</b>	<b>B+</b>	<b>3.33</b>
<b>83 – 86</b>	<b>B</b>	<b>3.0</b>
<b>80 – 82</b>	<b>B-</b>	<b>2.67</b>
<b>77 – 79</b>	<b>C+</b>	<b>2.33</b>
<b>73 – 76</b>	<b>C</b>	<b>2.0</b>
<b>70 – 72</b>	<b>C-</b>	<b>1.67</b>
<b>67 – 69</b>	<b>D+</b>	<b>1.33</b>
<b>65 – 66</b>	<b>D</b>	<b>1.0</b>
<b>0 – 64</b>	<b>F</b>	<b>0</b>

Because grading procedures may vary from department to department, and teacher to teacher, a student should pay particularly close attention to the grading standards explained by each teacher. Although students are graded primarily on the basis of achievement, other factors such as attitude, participation, completion of assignments, and willingness to cooperate and assume responsibility will be part of the assessment that measures student growth. Except in circumstances of legitimate long-term absences or in cases where doing so may conflict with the philosophy of outcome-based education, a grade of **Incomplete (I)** must be made up within a period of **two (2) weeks**.

(For more information, see progress reports, report cards, exams, weighting systems and honor roll).

Foreign exchange students will be given a pass/fail grade in all courses. If an exchange student wishes a letter grade, he/she must meet all the requirements of the course.

## **GRADUATION**

Graduation exercises are usually held on a Saturday in June at 2:00 pm (rain or shine). See calendar for actual date. Faculty members are invited to attend. No student will attend or participate in graduation until all requirements are completed. An all-night graduation party (Project Graduation) is held beginning at 9:00 pm on graduation evening.

Marshals: Juniors who are chosen to serve as marshals for graduation will miss class time during graduation rehearsals. They are expected to make up all work missed and to take final exams as scheduled at the end of the academic year. Marshals are the top ten (10) juniors as of the end of the first semester of their junior year.

Valedictorian, salutatorian, and essayist are the top three (3) students in the senior class as of the end of the first semester in the senior year.

### Graduation Requirements

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<u>SUBJECT</u>	<u>CREDITS</u>
English	20
Social Studies	20
Science	20
Mathematics	20
World Language	10
Fine Arts <sup>1</sup>	2.5
Computer Literacy	2.5
Technology	2.5
Health	5
Physical Education <sup>2</sup>	10
Electives	12.5
<b>Total</b>	<b>125</b>

All students should be fully scheduled (unless special circumstances exist) carrying between 32.5 and 35 credits. Students should have earned 35 credits at the end of grade 9, 70 credits at the end of grade 10, and 105 credits at the end of grade 11. Seniors must earn no fewer than 25 credits during their senior year to qualify for graduation.

## **COMMUNITY SERVICE REQUIREMENT**

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Danvers High School values learning that extends beyond the classroom. By investing themselves in community service, students extend the learning environment, enhance personal growth, and contribute to their community.

<sup>1</sup> Courses may be selected from all art and music courses.

<sup>2</sup> STUDENTS MAY PETITION TO PARTICIPATE IN THE ALTERNATE PHYSICAL EDUCATION PROGRAM IN GRADES 11 AND 12. (SEE PHYSICAL EDUCATION SECTION FOR DETAILS.)

## **GUIDANCE SERVICES**

Over the years, the services provided by the Guidance Department at Danvers High School have been expanded to meet the ever-changing needs of our student body. Each student is assigned a guidance counselor who is available to assist with both school related and personal issues. If a

crisis arises, students should feel free to see their guidance counselor as needed. In other situations, it is recommended, however, that students make appointments to see their guidance counselor with the guidance department secretary. Available services include financial aid seminars, post secondary placement, occupational information, course selection planning, consultations with parents and teachers, liaison for referrals to outside agencies, individual counseling, coordination of school services for students and parents, developmental guidance sessions, social work counseling, dissemination of scholarship information, and coordination and implementation of ASVAB, PSAT, and SAT testing. The following questions and answers define more specifically the policies and procedures of the guidance department:

**How can a parent arrange a conference with their child's teacher(s) / counselor?** Teacher conferences are held in December and March each year. Additional conferences may be arranged by contacting teachers via their voice mail or email accounts. In the event that it is necessary for parents to meet with all of their child's teachers at once, parents should contact the guidance department and the guidance department will coordinate the meeting.

**How do I request homework when I am absent?** When a student anticipates being absent for two (2) or more consecutive days, parents may request homework assignments through the guidance office. Requests should be made to the guidance secretary by 8:30 am. This will ensure ample time to contact all teachers. Assignments and relevant materials can be picked up at the guidance secretary's desk after 2:40 pm on the following day. *Please note, a twenty-four (24)-hour turnaround is necessary to allow teachers sufficient time to gather materials.* Students who are absent for only one (1) day should contact a classmate for their assignments.

**How do I obtain weekly progress reports from my teachers?** Students can pick up a weekly progress report form from the guidance office on Friday and circulate it to their teachers as they go to each class. Students are responsible for bringing it home at the end of the day. Upon request, parents may obtain a supply of blank reports and give them to their son or daughter on Fridays as they deem appropriate.

## HELP SESSIONS

Teachers are available most afternoons (with the exception of Fridays) after dismissal for extra help and make-up work. Students should consult individual teachers for their schedules. All students should feel free to seek extra help. If a teacher asks a student to return for extra help, the student must return. A telephone is available to the student who needs to call home to advise a parent. The National Honor Society also provides group and individual tutoring in the Library, Monday through Thursday of each week from 2:15 – 3:15 p.m.

## HONOR ROLL

Highest Honors: All As (or all 90s, and above)

High Honors: All As and Bs (or all 80s, 90s and above)

Honors: As, Bs, and one (1) C (or one (1) 70 and above)

The Danvers High School Honor Roll is an un-weighted honor roll. The actual grade a student receives is the grade used to calculate honor roll.

## PROGRAM/SCHEDULE CHANGES

Changes in students' schedules can only be effected if the master schedule can accommodate such requests. No changes may be made after the second (2<sup>nd</sup>) week of each semester. All changes made after the first full cycle require the signature of the principal.

## PROMOTION/RETENTION

It is strongly recommended that students repeat failed courses in summer school. Otherwise, students must repeat their failed courses the following school year. Students who do not accrue the necessary credits will jeopardize graduating on time.

## RANK IN CLASS

Danvers High School reports the rank of the top three students. The rank of all other students is reported in deciles (in other words, 10%, 20%, 30%, etc.). All courses, except physical education and pass / fail, are used to determine class rank.

## CREDIT 4 LIFE (C4L)

Danvers High School is committed to developing students' financial literacy skills. To fulfill this commitment, seniors will participate in **Credit for Life**, a program developed by First Ipswich Bank in response to the growing need for young people to realize the benefits of financial literacy. This is a mandatory experience for all seniors, which takes place at North Shore Community College in Danvers in March. Students will receive multiple trainings in Advisory prior to the trip to NSCC.

On the date selected, students will be transported to NSCC via school district buses. Notification of the event will be sent home via ConnectEd and student flyer as well as in Advisory.

## REPORT CARDS

Report cards will include grades, and attendance information, and may also include comments. They will be issued to students no later than ten (10) calendar days following the end of the quarter. The fourth (4<sup>th</sup>) quarter report card will be mailed home.

## SCHOLARSHIPS

Danvers High School is proud of the fact that our community gives out a substantial number of scholarships to its graduating seniors. Scholarship booklets and applications are available to seniors in the guidance office during mid-winter. Scholarships are awarded at a by invitation event during senior week.

## STUDENT STUDY TEAM (STUDENT ASSISTANCE PROGRAM)

The Student Study Team, which consists of the principal, assistant principals, pupil services director, all guidance counselors, social worker, school nurse, school psychologist, and the public safety officer, meets weekly to identify and discuss the progress of high profile students. Faculty members may refer students to the team by filling out the referral form available in the main office and directing it to the social worker. Any student exhibiting academic, behavioral, or social difficulty that has a direct or indirect impact on the ability of him/her to achieve the Danvers School Department's outcomes should be referred to the team. The team will make recommendations for the students. **All referrals and meetings are strictly confidential.**

## STUDENT PLACEMENT POLICY

The Danvers Public School System recognizes and values each child's uniqueness and its responsibility to ensure the success of each student. This responsibility includes student placement. Based on the joint recommendations of teachers and guidance counselors, students

are placed in curricular levels and electives. The integrity of the school's recommendations and rigor of curricular challenge must be maintained. The school will not consider requests for specific teachers or levels. However, should the learning needs of a child necessitate explanation or clarification, a letter from the parent/guardian discussing such needs may be addressed to the Waiver Committee. A response from the school to the parents will be provided in a timely and reasonable manner. Should parents or guardians disagree with teacher recommendations and the reason offered for placement of their child, they can prepare a written request in which they must present their reason and evidence for reconsideration.

Some criteria for placement may include:

- Student personal and social management
- Student learning styles and needs
- Teacher teaching style
- Student non-academic issues (health, social, behavioral)
- Classroom diversity (academic, cultural, gender)
- Class size
- Student post-secondary plans

Requests will be reviewed by the Waiver Committee. The Waiver Committee consists of the content area teacher(s) of the course(s) in question, the student's counselor, and the high school principal.

## **TESTING PROGRAM**

Students have the opportunity to participate in a variety of standardized testing options. Danvers High School offers:

The PSATs, SATs and Advanced Placements (APs) are also given. The schedules for these tests are found on the annual school calendar. More specific information can also be found in the guidance office and online at [www.collegeboard.org](http://www.collegeboard.org). Students who pursue advanced placement courses must take the AP exam for AP credit. Students must pay a fee for each exam.

AP Exams are administered during the first two (2) weeks in May.

The Massachusetts Department of Education has developed the Massachusetts Comprehensive Assessment System (MCAS) based on the curriculum frameworks. The schedule for the school year is as follows:

- November** Fall retest
- February** Biology retest
- March** Spring retests
- March** English Language Arts
- May** Mathematics
- June** Science & Technology

## **TUTORING**

In the event of extended absence from school and upon medical documentation from a doctor or licensed clinician, parents / guardians may arrange for tutoring. If a student needs tutoring as a special service, this may be accomplished only through the Student Services Department.

Students who need tutorial help in any subject should contact a counselor or administrator. The National Honor Society also offers tutors from the junior and senior class who rank highest academically within their respective grades. Throughout the year the National Honor Society offers two to three students to tutor in the library from 2-2:45pm. Students can also request to have a personal tutor from the National Honor Society with whom they can meet on a regular basis.

## **BEHAVIORAL EXPECTATIONS AND CONSEQUENCES**

### **ARTICLES NOT PERMITTED IN SCHOOL AND/OR AT CO-CURRICULAR ACTIVITIES**

So that we may maintain the integrity of the academic setting items not permitted in school will be confiscated and returned to students and/or parents at the discretion of the administration. Certain items may be turned over to the proper authorities. Surrendering such items upon the request of a staff member is expected:

1. Drugs, alcohol, tobacco products, and/or related contraband
2. Firearms, knives, sharp objects, any type of weapon, or facsimile thereof (includes water guns and sling shots)
3. Gambling devices (cards, dice, lottery tickets, games of chance)
4. Firecrackers or other incendiary devices
5. Pets or animals
6. Large sums of money
7. Any items deemed to be gang related, including, but not limited to, chains, bandannas, spiked bracelets/jewelry
8. Skateboards and rollerblades
9. Glow sticks, laser pointers and similar devices
10. Any other item deemed inappropriate for an educational setting

## **BULLYING POLICY**

### **Danvers High School Handbook Policy for Bullying Prevention**

#### **Policy on Bullying Behavior**

Every student at Danvers high School shall have equal educational opportunities in a safe and healthy high school environment. Danvers High School has an obligation to promote and is committed to achieving, mutual respect, tolerance and acceptance for all students. Any student behavior that negatively impacts these educational opportunities, student safety or a healthy school environment will not be tolerated.

Student(s) shall not participate in any action that is a) intentional, b) involves any imbalance of power and c) is most often repeated over time, and which intimidates, harasses, or otherwise bullies any other student(s) through spoken words, physical actions, electronic communication or other actions causing in the victim(s) physical and or emotional harm, reasonable fear of harm, or contribute to a hostile environment at school.

Danvers High School's response to any actions described above shall include an administrative investigation with appropriate corrective and/or disciplinary action(s) to resolve the situation and may include referral to the Student Resource Officer or other appropriate member of the Danvers Police Department. Further, Danvers High School is committed to ensuring bullied student protection as detailed in Massachusetts General Laws Chapter 71, Section 37O, pages 71-30 through 71-33.

### **Additional Information**

The Danvers Public Schools Bullying Prevention policy offers more detail on bullying prevention in our schools and is included on our web site at <http://danverspublicschools.org/district/policies/bullying-policy/>

### **Responsibility for Reporting Incidents of Bullying**

If any student, staff member, or adult witnesses an incident involving bullying, that student must notify a teacher or high school administration of the incident immediately.

### **Administrative Action**

When an incident is reported, the School Administration will conduct an investigation, including interviews and report findings. Parents will be notified of this investigation.

Violation of this policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence.

Danvers High School is committed to protecting any student(s) or employee(s) who become a victim of bullying, as well as those who provide information on a bullying incident, from any future incidents of bullying.

### **ACADEMIC HONESTY POLICY**

Students are expected to submit authentic work and to earn credit for assignments and courses on their own effort.

Cheating is defined as “acting in a way that is dishonest, or making someone believe something that is not true in order to get something for yourself.”

(<http://dictionary.cambridge.org/us/dictionary/american-english/cheat> accessed on 3/9/15). Examples of cheating may include but are not limited to the following (*please refer to individual teacher’s course syllabus for specific expectations regarding cheating*):

- Using notes (i.e. Cliff’s Notes, Sparknotes, etc.), cheat sheets or electronic devices *without permission* during assessments or assignments
- Working on assignments with other students without the expressed permission of the teacher
- Revealing test items or other information to students who may be taking the same assessment at any point in the future

Plagiarism is defined as taking another person’s idea or work and claiming or using it as one’s own. Examples of plagiarism may include but are not limited to the following (*please refer to individual teacher’s course syllabus for specific expectations regarding plagiarism*):

- Use of direct quotes or information without citing the author
- Copying of text from a book, article, Internet resource or another student’s work
- Use of a translator in a World Language class

A student found to be cheating or plagiarizing in any given course will be held to the following standards:

1st offense	<ul style="list-style-type: none"><li>• Teacher reports infraction.</li><li>• Student receives a zero on the assignment.</li><li>• Student may redo the assignment, but for no credit.</li><li>• Teacher notifies parent/guardian of infraction.</li></ul>
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	<ul style="list-style-type: none"> <li>• Student is given an opportunity to write personal reflection letter to acknowledge and explain infraction. The letter is given to the teacher and a copy placed in the student's file.</li> <li>• Discipline referral will be tracked over high school career.</li> </ul>
2nd offense	<ul style="list-style-type: none"> <li>• All consequences of 1st offense are enforced.</li> <li>• Student is precluded or withdrawn from all honor societies.</li> <li>• Athletic coaches and extracurricular advisors are notified of the infraction.</li> </ul>
3rd offense (in same course)	<ul style="list-style-type: none"> <li>• Mandatory meeting involving student, parent/guardian, teacher, guidance counselor and administrator to discuss future recourse.</li> </ul>

## STUDENT CONDUCT

Student conduct involves good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

This section will apply to a student's actions while on school property or at a school-sponsored activity off school grounds.

## COMPUTERS: INTERNET POLICY

As more students gain access to Internet use in Danvers, it is essential that we have a policy in place that promotes the appropriate use of this technology.

Student use of the Internet is to be conducted under faculty supervision. However, faculty members are not expected to monitor student use at every moment. We expect students to become responsible users of the Internet.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to follow the guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the Internet.

***USER GUIDELINES:***

- Student use of the Internet must be in support of education and research consistent with the objectives of the Danvers Public Schools.
- Students may not post or request personal information such as home addresses, telephone numbers, or the name and location of schools without teacher permission.
- Students are prohibited from making prejudicial, harassing, threatening, obscene, or hateful remarks and other antisocial behavior.
- Students are prohibited from using the Internet to access or process pornographic material, inappropriate text files, information that advocates illegal acts, or information that lacks any educational value.
- Students should immediately tell a teacher or other school employee about any material that they feel is not appropriate or that makes them feel uncomfortable.
- Students should be aware that no communications are guaranteed to be private. Internet use is monitored. Illegal activities may be reported to the authorities.
- Students should note that plagiarism is the taking of material created by others and presenting it as if it were one's own. It will not be acceptable to plagiarize material from the Internet.
- Students should note that all communications and information accessible via the Internet should be assumed to be private property.
- Students may not use the Internet in school for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. The student and his/her parents/guardians will be responsible for any liabilities stemming from such unauthorized uses of the Internet.
- Students may not use the Internet for illegal purposes or for the support of illegal activities.
- Student use of the Internet must not serve to disrupt its use by other individuals or connecting networks.
- Student passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- Students who violate district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

***WEB SITE***

<http://www.danverspublicschools.org/dhs>

### **ILLEGAL USE OF COMPUTERS**

Copying certain commercial software is illegal. Any student found copying software on Danvers Public School computers will be referred to the principal for suspension. The student will also be subject to prosecution for possible copyright violations.

Any student who uses terminals to tamper with administrative school records stored in the computer will be suspended by the principal and referred to the Superintendent of Schools for appropriate action (which may include expulsion). The student will be withdrawn from any course using computers for which enrolled, and will lose the privilege of using the computer terminals in the Danvers Public Schools.

Unauthorized use will include, but is not limited to, the following:

1. Accessing an account or file other than the one assigned
2. Copying software (e.g., programs, files) without the permission of the student's subject teacher
3. Accessing copyrighted software without permission of the student's subject teacher (e.g., playing games)
4. Any activity that causes damage to the computer equipment, memory or files
5. Any activity that infringes upon the rights of others

### **CONDUCT AND DISCIPLINE\***

The climate of our school is a reflection of the attitude of its students and staff toward the school and toward each other. In order for optimal learning to occur, we need to insist upon an atmosphere of order, self-discipline, safety and mutual respect. We trust our students have the maturity and good judgment to regulate their own behavior. When these qualities need further development, we are ready to provide the necessary guidelines. Danvers High School belongs to all of us, and it will be what we want it to be.

Each teacher, within the policies set by the Danvers School Committee for the Danvers Public Schools, will establish behavior expectancies within his or her own classes. A teacher may detain a student whenever the student is not performing at that expectancy level. If there is a continuance of poor conduct displayed by the student, the teacher will request a parent conference.

*\*Adapted from Beverly High School*

### **DETENTION POLICY**

A student who has been assigned detention is expected to remain after school in the detention room (provided he/she has been given twenty-four (24) hours notice by the principal/assistant principal) or may receive credit for serving the detention by remaining after school under the direct supervision of a teacher. A pass, signed by the supervising teacher, must be presented to the principal / assistant principal during the detention period to ensure that proper credit is given.

A student must be on time for detention. Detention starts promptly at 2:00 pm and ends at 2:40 pm.

A student must be prepared to work in an atmosphere similar to that of quiet study. There is to be no talking, no sleeping, and no listening to musical devices.

A student may not leave detention for any reason other than an emergency. Leaving the detention room without permission will equal a detention cut.

A student may not eat or drink in the detention room.

## **DISCIPLINE**

### ***PHILOSOPHY***

An atmosphere conducive to learning is the goal of all discipline policies and procedures. The main purpose of any disciplinary action is to correct or improve behavior so that the educational process can continue with minimal interruption. No member of the school community will be allowed to infringe upon the rights of others. All infractions of school rules will be handled in a consistent and fair manner for all students.

Students are responsible for their behavior in individual classrooms, throughout the school building, and at school-sponsored events and activities. Classroom teachers will establish rules for their individual classes. The manner of discipline will be determined by the teacher and assistant principal in conformity with those rules stipulated in the discipline code.

The Saturday School Sessions have replaced the in-school suspension; however, their impact on eligibility remains consistent with that of an in-school suspension. A student who is assigned a Saturday School Session will be ineligible for all school activities the day of the offense. If assigned more than one (1) Saturday School Session, the numbers of days of ineligibility will equal the number of sessions and will be served consecutively.

### ***PROGRAMS IN PLACE:***

- **Student Study Team (SST)** – biweekly meetings
- **DanversCARES** – monthly meetings
- **Community Collaborative Initiative (CCI)** – monthly meetings
- **District Attorney's Office** – Programs and Presentations
- **Court**
- **Child Requiring Assistance (CRA)**
- **Juvenile Diversion** (14 - 16) and **Youthful Diversion** (17 - 21)
- **Anger management clinics**
- **Substance abuse clinics**
- **Bullying, harassment**
- **Students Against Destructive Decisions (SADD)**
- **Scared Straight**
- **Social Probation**
- **Therapeutic Learning Center (TLC)**

### ***THERAPEUTIC INTERVENTIONS:***

#### **Counseling Components**

- Assistant Principal(s)
- Principal
- School Social Worker
- Guidance Counselor
- Nurse
- Attendance Officer
- School Resource Officer
- Probation Officer

#### **Recommendations**

- Therapeutic Learning Center (TLC)
- Substance Abuse Program(s) (Day/Long Term)
- Inpatient hospitalization

- Department of Children and Families (DCF)
- Department of Mental Health (DMH)
- Individual therapist
- Court (CRA)
- Programmatic/schedule modifications

## DISCIPLINARY PROCEDURES

- CLASSROOM DISCIPLINE:** Students who fail to adhere to rules established by individual classroom teachers will be assigned after-school sessions by the classroom teacher. Failure to attend an assigned session will result in a referral to the office.
- OFFICE DISCIPLINE:** Students who exhibit disruptive behavior in the school that inhibits the educational process and do not adhere to school-wide rules are subject to receive Office Detention, Saturday School Sessions, and / or Suspension from School.

## DISCIPLINARY TOOLS

- TEACHER SESSIONS:** After-school time assigned by the teacher and served with the teacher in the classroom. **Time: 5 minutes to 50 minutes.**
- DETENTIONS:** After-school time assigned by the principal/assistant principal and served in the detention room. **Time: 40 Minutes (2:00-2:40 pm)**
- SATURDAY SCHOOL SESSIONS:** Time assigned by the principal/assistant principal requiring a student's attendance at school on (a) given Saturday(s). **Time: 3 Hours (7:00 -10:00 am)**
- SUSPENSION:** Time assigned by the principal/assistant principal requiring a student to remain at home (out of school) for a designated period of time. **Time: 1 to 10 days / indefinite**

## RULE INFRACTIONS AND CONSEQUENCES

### SUSPENSION

- |   |   |
|---|---|
| 1. Possession or use of illegal drugs/paraphernalia or alcoholic beverages  | <b>Suspension or Expulsion/Legal action (Drug policy invoked)</b>   |
| 2. Possession of fireworks  | <b>Three (3)-Day Suspension</b>   |
| 3. Possession of foul odor producing devices  | <b>Three (3)-Day Suspension</b>   |
| 4. Any student endangering/threatening the student body and/or staff by his/her actions (e.g., hate crimes, bullying, hazing, etc.) | <b>Three (3)-Day Suspension with a referral to the superintendent for up to an additional seven (7) days suspension; additional conditions deemed necessary before the student may return to school</b> |
| 5. Theft  | <b>Three (3)-Day Suspension</b>   |
| 6. Possession of weapons or anything that may be considered a weapon  | <b>Suspension or Expulsion/Legal action</b>   |
| 7. On school grounds during suspension  | <b>Three (3) Additional Days Suspension</b>   |
| 8. Failure to attend or ejected from a  | <b>One (1)-Day Suspension</b>   |

- |     |  |   |
|-----|--|---|
| 9.  | Saturday School Session<br>Possession/use of tobacco products/E-<br>Cigarettes/Battery Powered<br>Vaporizers/Synthetic Liquid on school<br>property. | <b>Three (3)-Day Suspension</b>   |
| 10. | Truant/Off School Grounds/Out of<br>Building during School Day/Cutting<br>Last Period/Intentionally Tardy  | <b>Immediate suspension, plus a minimum of one<br/>(1) additional day</b>                   |
| 11. | Excessive tardiness to school<br>after 8:25 am   | <b>See tardy to school</b>  |
| 12. | Destruction of school property   | <b>Three (3)-Day Suspension/Financial<br/>Restitution/Legal Action</b>                      |
| 13. | Disrespect to staff through language or<br>gesture   | <b>One (1)-Day Suspension</b>   |
| 14. | Failure to identify oneself to a staff<br>member   | <b>One (1)-Day Suspension</b>   |
| 15. | Inappropriate behavior in the cafeteria  | Office detention/Saturday detention/suspension  |
| 16. | Repeat offender  | <b>Up to five (5) days in addition to the regular<br/>consequence for repeated behavior</b> |

***SATURDAY SCHOOL SESSION***  
**(Assigned at Discretion of Administration)**

- |    |  |                            |
|----|--|----------------------------|
| 1. | Swearing (gesture)/offensive remark                  |                            |
| 2. | Excessive tardiness to school prior to 8:25 am       | <b>See Tardy To School</b> |
| 3. | Gambling   |                            |
| 4. | Cutting a class (other than last period)             |                            |
| 5. | Refusal of staff member request<br>(insubordination) |                            |
| 6. | Cutting Detention                                    |                            |
| 7. | More than one person in bathroom stall               |                            |
| 8. | Not carrying student ID                              |                            |

***DETENTION***

- |    |  |                            |
|----|--|----------------------------|
| 1. | Forged note  | <b>Five (5) Detentions</b> |
| 2. | Sent out of class                                  | <b>Two (2) Detentions</b>  |
| 3. | In hall/bathroom during class time without pass    | <b>One (1) Detention</b>   |
| 4. | Failure to report to office when directed by staff | <b>Two (2) Detentions</b>  |
| 5. | Cutting teacher session                            | <b>One (1) Detention</b>   |

**ELECTRONIC DEVICES**

Students are **not** permitted to use any electronic device (including but not limited to: phones, tablets, computers, iPods and/or gaming devices) during instructional time, except with the consent of the teacher. Students **are** able to use phones or iPods during lunch or passing between classes. These items, if brought to school for use before or after the school day, **must** be stored out of sight at the teacher's request.

If a student is found using an electronic device outside the scope of the teacher's direction, the device will be confiscated by the teacher and returned to the student at the end of the period. Failure to hand over the device to the teacher will result in an administrative consequence. The

administration, faculty, and staff are not responsible for any items lost, stolen, or damaged when confiscated.

The use of cameras or camera functions, or recording functions in classrooms is not allowed, except by specific permission of the instructor for an instruction purpose. Misuse, inappropriate or unauthorized use in any area of the school may result in the device(s) being confiscated by the teacher or administrator and in the loss of cell phone and/or electronic device privileges and/or other disciplinary action.

## **EXPULSION/EXCLUSION FROM SCHOOL**

Students who become a danger to the safety, security and welfare of other students and staff may be excluded from school by the principal. Students are entitled to due process, which shall include a hearing with the principal and appeal to the superintendent.

Massachusetts General Laws Chapter 71, section 37H gives the principal authority to suspend or expel a student for possession of a dangerous weapon, controlled substance, or related assault on school personnel on school premises or at school sponsored or school related events, including athletic games.

## **SUSPENSION POLICY**

It is the policy of the School Committee that suspension is a necessary tool to maintain order and prevents students from infringing on the learning environment of others. Suspensions are used as a deterrent for students to not violate the code of conduct. No at-home suspended student is to be on or near school property during the suspension.

## **SUSPENSION PROCEDURE**

A student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property is subject to suspension. The student who poses a continuing danger to persons or property, or an ongoing threat disrupting the academic process may be removed from the classroom or situation immediately.

1. The student shall be given, by the principal or assistant principal, oral and written notice of the charges, an explanation of the evidence, and a chance to present his side prior to suspension.
2. A parent/guardian shall be notified via the telephone, as soon as possible, by the administration. Arrangements shall be made for a hearing to be held, if possible, the same day. The only acceptable reason for not having the hearing the same day will be the parent's inability to attend. When it is impossible to reach the parent at the time of the emergency, the student may be kept out of class and shall remain in school until regular dismissal. In such a case, the student shall be instructed to have the parent call the school at 7:30 am the following day to speak with the administration.
3. Both parties' views of the suspension shall be documented and placed in a suitable file. (**NOTE:** Suspensions shall not become part of the student's permanent record and shall be recorded as regular absences.)
4. The administration must advise the student and the parent immediately following the hearing of his decision and the reasons thereof.
5. The school principal and assistant principal(s) may suspend a student for a period not to exceed ten (10) days. The superintendent may suspend a student for an additional period of time if warranted.

6. Students may not participate in any school activity while under suspension.
7. According to Chapter 222 of the Acts of 2012 at the suspension hearing the Principal / Designee will use discretion and consider ways to reengage the student in the learning process. Students will be allowed to make up work if they are suspended from school.

## **SUSPENSION APPEAL PROCESS**

Any eligible student or parent/guardian of a student who has been suspended from school for 5 days or more has the right to appeal that suspension to the Superintendent\*. During the appeal process, the student will retain the right to attend school unless his/her presence would cause a danger to staff, students, or the orderly operations of the school\*\*. If the suspension is not overturned, it shall begin the day after the student has been officially notified.

\*All appeals of suspension must be made in writing within twenty-four (24) hours of notification of suspension.

\*\*The Superintendent will render a decision within forty-eight (48) hours of receiving the written appeal.

## **DISCIPLINING STUDENTS WITH SPECIAL NEEDS**

Danvers High School's policy on disciplining students with special needs is consistent with the memorandum issued by the Commissioner of Education on January 12, 1989. A copy of the memorandum is on file and available for parent inspection.

A suspension is defined as any action which results in the removal of a student from the program, which is prescribed by his/her Individual Education Plan (IEP). This includes in-school suspension as well as any exclusion from transportation services which prohibits the student's participation in his/her prescribed program. The number and duration of suspensions of students will be recorded and maintained by school officials.

The IEP of every special needs student indicates whether or not the student can be expected to meet the regular discipline code or if modifications are required.

When it is known that the suspension(s) of a student with special needs will accumulate to ten (10) days, a review of the IEP will be held. The TEAM will make a finding as to the relationship between the student's misconduct and the handicapping condition and either (a) design a modified program for the student, or (b) write an amendment to provide for the delivery of special education services during the suspension for any needed modifications of the IEP relative to discipline code expectations.

If the parent or guardian requests a hearing, the student must continue in the last agreed upon placement, pending the hearing, unless another placement is agreed to by the parties or a court order permits the school district to change the student's placement based on proof that the student's continued presence in school presents a substantial likelihood of injury to the student or others.

If the student has demonstrated repeated instances of dangerously assaultive or self-abusive behavior, an emergency evaluation and placement may be made with parental consent. No such evaluation and placement may be made without parental consent.

## **DRESS CODE**

*The intent of the following standards of dress is to create an academic environment conducive to learning. These standards apply to all students. In the event that a student's choice of dress is deemed to be out of compliance by any member of the staff, discreet and respectful efforts will be*

*made to remedy the situation. Remediation may include contacting the parents / guardians or providing clothing to temporarily remedy the situation.*

**A STUDENT'S APPEARANCE MUST BE APPROPRIATE FOR THE LEARNING ENVIRONMENT AT SCHOOL. THE ADMINISTRATION RESERVES THE RIGHT TO MAKE DECISIONS WITH REGARD TO POTENTIAL HEALTH AND SAFETY-RELATED ISSUES AND SEND A STUDENT HOME IF DRESS IS INAPPROPRIATE OR DISTRACTING TO THE LEARNING PROCESS.**

**THE FOLLOWING ITEMS ARE NOT TO BE WORN TO SCHOOL:**

- Short shorts with leggings
- Bathing suits
- Tank tops
- Shirts with plunging neck lines
- Shirts that reveal any part of the midriff
- Skirts, shorts, and dresses that are excessively short (as determined by administration)
- Underwear that is visible (all pants should be "waist-appropriate")
- Shirts with statements or graphics that promote or condone substance abuse or violence of ANY kind, makes sexual connotations, or suggests double meaning
- Clothing with profane or otherwise distasteful language
- Costumes of any kind
- Pajama pants
- Any garment that is see-through
- Head gear including visors, hoods, bandanas, baseball caps, do-rags, ski masks, scarves & sweat bands  
Students with health or religious reasons requiring head gear must request permission through administration
- Metal chains or items containing rivets or metal spikes
- Long chains or oversized clothing that hinders mobility or safety
- Sunglasses

## **DRUGS AND ALCOHOL: SCHOOL COMMITTEE SUBSTANCE ABUSE POLICY**

The use, possession, and distribution or sale of drugs and alcoholic is prohibited at all times anywhere on school grounds and at school-sponsored activities, whether on or off school grounds. Students and parents should be aware of the following procedures and penalties that may result from infractions:

### ***DRUGS AND ALCOHOL PROCEDURE:***

- I. A drug is any substance, including alcohol, which affects a person in such a way as to bring about physiological, emotional, or behavioral change. It shall be the responsibility of all personnel employed in the Danvers Public Schools to report to the administrator responsible for the area every observable or suspected incident of drug or alcohol use or selling of drugs or alcohol. If the student is in possession of or is under the influence of a drug or alcohol, he/she shall be escorted as tactfully as possible to the nearest administrative office. If the student is under the influence of a drug or alcohol, the school nurse shall examine the student and the following action shall be taken:

If, in the nurse's judgment, a medical emergency exists, the student shall be transported to the nearest medical facility, and the parent/legal guardian shall be notified. If a

medical emergency does not exist, the student's parent/legal guardian may be advised to take the student to the appropriate health care facility.

In any case of drug or alcohol use, a parent/legal guardian may be notified and the student may be suspended or excluded for a period of time appropriate to the circumstances. After any suspension or exclusion, a parent/legal guardian and student may be required to attend a conference with the appropriate school official(s) to determine if satisfactory measures have been taken to assure that the problem will not happen again.

Possible actions by school administrators when a student is identified with drug/alcohol use include mandatory counseling, ongoing counseling if recommended by a therapist, referral to police for formal charges, and requiring the student to provide the results of a toxicology drug screen. If all other options have been attempted and the student has not taken advantage of the help offered, or has not responded to it, and/or continued to violate this Substance Use Policy, the Principal may move for his/her expulsion.

In all instances the student and parent/legal guardian shall have a right to a fair and impartial hearing. Whenever possible, confidentiality shall accompany all procedures.

- II.** A person shall be determined to be a distributor if (1) he/she is found to possess a quantity of substance (drugs) beyond what could be expected for personal use, or (2) there is evidence that an exchange or transfer of a substantial quantity of substance has taken place. For the protection of the school community, the Principal or his/her designee, accompanied by an additional staff member if practicable, may conduct a search of a person, locker, or property.

A parent/legal guardian of any student involved may be notified. Law enforcement authorities may also be notified.

Regardless of what action is taken by the police, any involved student may be suspended or excluded for a time period appropriate to the circumstances. Any involved student and a parent/legal guardian shall be informed of alternatives to regular school enrollment.

In all instances, the student and his/her parent(s)/legal guardian(s) shall have a right to a fair and impartial hearing. Whenever possible, confidentiality shall accompany all procedures.

- III.** Possessing drug paraphernalia, will warrant suspension or exclusion for a time period appropriate to the circumstances. A student found in possession of drug paraphernalia or drugs may be required to provide the results of a toxicology drug screen.
- IV.** Students who have violated this Substance Use Policy by possessing, using, distributing or selling for the second or a subsequent time will receive more severe consequences. An Expulsion hearing will be initiated upon the second offense of this Substance Abuse Policy.
- V.** When a self-identified or self-referred student seeks help from a school nurse or from a member of the professional staff relative to his/her substance use, it would indicate (1) a desire to discontinue the use of drugs and/or alcohol and (2) a willingness to work with a staff member of an agency in seeking a solution to the student's problem.
- VI.** When a self-reporting student fits this criteria, as long as school officials are satisfied that a student is not in violation of any other rule under this Substance Use Policy, he/she will be guaranteed that school disciplinary actions will not be initiated as a result of his/her self-reporting.

If a medical emergency exists relative to a student fitting this criteria, the student shall be taken to the proper medical facility, and a parent/legal guardian shall be notified.

If no medical emergency exists, the student shall be encouraged to notify his/her parent(s)/legal guardian(s) of the problem, or to consent to notification of his/her parent(s)/legal guardian(s) of the problem, within a reasonable time period. If the student does not notify or consent to notification of a parent/legal guardian, staff may notify his/her parent/legal guardian when appropriate under the circumstances.

- VII.** These general guidelines should be observed by all staff members and administrators relative to this Substance Use Policy:
- A. Keep accurate, objective, confidential records of all proceedings;
  - B. Do not unduly involve law enforcement authorities;
  - C. Maintain strict confidentiality to the extent possible.

### Hazing

The term “hazing” as used in this section and in sections eighteen and nineteen (18 & 19) of chapter 269 of Massachusetts General Laws shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is the victim of hazing as identified in section seventeen (17) and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars (\$500.00).

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen (17 & 18). An officer of each group or organization, and each individual receiving a copy of said sections seventeen and eighteen (17 & 18) shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen (17 & 18).

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that such institution has adopted a disciplinary policy with regard to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the Attorney General any such institutions which fail to make such report.

### OFFENSIVE LANGUAGE

Offensive language is disruptive to the educational atmosphere and **will not** be tolerated. Language that is foul, sexist, racist, or homophobic has no place at school. Students using such language will be disciplined accordingly.

## **SAFETY BELT POLICY**

All operators and passengers of motor vehicles are required to properly fasten seat belts while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or otherwise restrained in an infant or child seat will receive the following penalties:

### ***STUDENTS***

First time offender will receive a written warning and parents / guardian will be notified.

Second time offender will lose parking privileges at the high school for two (2) weeks and parents / guardians will be notified.

Third time offender will then have his / her parking privileges at the high school revoked for the remainder of the school year and parents / guardian will be notified.

### ***OTHERS***

Any other operator who is not a student will receive a warning along with safety education material.

## **SMOKING POLICY**

The guidelines, laws and regulations governing the Danvers High School Smoking / Tobacco Policy include: The Smoke Free Work Place Law, The Education Reform Act, and the Town of Danvers Health Regulations. The primary function of the Smoking / Tobacco Policy is to prevent smoking and the use of tobacco products on school grounds and at school events. The policy outlines school-based penalties for students, as well as regulations and penalties per the Danvers Board of Health.

The principal and assistant principals have been sworn in as special agents of the Danvers Board of Health for the purpose of enforcing the Board of Health Tobacco Control Regulation section 111, A6 as it pertains to smoking on school grounds, and possession of tobacco products on school grounds. The primary function of the principal and assistant principal is to enforce the regulations as it pertains to students, and individuals employed by the town of Danvers, as well as enforcement of the regulation of all individuals who are present on school grounds during normal school hours. The policy is not intended to address residents in the neighborhood of Danvers High School.

The Smoking/Tobacco policy pertaining to students and employees, includes school grounds such as school buildings, parking lots, fields, other school facilities, adjacent roads, access ways and sidewalks to the school.

## **SOCIAL PROBATION**

A student may be placed on social probation as a result of: repeated violations of the Danvers High School Student Handbook, serious offenses such as violation of drug and alcohol policy, or other causes for suspension. A student who is placed on social probation by the school administration may:

1. Not be allowed in the school or on school grounds outside of school hours unless approval from the school administration is granted for participation in a school-sponsored activity, extra-help or other function.
2. Not be allowed to attend, as a spectator, or participant in school activities such as parties, dances, banquets, proms, and ceremonies including graduation and senior activities.

Social probation will be applied as a consequence on a case-by-case basis. The school administration will utilize the following guidelines in applying social probation:

- Suspensions of one (1) to three (3) days = social probation of one (1) to three (3) weeks
- Suspensions of four (4) to ten (10) days = social probation of four (4) to ten (10) weeks

A student may request a review of their social probation status with the school administration, if they have made improvements in their behavior and can document such improvements. A form will be available in the main office outlining the review process.

## **ZERO TOLERANCE WEAPONS POLICY TO EMPLOYEES AND VISITORS**

In trying to maintain a safe working and learning environment, the Danvers Public School District strictly forbids all employees, parents, and visitors—with the exception of law enforcement officials—to possess a weapon in school buildings, on school grounds, at school activities, on school buses or school vehicles, or in any vehicle entering upon or departing from school premises, property, or events.

An employee, parents, or visitor who possess a weapon or firearm in violation of this policy shall face police investigation and may face criminal charges, Employees will be subject to district investigation and dismissal, as well as any further action needed to protect students, staff, and others.

## **EXTRACURRICULAR ACTIVITIES**

### **BOOSTER CLUB / SUPPORT ORGANIZATIONS**

Parent support groups exist for most co-curricular activities. We encourage parents to become involved in these groups. Parents who are interested in joining or searching for more information should call Danvers High School at 978-777-8925.

### **CO-CURRICULAR ACTIVITIES**

Students in the following groups are selected by the staff:

**National Honor Society (NHS), English National Honor Society (ENHS), Art National Honor Society (ANHS), World Language National Honor Society (WLNHS), and Music National Honor Society (TRI-M)**

Students may join the following groups through the course selection process:

**Band, Chamber Singers, and Mixed Chorus**

Students may join the following groups through independent sign-up interests:

**A Cappella, Academy Theatre, Amnesty International, Chess Club, Color Guard, Debate Team, DECA, Diversity Club, Environmental Club, Jazz Band, Key Club, Math Team, Media Club, Mock Trial, Tomorrow's Teachers' Club, Science Team, S.A.D.D., SUFA, Danvers High School Yearbook (*Heritage*)**

Students in the following groups are selected by the groups which they represent or belong to:

**Student Council, School Council Class Representatives, Student Advisory Council, and Class Officers**

#### **National Honor Society**

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 in our students.

Students may not apply for membership in the National Honor Society. Rather, membership is granted only to those students selected by the Faculty Council. Only juniors and seniors who have been in attendance at Danvers High School for at least one full semester shall be eligible for consideration.

The selection process is as follows:

1. Scholastically qualified students are determined and notified of their eligibility and of their responsibility to continue the selection process. The minimum weighted GPA required for admission is ninety-three and ½ percent (93.5%) from grade 9 to the time eligibility is determined. Eligibility is determined after the first semester of the junior and senior year.
2. Students procure, complete, and submit information forms that detail their suitability on the basis of service, leadership, and character.
3. The Faculty Council reviews the submitted forms and makes the final selections by majority vote of the council. The accepted students are notified by the Faculty Council on behalf of the faculty.

The NHS Induction Ceremony is held in May. The following awards are presented at the National Honor Society Induction Ceremony:

- The Dartmouth Book Award
- The University of Virginia Book Award
- The Harvard Book Award
- The Smith Book Award
- The Wellesley Book Award
- The Yale Book Award
- The Saint Michael's Book Award (one (1) male and one (1) female)
- The Saint Anselm Book Award

In addition, marshals (top ten (10) juniors) and class valedictorian, salutatorian, and essayist are announced.

## **DANCES, ATHLETIC EVENTS AND OTHER SCHOOL-RELATED FUNCTIONS**

**Dances, athletic events, and functions sponsored by school organizations are school events. Students are expected to conduct themselves in a manner, which will reflect pride in themselves and their school. Students are subject to the following guidelines. On the day of an event, the attendance and tardy policy for participation in all co-curricular activities applies. On the day of any event, students may not be dismissed from school for any reason. Students who are absent and/or who leave school on that day for any reason will not be allowed to attend or participate in the event. Students must be in school all day. "In school" means attending all classes.**

Use/distribution or possession of alcoholic beverages and illegal substances is prohibited. A suspension will result. If a student arrives at a school event in a vehicle in which there are alcoholic beverages or illegal substances, the student will be considered in possession. (See Drugs and Alcohol)

- A breathalyzer may be used at dances and other school functions. Every student could be breathalyzed. Students who do not pass the test will not be allowed to participate in the activity / function. Parents will be called and the student will be sent home.
- Supervisors reserve the right to search personal belongings for prohibited items which, if found, will be confiscated.
- A student who brings a guest who is not a Danvers High School student must have the permission of school administration. A form can be obtained in the principal's office. The administration reserves the right of refusal for just cause.
- Supervisors reserve the right to deny admittance to any student.
- Anyone leaving the area or building will not be re-admitted to the dance or event.

- No refund will be made.
- Students are subject to the school's disciplinary code at these events.
- Middle school students may not attend high school dances.
- Any graduated DANVERS HIGH SCHOOL student or individual not enrolled in high school may not attend a freshman or sophomore school-sponsored event, e.g., dance, pizza party.
- No students will be admitted to an event after one hour. Parents / guardians of students who are signed up to attend an event and who do not show up within an hour will be called to be so advised.
- Students cannot possess or use club drug related glow sticks.

## **DANVERSCARES**

Adolescent problems and prevention issues are not isolated school issues or problems. They are community issues that must be addressed in the context of the entire community. DanversCARES has developed a comprehensive, risk-focused prevention response to adolescent problems. DanversCARES is a practical approach to prevention that uses successful research-based prevention strategies to reduce risk factors while enhancing protective factors. Responding to problems in comprehensive, risk-focused ways means institutionalizing prevention, integrating it into the very fabric of the community. Prevention, then, goes beyond specific programs and becomes a part of the vision shared by a broad spectrum of people.

## **DANVERS EDUCATIONAL ENRICHMENT PARTNERSHIP (DEEP)**

The mission of DEEP is to enrich the educational process and to increase public support of education through the combined energies and resources of a business/community/school partnership.

## **STUDENT ADVISORY COMMITTEE**

In the spring, the student body will elect a five-member Student Advisory. The Student Advisory Committee will elect by majority vote a chairperson. The chairperson will be a representative to the School Committee, serving as a non-voting member. The student representative to the School Committee will meet regularly with the Superintendent.

## **STUDENT COUNCIL**

The Student Council was established to provide self-government within the student body and to promote cooperation among students, faculty, and administration. The council will meet on a regular basis with administration. Students elected to the Student Council are making a commitment to attend all meetings, during or after school, and to take an active part in council activities.

## **PROCEDURE FOR RUNNING FOR CLASS OFFICE AND STUDENT COUNCIL**

Students who wish to run for class office or student council must:

1. Obtain a nomination blank from the student council advisor
2. Obtain the signatures of twenty-five (25) peers, signatures of five (5) teachers, and signature of the principal/assistant principal
3. Write an essay outlining qualifications and desire for position (all paperwork must be submitted on time)

4. Campaign – students may hang posters or use media; students are responsible for removing all campaign propaganda
5. Make a speech delineating intentions as officer
6. Continue to maintain eligibility requirements

## **CO-CURRICULAR ACTIVITIES AND ATHLETICS ELIGIBILITY**

Danvers High School affords students the maximum opportunity for personal / social management and growth by offering a wide variety of co-curricular activities that provide for individual differences, interests, and abilities of its students. Students are encouraged to work hard so that they may take advantage of such offerings as active participants in any number of the clubs, organizations, performance groups, sports, and memberships available to them.

### **ATTENDANCE ELIGIBILITY**

Students dismissed are not considered in attendance that day. Attendance records of students participating will be reviewed on a case-by-case basis as necessary. Academic achievement and behavioral standards will be used as tools by which eligibility for participation in all co-curricular and interscholastic athletic activities will be determined. **Eligibility standards will be the same for all student participants whether club, organization, or athletics.**

### **Academic Eligibility**

All incoming freshmen are automatically eligible for all co-curricular activities and interscholastic sports for the first term.

#### **I. In order to be eligible for the fall marking period, upperclassmen are required to:**

1. **Previous Academic Year-End Grades:** Have earned passing credits in each of the five (5) major subject areas for the previous academic year, as assessed by year-end grades.\* Summer school can be utilized to earn up to five credits (the equivalent of one full-year course) toward fall eligibility only for a subject that was pursued and failed during the immediately preceding academic year.

and...

2. **Previous Year 4th Quarter Grades:** Secure a seventy (70) or above during the *fourth quarter of the preceding academic year* in two (2) of the (5) major subject areas.\* All remaining classes must be passing grades of sixty-five (65) or higher for the fourth quarter grade.

#### **II. To maintain eligibility thereafter, the student must:**

1. Secure a seventy (70) or above during the last marking period preceding the contest (i.e. second quarter marks and not semester grades determine eligibility for third quarter) in two (2) of the five (5) major subject areas (Math, Science, English, Social Studies, and Foreign Language.\*).

and...

2. All remaining classes must all be passing grades of sixty-five (65) or higher.

A student cannot at any time represent Danvers High School unless that student is taking yearlong courses in each of the five (5) major subject areas.\* Core content courses include English, Math, Science, Social Studies, and Foreign Language.

The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents

of all students. Incomplete grades may not be counted toward eligibility until they are made up following school policy.

Once the principal, assistant principal(s), and/or athletic director has reviewed the report cards of students participating in activities, he/she will notify the advisor/coach of any student who is academically ineligible. The advisor/coach will be required to notify individual students of their status.

*\*A student who has met his/her graduation requirement of two years of World Language must be enrolled in yearlong courses in Math, English, Science and Social Studies to be academically eligible, and does not need to be enrolled in a World Language course to be academically eligible.*

### **BEHAVIOR ELIGIBILITY**

Similarly, the behavior record of all participating students will be reviewed on a case-by-case basis as necessary by the principal, assistant principal, and/or athletic director to determine if there is a need to suspend a student from continued participation in an activity for any period of time deemed appropriate by the administration. Thus, it is incumbent upon students who participate in activities to be positive role models at school and in the community. Student participants who fail to abide by the discipline code at Danvers High School will be notified of any suspension in participation by their advisor/coach or the administration.

Student eligibility to participate in other activities such as field trips, assemblies, or other special events will also be determined by academic and behavioral standards.

### **GUIDELINES FOR TRAVEL:**

Students are expected to travel with their group/team to and from all school-sponsored activities and contests. In cases where a student participant needs to be released to the custody of a parent / guardian for transportation purposes, an exception will be made if the advisor/coach is presented with a dated written note or upon notification by the parent/guardian in person.

### **GUIDELINES FOR BEHAVIOR AT OTHER SCHOOLS' EVENTS**

Danvers High School students represent both the school community and the community of Danvers. The school is proud of all of its students and respects each and every one of them. The school asks that high school students respect the school, community, and its reputation. As students participate in or view activities sponsored by local schools and athletic conferences, they are expected to conduct themselves in a manner that is becoming of the student body, the school, and the community of Danvers. Students are expected to follow all rules enforced at Danvers High School, at host schools, and at neutral sites where activities are held. Failure to do so will result in the intervention of the Danvers High School administration with disciplinary action. Always remember, "Ladies and Gentlemen Always." Any student attending an NEC or MIAA athletic event is subject to rules and regulations of their school, the MIAA, and the Northeastern Conference.

### **CHEMICAL HEALTH ELIGIBILITY**

From the earliest fall practice/meeting date, to the conclusion of the academic year or final athletic/co-curricular event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products

such as “NA or near beer,” inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

If a student is at a party in the presence of alcohol, **constructive possession guidelines** will be in effect. That is, a student having knowledge of the presence of alcohol, drugs or other controlled substances and has knowingly placed themselves in proximity to a person or location where illegal use or possession of the above substances are present (ie: students attending a party where alcohol is being served to minors or being in a vehicle where drugs or alcohol are present).

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

**MINIMUM PENALTIES:**

**First violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling twenty-five percent (25%) of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated (i.e. All fractional part of an event will be dropped when calculating the twenty-five percent (25%) of the season).

**Second and subsequent violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling sixty percent (60%) of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated (i.e. All fractional part of an event will be dropped when calculating the sixty percent (60%) of the season).

If the second (2<sup>nd</sup>) or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum of forty percent (40%) of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated (i.e. All fractional part of an event will be dropped when calculating the forty percent (40%) of the season).

	<b>Number of Events per Season</b>	<b>Number of Events per Penalty</b>
<b>First Offense:</b>	1 - 7	1
	8 - 11	2
	12 – 15	3
	16 - 19	4
	20 or over	5

<b>Second Offense:</b>	1 - 3	1
	4	2
	5 - 6	3
	7 - 8	4
	9	5
	10 - 11	6
	12 - 13	7
	14	8
	15 - 16	9
	17 - 18	10
	19	11
	20 or over	12
<b>Second Offense</b>	1 - 4	1
<b>with Dependency</b>	5 - 7	2
<b>Program:</b>	8 - 9	3
	10 - 12	4
	13 - 14	5
	15 - 17	6
	18 - 19	7
	20 or over	8

### **TEAM CAPTAIN VIOLATION**

The Northeastern Conference voted a policy for team captains on August 27, 1998. The policy states: If A TEAM CAPTAIN VIOLATES THE M.I.A.A. DRUG AND ALCOHOL POLICY OR THE SCHOOL DISTRICT'S DRUG AND ALCOHOL POLICY AT ANY TIME during the calendar year after being elected team captain, that player will LOSE his / her captaincy.

### **DANVERS PUBLIC SCHOOLS CONCUSSION POLICY**

Danvers Public Schools is committed to ensuring the health and safety of our students. The following concussion policy utilizes the latest in medical research to prevent and treat head injuries. It is in compliance with MIAA policy and with the Commonwealth of Massachusetts General Laws Chapter 111: *Head Injuries and Concussions in Extracurricular Athletic Activities*.

The Director of Health, Physical Education and Athletics shall be the person responsible for the implementation of these policies and protocols.

As specified by the law, the Danvers Public Schools shall require annual training in the prevention and recognition of a sports-related and/or extra-curricular activities head injury, including second impact syndrome, and keep documentation of said training on file for the following persons:

- Coaches
- Certified athletic trainers
- Volunteers
- School physicians
- School nurses
- Athletic directors

- Extra-curricular activities advisors
- Marching band directors
- Parents of students who participate in extracurricular athletic activities
- Students who participate in extracurricular activities

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

Documentation of a student's history of head injuries, including concussions, is kept on file each athletic season with the completion of the Head Injury and Concussion form for each athlete.

Documentation of an annual physical examination of students participating in extra-curricular athletic activities consistent with 105 CMR 200.00 is kept in the student's health record, which is on file in the Danvers High School Athletic Office.

The pre-participation information required on the Department of Public Health form concerning head injuries and concussions is included in Danvers High School's parental consent form required of each student and kept on file in the Athletic Office.

The Danvers Public Schools Concussion Policy shall be published in the Danvers High School Handbook, the Holten-Richmond Middle School Handbook for parents and students and in the Danvers High School Student Athlete Guide.

***EVALUATION GUIDELINES:***

- Any time a concussion is suspected during practices or games, the student-athlete will be removed from participation and will not be allowed to return the same day.
- Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, coach and the certified athletic trainer on staff.
- Evaluation and clearance by the athletic trainer and or the family's medical provider will be required.
- The athlete will not return to play without the note from the medical provider and only after completion of the Return to Play Protocol followed by the athletic trainer.
- The Return to Play Protocol is a step-wise progression consistent with the Consensus Statement from the Third (3<sup>rd</sup>) International Conference on Concussion in Sports, November 2008.
- The school nurse and/or the athletic trainer will notify the academic teachers of the affected student athlete and provide a form with guidelines for concussion accommodation plans.
- Parents at no time may override the doctor or trainer decision relative to when an athlete may return to play.

All coaches, volunteers, trainers, etc. who are involved with Danvers High School extra-curricular activities are responsible to follow the procedures and protocols associated with this policy. Failure to do so will result in penalties including, but not limited to, personal sanctions.

*School Committee adopted March 12, 2012.*

**PHYSICAL EXAMINATIONS ELIGIBILITY AND OBLIGATIONS**

Each student-athlete is required to have a physical examination annually to be able to participate in sports. This is the policy of the Danvers School Committee and the Massachusetts Interscholastic Athletic Association (MIAA).

All proper physical forms, permission forms, and activity fees (obligations) must be brought to the athletic department **during the two (2) weeks prior to the first day of practice or tryouts.** Coaches will no longer collect fees, permission slips or physicals (obligations). The proper physical form required is the **MIAA Sports Candidate Medical Questionnaire.** Forms will be available at sports sign-up meetings with the coach, in the athletic office and mailed to each student-athlete's household at the end of June each year. Proof of physical on the proper physical form (small notes are not acceptable) from the physician stating that the athlete has had a complete physical within the last three hundred sixty-five (365) days is required. Students are ineligible when the physical runs out. Scheduling physicals should be planned accordingly.

No student-athlete will be allowed to participate in any school sport (tryouts / practice or game) or to receive equipment or uniform until all obligations are cleared by the athletic department.

**No proof of physical = NO CLEARANCE**  
**No permission form = NO CLEARANCE**  
**No activity fee = NO CLEARANCE**  
**NO CLEARANCE = NO PARTICIPATION**

**WITHOUT EXCEPTION**

**WHEN EACH OF THESE OBLIGATIONS HAS BEEN MET, THE ATHLETIC OFFICE WILL COMPLETE A CLEARANCE FORM. THE STUDENT-ATHLETE WILL GIVE THE CLEARANCE FORM TO THE COACH ON THE FIRST DAY OF TRYOUT / PRACTICE AS PROOF OF ELIGIBILITY TO PARTICIPATE.**

**MIAA RULE 19 AND RULE 6**

A student may practice and play only once in any day - but this may include double sessions when school is not in session (Rule 19). Therefore, a student may not participate in any practice or contest of non-school teams if a practice or contest has been held for their high school team on that day. This applies to athletes at all levels - varsity, JV, and freshman. Athletes on all teams must comply with *the bona fide* team rule. *Bona fide* members of a school team are precluded from missing a high school practice or competition in order to compete with an out-of-school team (Rule 6).

Violations of the above rules (19 and 6) will result in the ineligibility for two (2) high school contests or two (2) weeks, whichever is greater on the first (1<sup>st</sup>) offense, and forty-five (45) days of high school eligibility on the second (2<sup>nd</sup>) offense.

**SPORTS AND SPORTSMANSHIP**

The Athletic Department's main objective is to provide a varied and popular program that will appeal to the majority of the students. The following sports are available in season.

(**V** = Varsity, **JV** = Junior Varsity, **F** = Freshman)

<b>FALL SPORTS</b>	<b>WINTER SPORTS</b>	<b>SPRING SPORTS</b>
Girls' Field Hockey <b>V, JV, F</b>	Boys' and Girls' Basketball <b>V, JV, F</b>	Girls' Softball <b>V, JV, F</b>
Boys' and Girls' Soccer <b>V, JV, F</b>	Girls' Basketball and Hockey Cheerleading <b>V</b>	Boys' and Girls' Track <b>V, JV</b>

Co-ed Golf <b>V, JV</b>	Boys' and Girls' Indoor Track <b>V, JV</b>	Boys' Baseball <b>V, JV, F</b>
Boys' Football <b>V, JV, F</b>	Boys' Ice Hockey <b>V, JV, F</b>	Boys' and Girls' Tennis <b>V, JV</b>
Girls' Football Cheerleading <b>V</b>	Girls' Ice Hockey <b>V</b>	Boys' Lacrosse <b>V, JV, F</b>
Boys' and Girls' Cross-Country <b>V, JV</b>	Co-ed Swimming <b>V, JV</b>	Girls' Lacrosse <b>V, JV</b>
Girl's Volleyball <b>V</b>	Girls' Gymnastics <b>V</b>	Girl's Softball <b>V, JV, F</b>
	Co-Ed Wrestling <b>V</b>	

Sportsman-like conduct at all activities sponsored by Danvers High School is an important factor in winning the respect of other schools and the community at large.

We encourage our students to:

1. Attend as many athletic events as possible and support all our teams.
2. Be a good sport and never "boo" or offend an opposing team or official.
3. Show respect for the visiting school and other spectators.
4. When attending away games be a good guest and observe the rules of the host school.

## FREQUENTLY ASKED QUESTIONS

### **What do I do if I want to change my schedule (either to add or drop a course)?**

A student, parent/guardian, teacher, administrator or counselor may initiate a change in schedule. The student is responsible for obtaining an add/drop form from the guidance counselor. The guidance counselor will review the request with the student. The student is responsible for obtaining all the required signatures. The form must be returned to the guidance counselor who will then determine the effective date of the change. *No change will be in effect until the completed form is returned to the guidance counselor.* At that time, a new schedule will be provided to the student.

All schedule changes must be made within the first two (2) weeks of the semester in which the course starts. Changes made within the first two (2) weeks will result in no grade shown on the report card/transcript. After the first two (2) weeks of the semester, a grade will appear on the student's report card/transcript and will count in class rank. When a student transfers from one class to another, of like kind, the sending teacher must provide the receiving teacher with the student's current grade. In cases where the student drops a course for another that is unlike the first, credit must be approved by the principal.

### **I want to participate in extracurricular activities. How do I know if I am eligible?**

To be eligible for all extracurricular activities, including but not limited to band, sports, theater, and clubs, students must pass all classes with a D (65) or higher. The student must also obtain a C- (70) or higher in two (2) of the five (5) major content areas which include math, science, English, social studies and foreign language. See academic eligibility section.

### **What do I need to be eligible to graduate with my class?**

The requirements for grades and credits are outlined on page 19. The guidance counselor reviews the status of each junior at the end of junior year and each senior at the end of first, second, and third quarter. Students in jeopardy of not graduating receive a letter from the principal during both their junior and senior years.

Graduation requirements are also reviewed with underclassmen each spring during the course selection process. Students who have any concerns or want to check on their status should contact their guidance counselor.

**What can I do if I am short on credits required to graduate with my class? What if I want to take college level courses for enrichment?**

Any student who wishes to supplement credits for his/her Danvers High School diploma may attend the Step Program at North Shore Community College (NSCC), *with the permission of the building principal*. Students must first meet with their guidance counselor to determine which courses are appropriate to create a plan that meets the student's individual academic requirements. Interested students and parent(s) must then complete the appropriate paperwork required by NSCC, which includes: the Step Program agreement form, the submission of a high school transcript, and the completion of a NSCC application form. In addition, the student and their parent(s) must attend an orientation session and complete assessment testing at NSCC prior to registering for classes. Students are responsible for all college costs incurred. Upon successful completion of the course(s), the college credit(s) will be converted to high school credit(s) and will be documented on the student's official transcript. The building principal will assign the designated level to all college level courses completed. Students may also participate in courses offered through any one of the other state colleges or universities to supplement credit needed, as well as for enrichment. Completed college level courses may be eligible for application towards a degree at NSCC or may be transferable to a four (4)-year college or university.

**What do I do if I believe there is an error on my report card?**

If a student believes there is an error on his/her report card, the student should immediately report the discrepancy to the teacher and guidance counselor. The teacher should address the issue with the student and make any necessary adjustments with the data recorder after the teacher completes a form that has been approved by the principal. The data recorder will provide the student and the guidance counselor with an updated copy of the report card and transcript.

**How long do I have to make up an incomplete?**

In the event that a teacher assigns a grade of *incomplete (I)* at the end of the quarter, the student will have two (2) weeks to turn in all work owed. At the end of the two (2) weeks, the teacher will submit a grade to the data recorder for the purpose of updating report cards and transcripts. If an *incomplete (I)* is not made up by the end of the two (2) week period, the grade will be calculated based on what work has been done. If the *incomplete (I)* is based on many missed assignments, the grade may result in an F (64 or below).

**How do I get a copy of my transcript?**

A records release request form must be completed and submitted to the student's guidance counselor when a transcript is requested. An official transcript is mailed from the guidance office directly to a specific third party such as a post secondary school, employer, or scholarship fund. An official transcript will bear the school seal.

An unofficial transcript can be given directly to a student, parent, or guardian. This transcript will be stamped "unofficial."

A minimum of twenty-four (24) hours for processing requests should be expected. Students should allow a minimum of two (2) weeks to process transcript packets (including test scores, school profiles, secondary school report forms and counselor letters of recommendation) for colleges.

**I want to visit some colleges to which I am applying. How do I inform the main office of my intended visit?**

Students planning to visit colleges must complete and submit to their guidance counselor, the college visit pre-approval form (available in the guidance office) prior to their intended visit. After the visit, the student must submit to the main office a note on college letterhead to verify the visit. A college visit is not considered an excused absence. Seniors should plan college visits within the limit of six (6) absences per quarter.

**How do I obtain a letter of recommendation?**

Letters of recommendation for college should be requested no later than June 1<sup>st</sup> of the junior year. This allows ample time for teachers, counselors, coaches and advisors to process the request and meet college application deadlines in the early fall. In the spring of junior year, the guidance office will provide students with a teacher recommendation request form to present to two faculty members of their choice who know them well. Initially, students should supply those faculty members with an unofficial transcript and a copy of their activity profile. In the fall the student must provide those teachers with stamped envelopes addressed to the colleges to which they are applying. Letters of recommendation are confidential and will not be shared with students or parents by the guidance department.

**I want to play sports in college. What do I have to do to make sure I am eligible?**

Students interested in playing Division I or II sports must complete the NCAA clearinghouse form (available only on line at [www.ncaa.org](http://www.ncaa.org)) by the fall of senior year. Students must print out, sign and submit the NCAA transcript release form to their guidance counselor once they have registered. Upon graduation a final copy of the student transcript will be sent to the NCAA as required.

**Will colleges be told if I have been suspended?**

Guidance counselors are obligated to report accurately any incidents of disciplinary action or suspension *when required by questions on a college application.*

**How can I find out about local / national scholarship opportunities?**

In February of each year, a scholarship booklet is published by the guidance department and is available to seniors. Over one hundred (100) scholarships are available to qualified Danvers High School students. The eligibility criteria, application procedures and deadlines are included in the scholarship booklet. Applications are available in the guidance office and are typically due by April 1<sup>st</sup>.

National scholarship information is also available in the guidance office. Announcements regarding these scholarships are made throughout the year and posted monthly in the guidance office.

**What testing programs should I expect to take during my high school career?**

**GRADE 9**

June

*All freshman must take MCAS STE testing (biology, chemistry, introductory physics, technology/engineering). A passing score on the MCAS exam is required for graduation from Danvers High School.*

**GRADE 10**

October

All Danvers High School sophomores take the *Preliminary Scholastic Assessment Test*. The PSAT measures verbal reasoning, critical reading, math problem solving, and writing skills

students have developed over many years. This is an opportunity to practice for the SATs required by many colleges.

#### March/May

*All sophomores must take MCAS testing.* A passing score on the MCAS English Language Arts and Mathematics exams is required for graduation from Danvers High School.

#### June

*SAT II: Subject Tests* are recommended for students in upper level courses who may not be continuing certain subjects in the future (biology or chemistry for example). SAT II Subject Tests are typically required by competitive colleges for admissions or placement purposes.

### **GRADE 11**

#### October

All Danvers High School juniors are registered for the *Preliminary Scholastic Assessment Test / National Merit Scholarship Qualifying Test*. The PSAT / NMSQT measures verbal reasoning, critical reading, math problem solving, and writing skills students have developed over many years. This is an opportunity to practice for the SATs required by many colleges and is the first step toward eligibility for the National Merit Program.

#### March/June

*SAT I: Reasoning Test* will be given at other local high schools. The SAT I is a three and 1/2 hour test that measures verbal and mathematical reasoning abilities, and writing skills that develop over time. Beginning in March 2005, the test will be comprised of both multiple choice and essay questions. All college bound juniors should plan to register via mail or on-line for admission to this test. Many colleges require the SAT as part of their admission criteria.

The *ACT* consists of test in four areas; English, mathematics, reading, and science reasoning. Colleges and scholarship agencies recommend that college bound students take the ACT during the spring of their junior year. This test is an alternative to the SAT described above and is used by colleges as part of their admission criteria.

*SAT II: Subject Tests* are one hour, primarily multiple choice tests that measure students knowledge of particular subjects and their ability to apply that knowledge. Many colleges require between one (1) and three (3) Subject Tests for admission or placement.

*Advanced Placement (AP)* exams follow the syllabus of the advanced placement courses offered at the high school. The scores from these national exams may be accepted for college credit. The scores range from one (1)- five (5), with three (3) and above typically qualifying for college credit. Each college establishes it's own criteria for acceptable scores.

### **What informational sessions does the guidance department offer for parents and students?**

#### FALL

- Financial aid nights

#### SPRING

- Post-secondary planning
- Grade eight orientation

### **Exchange Student Program – what is it?**

Students from other countries apply to Danvers High School through various programs and spend one year in the appropriate grade level. Exchange students are expected to carry a full schedule

and to adhere to all the rules and regulations as stated in this handbook. Typically students are graded on a pass/fail system and do not receive a Danvers High School diploma.

**When I leave/withdraw from Danvers High School, how do I obtain my records?**

Students who are in the process of transferring to another school system must contact the principal's secretary in the main office to obtain a record release/withdrawal form. Upon completion of this form, the records will be sent directly to a third party if requested. These are considered students' official records and include student transcripts and health records.

**When I transfer into Danvers High School, what do I do?**

When a student transfers into Danvers High School, the principal's secretary completes all admission papers with the student and parent/guardian. The packet with transcripts and relevant information from the previous school is forwarded to the guidance office. The assigned guidance counselor then assists the student in developing a schedule. Students will not be admitted to Danvers High School until all transcripts and health records have been obtained.

**What is the GED?**

The GED, or General Educational Development test, is a computerized test offered as an alternative to securing a high school diploma. Students who pass are eligible to enroll at North Shore Community College or any other post-secondary institution that accepts the GED, and are academically eligible for financial aid. Students are encouraged, before making a decision to withdraw from high school, to meet with a counselor from the Center for Alternative Studies at NSCC before attempting to take the GED. Students who take the exam and pass give up their right to re-enter high school to secure a high school diploma. Passing the GED is an official acknowledgement by the state that a student has earned a diploma.

**When I talk to my guidance counselor or school social worker, are my conversations confidential?**

Guidance counselors and social workers respect the concerns of students regarding the confidentiality of their conversations. However, there are limitations on the types of issues and information that guidance counselors / social workers can keep confidential. Information that indicates criminal activity, suggests that a student could be a harm to themselves or others, or that indicates the student is a victim of abuse or neglect, cannot be kept confidential. Students should discuss any concerns they have about confidentiality with their counselor prior to disclosing information of a sensitive nature.

## **APPENDICES**

### **HIV POLICY**

#### ***HEALTH AND SAFETY***

##### **HIV INFECTION**

It is the policy of the Danvers Public Schools that in compliance with the Americans with Disabilities Act (ADA, 42 U.S.C. S 12101), the Individuals with Disabilities Education Act (IDEA, 20 U.S.C. S 140), and Section 504 of the Rehabilitation Act of 1971(29 U.S.C. S 794), M.G.L. Chapter 111, s 70F, and Chapter 112, s 12F, and the policy guidelines of the Massachusetts Department of Public Health and the Department of Education, students and employees with HIV infection have the same education and employment rights as any other student or employee.

HIV infection includes all individuals infected with the human immunodeficiency virus (HIV) and every stage of infection and illness.

##### **SCHOOL ATTENDANCE**

1. A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies.
2. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.
3. In determining the student's need for accommodations or services, staff must:
  - a. Respect the student's and family's privacy rights.
  - b. Consult with the student's physician and parent or guardian.
  - c. Assess the placement.

##### **EMPLOYMENT**

1. An employee or applicant for employment will not be discriminated against on the basis of HIV infection or association with another person with HIV infection.
2. An employee with HIV infection may continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

##### **PRIVACY**

1. Students and employees are not required to disclose their HIV infection status to anyone in the education system.
2. HIV antibody testing is not required for any purpose.
3. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member.
4. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and / or personal liability for a civil suit.
5. No information regarding a person's HIV status will be divulged to any employee or sub-contractor without:
  - i. A court order or
  - ii. The informed, written, signed, and dated consent of the person with HIV I Infection or the parent or guardian of a legal minor.
6. The written consent for HIV disclosure must specify the name of the recipient of the information and the purpose for the disclosure.

7. All health records, notes and other documents that reference a person's HIV status will be kept under lock and key in a file separate from the individual's medical, personnel or discipline records.
8. Access to HIV confidential records is limited to those named in written permission from the person or the parent/guardian, and to emergency medical personnel.
9. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

All employees are required to consistently follow infection guidelines and the HIV Administrative Guidelines at all times within school, as well as all school activities. If a situation occurs at school in which a person may have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall follow the HIV Administrative Guidelines for appropriate medical attention and evaluation. A school staff member must alert the school nurse or principal if a student's health condition or behavior presents a reasonable risk of transmitting any infection (e.g., biting, spitting).

All school staff members will maintain a respectful school climate and not allow physical or verbal harassment of any individual or group based upon:

1. A person living with HIV infection,
2. A person perceived as having HIV infection or
3. A person associated with someone with HIV infection.

The Superintendent is directly responsible for enforcing and communicating this policy.

Principals and administrators are responsible for:

1. Implementing the policy in their building/department,
2. Reviewing this policy with their staff annually, and
3. Monitoring the execution of this policy at the building level.

## **Memorandum of Understanding**

(Between the School and Other Agencies)

This document is to establish the formalized working relationships agreed upon by the following agencies to provide a safe and violence free educational setting: **Danvers High School, Danvers Police Department, The Essex County District Attorney's Office, Department of Mental Health, Department of Children and Families, Department of Youth Services, Salem District Court, and The Probation Department.**

### **GENERAL PRINCIPLES**

- A. Danvers High School, the Danvers Police Department, the Essex County District Attorney's Office, The Salem District Court, the MA Department of Children and Families Services, Department of Youth Services, and the Department of Mental Health agree to develop, coordinate and implement their response to violent, delinquent, or criminal acts by students, including weapons reporting, alcohol and other drug use, which occur on school premises or at school-related events. To ensure a safe educational environment, this collaborative effort between the school administration and law enforcement supports "zero tolerance" for violence, weapons, drugs, and harassment. Non-students as well, involved in such acts on school property or at school events, will be reported to the police.
  - a. It is expected that this working relationship between schools and the community will serve to foster communication, mutual respect, and

understanding among all concerned parties. To eliminate any confusion, this document identifies the school's role with respect to discipline matters and the police role with respect to investigation of criminal activity. Additionally, this document includes the process for communication with parents and guardians.

- b. M.G.L. Chapter 721, Section 37H requires each school district to have a Code of Conduct reflected in student handbooks stating the standards and procedures to ensure building security and safety of students and school personnel, and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or civil rights violations.
- B. The following agencies agree, within the statutory ability of the reporting agency, that every effort will be made to keep communication freely flowing to support children in the community. These agencies include, but are not limited to, the Department of Children and Families, Department of Youth Service, and the Probation Department of Salem District Court.

### **JUVENILE PROBATION**

M.G.L. Ch. 119 sec. 57 gives probation officers the authority to investigate the school performance of any student who is court involved either through a delinquency matter or truancy / school offender C.H.I.N.S. (Child in Need of Services - M.G.L. Ch. 119 sec. 39). Additionally, the probation staff meets monthly with school personnel to review concerns about students already involved with Probation or who may become party to a school signed CHINS.

### **JUVENILE DIVERSION PROGRAM**

Danvers High School officials and the Danvers Police will develop and implement a reporting process for criminal/delinquent behavior. Appropriate first time offenders, age seven (7)- seventeen (17), may be referred to the Essex County District Attorney's Juvenile Diversion Program. The Juvenile Diversion Program is an alternative to the court system. Participating youth are required to attend counseling/education programs, perform community service, and if appropriate, pay restitution. Youth who successfully complete the Juvenile Diversion Program will have no court record. Failure to comply with the program will result in appropriate court action.

### **DEPARTMENT OF CHILDREN AND FAMILIES (DCF)**

Under M.G.L. Ch. 119 sec. 51A, school personnel (mandated reporters) who have reasonable cause to believe that a child under the age of eighteen (18) years is suffering injury resulting from abuse, including sexual abuse, or from neglect, shall report such condition to the Department of Children and Families (DCF). Reasonable cause to believe means known or suspicious instances of child abuse or neglect, regardless of whether or not the person or persons responsible for the abuse or neglect was in the position of caretaker.

This includes incidents of abuse by other students, as well as by school personnel. If the incident involves criminal conduct, such as physical abuse, violation of a 209A Restraining Order, assault and battery, or rape, school officials should also report the incident to the police.

During the ten (10)-day 51A investigation (sec. 52B) school personnel are required to disclose to DCF any information that it determines is relevant to the investigation, including student record information. It is expected that school staff will cooperate with DCF during this investigation, especially when circumstances of the case necessitate

interviewing the child at school. It is suggested that such interviews be conducted with the presence of a teacher or other school personnel, without the prior need to notify parents or guardians, which could put the child at further risk.

#### **DEPARTMENT OF YOUTH SERVICES (DYS)**

Students committed to the Department of Youth Services (DYS) are considered placed in the custody of the Department. Releases for the sharing of information are an integral part of the Department Intake Process. The Department is committed to providing open lines of communication and information sharing with the schools and other participating agencies.

#### **DEPARTMENT OF MENTAL HEALTH (DMH)**

In an effort to work in collaboration with the schools and other participating agencies, the Department of Mental Health (DMH) will receive signed releases so that information may be shared pertaining to treatment concerns, case management, and service delivery as appropriate.

### ***REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND POLICE***

- A. The building principals are responsible for reporting criminal activity to the police department to ensure a coordinated response. All calls that require an immediate response should be made to 911 or the main police department number (978-774-1212) for the assigned area officer or School Liaison Officer to respond. Follow-up and on-going communication to the school department will be done by the Lieutenant, School Liaison Officer, or noted designee.
  - a. It continues to be the sole prerogative of school officials to impose any disciplinary sanctions for infractions of school rules and policies independent of any police involvement or investigation. Notification to the student and their parent/legal guardian should be an integral part of this process.
  - b. When the school has reported an incident to the police, the police will be responsible for making the decision as to the course of the investigation process. In certain cases, based on the information and facts provided to the police, an incident report may be requested and filed in lieu of a formal investigation.
  - c. Incident reports may also be sent to the police department for repeated violations of school policies that do not meet the standard for formal charges, (e.g., situations of bullying, repeated fights, chronic disruption, and verbal abuse/harassment). Additionally, for these types of behavior, filing a school offender C.H.I.N.S. (child in need of services) may be considered.
  - d. The school agrees to notify the police department before suspending a student under the provisions of M.G.L. Chapter 71, Section 37H1/2, based on information received of a pending felony charge or felony disposition.
  - e. **Mandatory** reportable acts include:
    - Any serious incident of assaultive behavior such as any assault resulting in an injury to a staff or student, provoked or unprovoked attacks, or use of a dangerous weapon as defined in the Student Handbook and / or statute, or any object capable of causing injury;
    - Possession of a dangerous weapon resulting in a felony charge defined by the statute or as defined in the Student Handbook;

- Destruction of school and/or personal property to include graffiti, arson, or vandalism, or theft;
- Incidents of domestic/dating/relationship violence;
- Violation of a restraining order;
- Any sexual assault or inappropriate sexual behavior which may include indecent exposure, touching, fondling, and rape;
- Incidents of harassment, civil rights incidents or threats;
- Finding any student who is in actual or constructive possession of alcohol, inhalants, or what is reasonably believed to be a controlled substance as defined by state law;
- Having a reasonable belief that any student has sold or offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law; and
- Finding any student who is reasonably believed to be under the influence of alcohol, inhalants, or other drugs.

f. **Reporting is mandatory, though communication may be limited in the case of an ongoing police investigation.**

- B. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act as defined above shall take (or cause to be taken) the student to the Principal. The Principal shall ask the reporting teacher / employee what happened and take custody of any physical evidence.
- C. The Principal shall inform the student and his/her parent/guardian of the nature of the offense and inform them that certain offenses must be reported to the police. The Principal may offer the student the opportunity to respond to the teacher/employee report. The Principal shall in the case of a mandatory reportable act notify the police of the incident and the existence of any physical evidence. All contraband (drug, alcohol, firearms, and dangerous weapons) shall be immediately surrendered to the appropriate police department. In addition, the Principal will comply with M.G.L. Chapter 71, Section 37L, requiring that an incident involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled, be reported in writing to the Superintendent of Schools and to the Chief of Police.
- D. The Police Chief/designee will communicate regularly with the school administration to share information with the schools on felony arrests and any other community concerns that affect the safety and general welfare of all students.
- E. In cases where children are victims of or witnesses to domestic violence, both the schools and police are mandated to report their concerns to the Department of Social Services under Ch. 119, sec. 51A (AFTER HOURS HOTLINE: 1-800-792-5200). This information may be shared with the schools whenever possible within the statutory ability (i.e., police investigation) of the Danvers Police Department or by the Department of Social Services in the course of their ten (10)-day investigation. The adult victim's right to privacy should be respected, particularly when the children are witnesses to domestic violence. In determining what information is shared, it is important to balance privacy concerns with the potential impact on the student's academic and social performance.

Safety considerations are paramount in any decisions made regarding information sharing.

- F. Upon notification from the Principal, the police shall respond in cases of mandatory reportable acts and may respond in other cases. Juvenile offenders who meet eligibility criteria for the Essex County District Attorney's Juvenile Diversion Program may be admitted to that program in lieu of prosecution. The Juvenile Diversion/Juvenile Justice Coordinator together with police and the Assistant District Attorney will decide which candidates shall be offered the Juvenile Diversion Program. Cases that are not appropriate for the Juvenile Diversion Program will be prosecuted through the Juvenile Justice System.

### **SEARCH AND SEIZURE**

School personnel are permitted to search a student's clothing, personal possessions, or locker at the discretion of the Principal if there is reasonable suspicion that the student is concealing material the possession of which is prohibited by federal, state, or local law, or the provisions of the School Discipline Code. Further, in an effort to combat any possibility of illegal drug activity on school grounds, the Danvers Police Department has agreed to make available their canine unit to assist in such searches, per request of the Danvers High School administration. Students will be informed in writing through the Student Handbook at the beginning of the school year of this practice. The Principal shall keep a record of such searches detailing time, reason(s), and witness(es).

**IN SUMMARY, AS REPRESENTATIVES OF OUR RESPECTIVE AGENCIES, WE AGREE AND COMMIT TO REDUCING SCHOOL VIOLENCE AND COMMUNITY CRIMINAL ACTIVITY THROUGH OUR CONTINUED EFFORTS OF OPEN LINES OF COMMUNICATION, INFORMATION SHARING, AND DEVELOPING A SCHOOL AND COMMUNITY NETWORK MODEL BASED ON MUTUAL RESPECT AND UNDERSTANDING.**

## **SEXUAL HARASSMENT POLICY OF THE DANVERS PUBLIC SCHOOLS**

The Danvers Public School System is committed to providing faculty, staff and students with an environment in which they may pursue their careers and studies without being sexually harassed. All persons associated with the school system including, but not limited to, the school committee, the administration, the staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

### Definition of Sexual Harassment

Sexual harassment is a form of discrimination and is illegal. Sexual harassment, as here defined, is a violation of Title VII of the 1964 Civil Rights Act and the Massachusetts General Laws, C.151, Section 4B. For the purpose of this policy, it is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Massachusetts Fair Education Practices Law makes any form of sexual harassment in any program of study in any institution an unfair educational practice.

### Reporting

In determining whether an alleged incident constitutes sexual harassment, the building principal will serve as the hearing officer vested with the authority and responsibility of processing all sexual harassment complaints (unless involved as a party) in accordance with the procedure outlined below:

#### **LEVEL I: (STUDENT AND / OR PARENTS)**

Any student of the district who believes that he/she has been subjected to sexual harassment is to report the alleged incident to the guidance counselor or designated advocate. The guidance counselor/advocate will examine the totality of the circumstances and the context in which the alleged incident(s) occurred. The counselor/advocate will attempt to resolve the problem by conferring with both parties, including parents or guardian as appropriate, and the Title IX Coordinator in order to obtain a clear understanding of the facts. All matters involving sexual harassment complaints will remain confidential to the extent possible.

#### **LEVEL II: (STUDENT AND / OR PARENTS)**

If the advocate is unable to resolve the situation or the decision is made to move the complaint forward, then the Title IX Coordinator and hearing officer (principal) will receive the complaint.

#### **LEVEL III: (STUDENT AND / OR PARENTS)**

In the event that the student and/or parents are not satisfied by the resolution process, they may file the complaint with the Superintendent of Schools within a reasonable amount of time, **not to exceed thirty (30) days**.

### **SEX OFFENDER REGISTRY**

A list of all sex offenders who have registered with the Danvers Police Department is available at the police station only. Parents and/or guardians who wish to look at the list should inquire at the police station.

### **CORI REQUIREMENTS**

It shall be the policy of Danvers Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three (3) years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of school grounds, such as hallways, shall not be considered to have potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with the state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request from authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his/her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I. material must be restricted to those individuals certified to receive such information. In the case of perspective employees or volunteers, C.O.R.I. material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

The Superintendent shall ensure that on the application for employment and/or volunteer form shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REF: M.G.L. 71:38R, 151B, 276, 100A, St.2002. c.385 MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb. 17, 2003)

## **PARENT NOTIFICATION RELATIVE TO SEX EDUCATION**

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

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of such students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption.  
  
Inspect and review program instruction materials for those curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.
2. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two (2) weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give a parent/guardian a timely written response, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1<sup>st</sup> of each year.

## CUSTODY

As required by M.G.L. C.71, section 34h, a non-custodial parent may have access to the student record in accordance with the following provisions:

- A. A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  - a. The parent has been denied legal custody or has been ordered to supervise visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - b. The parent has been denied visitation, or
  - c. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - d. There is an order of a probate and family court judge, which prohibits the distribution of student records to the parent.
- B. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07 (5) (a).
- C. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- D. Upon receipt of the request, the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after twenty-one (21) days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).
- E. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- F. Upon receipt of a court order which prohibits the distribution of information pursuant to G.L.c.71, section 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

## FOOD ALLERGIES: TREATMENT AND CARE OF

This policy establishes a consistent set of procedures for the treatment and maintenance of students diagnosed with food allergies and specifically peanut/nut allergies. The commitment to provide a safe and healthy environment for students and staff requires a cooperative and collaborative effort including the home, physician, school nurse and staff. **The Danvers Public Schools Protocol for Students with Life Threatening Allergies** provide detail to support the following:

1. The school nurse will obtain medical documentation from parents detailing the diagnosis and treatment. Special attention will be paid at the time of kindergarten registration.
2. The nurse will meet with the parent(s) and other members of the staff if appropriate to develop an Individual Health Care Plan (IHCP). Forms and procedures are included in the Danvers Public Schools Protocol.

3. The school may restrict entry/placement of a student until this information is available, clarified with the child's physician and incorporated into a signed IHCP/504 and/or Independent Education Plan (IEP). The decision to delay entry will be based upon an assessment of health and safety risks.
4. The principal/nurse will inform parents of the identified student that they are responsible for providing food daily and for special events.
5. The school nurse will provide EpiPen training according to the Department of Education (DOE)/Department of Public Health (DPH) Guidelines to all staff.
6. The principal/school nurse will inform teachers, when appropriate, that they are to restrict snacks in the classroom and on field trips to ensure to the extent possible an allergy-free setting. The school will not be responsible for monitoring food from homes. However, a reasonable, good faith effort will be made to control packaged food products made available to children. As of September 2003 school birthday celebrations will not include food products.
7. The school nurse, in collaboration with the principal will inform parents of the existence of a child/children with significant allergies and the steps required to ensure safety.
8. Procedures for Medical Emergencies (911) remain in effect.