

**MVRHS STUDENT HANDBOOK
2009 – 2010**

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To the Parents and Students of Martha's Vineyard Regional High School:

It is one of the primary tasks, for any school, to provide a safe environment for all the children entrusted unto its care. In order to accomplish this: teachers, students, parents, staff, and administrators must act as a whole community. Many of our school's rules, regulations and policies have come about through either state and/or federal mandates or directly from the input of all the involved stakeholders, including the school council and the school committee. Our entire body of student based rules and regulations are published in this book; the student handbook.

The student handbook is given to every student on the first day of school, either in English or Portuguese. The handbook is also available on our school website – www.mvrhs.org. All students and parents are asked to make themselves familiar with all of the material contained within, as the book details issues such as: academic requirements, athletics, discipline, medical information, and major policies and procedures.

The student handbook acts as a contract between the parents and student on one hand, and the school on the other. It is important that you not only read the student handbook, but understand it as well. Parents are required to sign a space on the emergency card indicating you have read and understand the MVRHS student handbook.

So as we begin this year, either for the first time or as returning veterans, we ask that through respect and cooperation we may all achieve the safe and happy school we envision.

Stephen Nixon
Principal

MARTHA'S VINEYARD REGIONAL HIGH SCHOOL MISSION STATEMENT

Martha's Vineyard Regional High School will provide a safe, active teaching & learning environment where students strive for academic excellence & endeavor to achieve the high level of intellectual & interpersonal skills needed for success in a culturally diverse society. Each student's educational experience will prepare him/her to be a self-confident lifelong learner, able to set & achieve individual goals, & to become a contributing member of a humane & democratic society.

Graduates of Martha's Vineyard Regional High School will be:

Competent learners whose academic goals are to:

- Read with understanding and insight
- Write with clarity and precision
- Utilize technology in the presentation of information to others
- Solve problems critically and analytically

Responsible individuals whose civic goals are to :

- Lead healthy lives in mind and body
- Make successful choices that enhance self-esteem.
- Demonstrate character values and ethical behavior.
- Understand and appreciate the value of diversity amongst students and staff.
- Understand and appreciate the Island community and one's unique connection to Martha's Vineyard.

Complex thinkers whose social goals are to:

- Become capable of self-reflection.
- Accept and use constructive criticism.
- Take responsible intellectual risks
- Hold high expectations for their academic or career decisions.
- Function effectively as members of a team.

CIVIL RIGHTS

The M. V. Public Schools recognize the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. MVPS extends its policy of non-discrimination to students, staff, the general public, and individuals with whom it does business. No

person

shall be excluded or discriminated against on account of race, color, religion, sex, age or disability. Anyone aggrieved by or complaining of discrimination because of race, color, religion, sex, age or disability may register a complaint with the Civil Rights Compliance at the Office of the Superintendent, RR2 Box 261, 4 Pine St., Vineyard Haven, MA 02568, 508-693-2007, ext. 12. (see **complete statement of civil rights policy in MVPS policy manual, pp. 16-22**).

MARTHA'S VINEYARD PUBLIC SCHOOLS COMPLIANCE COORDINATORS/LIAISONS

Individual – Area of Responsibility

James H. Weiss, Superintendent – Titles II, VI, and IX

Martha's Vineyard Public Schools
4 Pine St.
Vineyard Haven, Ma. 02568
Tel: 508.693.2007

Daniel T. Seklecki, Director of Student Support Services – Section 504

Martha's Vineyard Public Schools
4 Pine St.
Vineyard Haven, Ma. 02568
Tel: 508.693.2007

Stephen Nixon, Principal – Homeless Education

Martha's Vineyard Regional High School
PO Box 1385
Oak Bluffs, Ma. 02557
Tel: 508.693.1033

DIRECTORY

SCHOOL COMMITTEE

Ms. Roxanne Ackerman	Aquinnah
Ms. Susan Parker	Chilmark
Mr. Leslie Baynes	Edgartown
Ms. Susan Mercier (Chair)	Edgartown
Ms. Lisa Reagan	Oak Bluffs
Ms. Priscilla Sylvia (co-Chair)	Oak Bluffs
Dr. Robert Tankard	Tisbury
Ms. Maura Valley	Tisbury
Mr. Jeffrey "Skipper" Manter	West Tisbury

SCHOOL COUNCIL

Mr. Stephen Nixon	Principal
Mr. Neal Weaver	Assistant Principal
Mrs. Injy Lew	Parent
Dr. Bruce Stelle	Parent
Ms. Teresa Temple	Parent
Mr. Kris Chvatal	Teacher
Ms. Juanita Espino	Teacher
Ms. Sandy Mincone	Teacher
Mr. Michael McCarthy	Guidance Director
Dr. Elaine Weintraub	NAACP Representative
Mr. James Reynolds	Business/Community
Ms. Patricia Gazaille	Community

ADMINISTRATION

EXT.

Superintendent		Dr. James H. Weiss
Principal	163	Mr. Stephen Nixon
Assistant Principal	118	Mr. Neal Weaver
Assistant Principal #1	293	Mr. Carlin Hart
Finance Manager	112	Mr. Mark Friedman

DIRECTORS

EXT.

Athletic Director	123	Ms. Sandy Mincone
Guidance Director	119	Mr. Michael McCarthy
Performing Arts Center	260	Ms. Kate Murray
Special Education (H.S.)	117	Ms. Laura Gliga
Technology Director	138	Mr. Woody Filley
Vocational Director	122	Mr. Jeffrey Rothwell

DEPARTMENT HEADS	EXT.	
Art	207	Mr. Paul Brissette
Business / Computers	152	Mr. Leo Frame
English		158 Mr. Dan Sharkovitz
Math	178	Mr. Doug DeBettencourt
Music	148	Ms. Jan Wightman
Physical Education	191	Ms. Anne Lemenager
Rebecca Amos Institute	279	Ms. Katharine Kavanagh
Science		176 Dr. Natalie Munn
Social Studies/History	182	Dr. Elaine Weintraub
World Language	161	Mrs. Justine DeOliveira

FINANCIAL	EXT.	
Bookkeeper	113	Ms. Linda Handy
Payroll	294	Ms. Maureen Fitzgerald

SCHOOL SERVICES	EXT.	
Adjustment Counselor	291	Ms. Amy Lilavois
Cafeteria		Mr. Rick Akerley
Custodians	128	Mr. Tom Church
Library	124	Ms. Sandra Mott
Scheduler	224	Ms. Judy Pizzella
School Nurse	116	Ms. Linda Leonard
Technology	254	Mr. Richard Hammond
Transportation	253	Mr. James Flynn
Transportation (Assistant)	232	Mr. James Maseda
Work Study / Vocational	223	Ms. Sherri Church

SECRETARIES	EXT.	
Principal	126	Ms. Ruda Stone
Assistant Principals	114	Ms. Dawn Feinsmith
Guidance	222	Ms. Bonnie Jackson
Guidance	121	Ms. Ellie Parece
Special Education	136	Ms. Carol Whitmarsh
Receptionist/Attendance	110/235	Ms. Inez Montanile

MVRHS 2009 – 2010 CALENDAR

2009

Tuesday, Sept 8 Staff Preparation/Orientation
Wednesday, Sept 9School Opens – 9th graders only (1/2 Day)
Thursday, Sept 10Schools Open – All Students
Thursday, Oct 1Back to School Night (7 PM)
Monday, Oct 12**NO SCHOOL** – Columbus Day
Wednesday, Oct 21Staff Development (1/2 Day) 11 AM Dismiss
Oct 26 – 30Parent Conferences (1/2 Days) 12 PM Dismiss
Wednesday, Nov 11**NO SCHOOL** – Veteran’s Day
Nov 25 – 27**NO SCHOOL** – Thanksgiving Recess
Dec 23December Recess Early Release (1/2 Day) 11 AM Dismiss
Dec 24 – Jan 1**NO SCHOOL** – December Recess

2010

Monday, Jan 4School Reopens
Friday, Jan 15 **NO SCHOOL** – Staff Development Day
Monday, Jan 18**NO SCHOOL** – Martin Luther King, Jr. Day
Jan. 26 – Jan. 29Midyear Exams (1/2 Day) Noon Dismiss
Monday, Feb 15**NO SCHOOL** – President’s Day
Feb 22 – 26**NO SCHOOL** – Winter Recess (School Closed)
Wednesday, Mar 17Staff Development (1/2 Day) 11 am Dismiss
April 19 – 23**NO SCHOOL** – Spring Recess (School Closed)
Monday, May 31**NO SCHOOL** – Memorial Day
June 1 – 4Senior Exams
Sunday, June 13..... MVRHS Graduation (Tabernacle)
June 18 – 23 Final Exams (1/2 Day) Noon Dismiss
Tuesday, June 24Last Day of School**
Wednesday, June 30Last Day of School with Five (5) Snow Days

** **NOTE:** 185 scheduled school days include 5 snow/emergency days. If these days are not used, the calendar will be adjusted to carry a total of 180 student school days.

2009 – 2010 BELL SCHEDULE

Homeroom Days (Monday)

7:35 – 7:40	1 st Bell / Tardy Bell
7:40 – 7:44	Homeroom
7:44 – 7:49	Passing Time
7:49 – 9:15	1 st Period
9:15 – 9:20	Passing Time
9:20 – 10:45	2 nd Period
10:45 – 10:50	Passing Time
10:50 – 10:55	Lunch Period Attendance
10:55 – 11:15	1 st Lunch
11:15 – 11:35	2 nd Lunch
11:35 – 11:55	3 rd Lunch
11:55 – 12:15	4 th Lunch
12:15 – 12:35	5 th Lunch
12:35 – 12:40	Passing Time
12:40 – 2:05	4 th Period

Non-Homeroom Days (Tuesday – Friday)

7:35 – 7:40	1 st Bell / Tardy Bell
7:40 – 9:15	1 st Period
9:15 – 9:20	Passing Time
9:20 – 10:45	2 nd Period
10:45 – 10:50	Passing Time
10:50 – 10:55	Lunch Period Attendance
10:55 – 11:15	1 st Lunch
11:15 – 11:35	2 nd Lunch
11:35 – 11:55	3 rd Lunch
11:55 – 12:15	4 th Lunch
12:15 – 12:35	5 th Lunch
12:35 – 12:40	Passing Time
12:40 – 2:05	4 th Period

PERIOD ROTATION (EIGHT DAY)

Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8
A	E	B	F	D	H	A	E
B	F	C	G	A	E	D	H
C	G	D	H	C	G	B	F
D	H	A	E	B	F	C	G

Vocational Blocks: B-C & F-G

Exploratory 9th Grade: A Block

Vocational 10th - 12th Grade: E Block

ASSEMBLY DAY SCHEDULE

HR	7:40 – 7:44
A/E (65 minutes)	7:49 – 8:54
X (Assembly)	8:54 – 10:00
B/F (65 minutes)	10:00 – 11:05
C/G (105 minutes)	11:10 – 12:55
D/H (65 minutes)	1:00 – 2:05

2009 – 2010 SCHOOL CALENDAR

September

		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
										D8	D1				D5	D6	D7	D8	D1	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
				D1	D2			D2	D3	D4	D5	D6			D2	D3	H	D4	D5	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	D3	D4	D5	D6	D7			H	D7	D8	D1	D2			D6	D7	D8	D1	D2	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	D8	D1	D2	D3	D4			D3	D4	D5	D6	D7			D3	D4	H	H	H	
27	28	29	30				25	26	27	28	29	30	31	29	30					
	D5	D6	D7					D8	D1	D2	D3	D4			D5					

October

November

December

January

January / February

		1	2	3	4	5					1	2	31	1	2	3	4	5	6	
		D6	D7	D8	D1						H			D5	D6	D7	D8	D1		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	D2	D3	D4	D5	D6			D7	D8	D1	D2	D3			D2	D3	D4	D5	D6	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	D7	D8	D1	D2	D3			D4	D5	D6	D7	PD			H	D7	D8	D1	D2	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	D4	D5	D6	H	H			H	D8	D1	D2	D3			H	H	H	H	H	
27	28	29	30	31			24	25	26	27	28	29	30	28						
	H	H	H	H				D4	E	X	A	M								

March

April

May

	1	2	3	4	5	6					1	2	3							1
	D3	D4	D5	D6	D7						D2	D3								
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
	D8	D1	D2	D3	D4			D4	D5	D6	D7	D8			D3	D4	D5	D6	D7	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
	D5	D6	D7	D8	D1			D1	D2	D3	D4	D5			D8	D1	D2	D3	D4	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
	D2	D3	D4	D5	D6			H	H	H	H	H			D5	D6	D7	D8	D1	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
	D7	D8	D1					D6	D7	D8	D1	D2			D2	D3	D4	D5	D6	

May / June

30	31	1	2	3	4	5
	H	Sr.	EX	A	MS	
6	7	8	9	10	11	12
	D7	D8	D1	D2	D3	
13	14	15	16	17	18	19
	D4	D5	D6	D7	E	
20	21	22	23	24	25	26
	X	A	M	S		
27	28	29	30			

Staff Preparation / Orientation Days = 9/8, 9/9

Holiday and Vacation Days = 10/12, 11/11, 11/25–11/27, 12/24–1/1, 1/18, 2/15, 2/22 – 2/26, 4/19–4/23, 5/31

Teachers' Professional / Staff Development Days (1/2 days) = 10/21, 3/17 (full days) = 1/15 (add'l days TBD)

II. ACADEMICS

It is the policy of Martha's Vineyard Regional High School to offer the opportunity to students to participate in appropriate programs and activities without regard to race, color, religion, national origin, sex, disability, marital status, age or sexual orientation (**See complete MVPS anti-bias policy in the MVPS policy manual, pp. 12-16**).

MCAS REQUIREMENT

All students must earn a designation of at least Needs Improvement on the ELA, Math and Biology MCAS, as designated by the Massachusetts Department of Elementary and Secondary Education, to receive a diploma and graduate.

MINIMUM SUBJECT LOAD

Each student is required to carry a minimum courses load of seven (7) subjects in each semester.

COURSE CREDIT

- 20.00 credits - courses meeting for one full year, two eighty-five minute blocks daily
- 5.00 credits - courses meeting for one full year (one block alternate days)
- 2.50 credits - courses meeting for one semester (one block alternate days)

GRADES

Individual student report cards are issued and mailed approximately every nine weeks and the final report is mailed home approximately three weeks after the conclusion of the school year. Grades reported on the student report card will be numerical. Any grade **below 60** is a failure.

- P** (pass; credit granted)
- F** (below 60; failing)
- I** (incomplete-course requirements not fulfilled)

* Incomplete work must be completed 15 days after the close of grades.

CLASS RANK

Each student shall have his/her class rank computed at the conclusion of the junior year as well as at the end of the first semester of their senior year.

To receive a regular class rank at the end of junior year a student must be enrolled at Martha's Vineyard Regional High School for at least one full semester. Students must maintain enrollment through graduation to be eligible for a speaking role in commencement exercises and regular class rank. Students who do not meet these criteria will be assigned an "equivalent class rank: which will be noted as such on school transcripts."

The grades of each student in English, Social Studies, Science, Mathematics, and World Languages will be awarded quality points according to the academic weight assigned to the course. The

categories are AP, Honors, College I, and College II.

The weighted quality points are based on the **6.5** system. The grade point average (GPA) will be determined by the total of quality points earned divided by the total number of course units which have been weighted.

Weighted Point Values

Mark		AP	Honors	Col. A	Col. I	Col. II
(95-100)	A	6.50	6.00	5.50	5.00	4.00
(90-94)	A-	6.17	5.67	5.17	4.67	3.67
(87-89)	B+	5.83	5.33	4.83	4.33	3.33
(84-86)	B	5.50	5.00	4.50	4.00	3.00
(80-83)	B-	5.17	4.67	4.17	3.67	2.67
(77-79)	C+	4.83	4.33	3.83	3.33	2.33
(74-76)	C	4.50	4.00	3.50	3.00	2.00
(70-73)	C-	4.17	3.67	3.17	2.67	1.67
(67-69)	D+	3.83	3.33	2.83	2.33	1.33
(64-66)	D	3.50	3.00	2.50	2.00	1.00
(60-63)	D-	3.17	2.67	2.17	1.67	0.67
(0-59)	F	0.00	0.00	0.00	0.00	0.00

EXAMINATIONS

Mid-year and final examinations are given in all subject areas. **Exceptions must be approved by the principal.**

HONOR ROLL

To receive **honors**, students must have a grade of 80 or above in each subject and an overall average of at least 85 among the student's subjects with no discipline grades below 70.

To receive **high honors**, students must have a grade of 90 or above in each subject and an overall average of at least 92 among the student's subjects with no discipline grades below 70.

Students must carry a full schedule of seven courses to be eligible for the honor roll.

NATIONAL HONOR SOCIETY

National Honor Society is an organization comprised of the top students who have also demonstrated leadership, character, and service. Members are required to perform 10 hours of community service, attend the once-a-month meetings, and participate in fundraising efforts. Starting with the class of 2006, NHS induction will be for juniors & seniors.

Beginning with the class of 2009 inductees, a student must have a cumulative weighted academic index which is 4.7 or higher to be nominated for the National Honor Society. Candidates should also have an average grade of 90 in discipline for the previous year.

Candidates are asked to fill out an activity profile sheet and all teachers are asked to evaluate these

students on the area of leadership, character and community. Final selection is made by the National Honor Society Faculty Council.

To remain a member of the National Honor Society a student must maintain the minimum criteria under which he or she entered. Students whose academic index declines below entrance standards will normally be placed on a one-semester probation during which time the index must be raised or membership will be terminated.

POINTS REQUIRED FOR GRADUATION

From Grade 9 to Grade 10: 30 points

From Grade 10 to Grade 11: 60 points

From Grade 11 to Grade 12: 90 points

EARLY GRADUATION

Any student with the permission of his or her parents or guardians may seek to accelerate fulfilling all normal course requirements in order to take part in a full day independent program for the second semester of the senior year.

The following procedure must be followed:

1. A formal letter of request, which documents a proposed independent program, must be submitted by parent or guardian to the Guidance Department **no later than the start of school**.
2. The students, along with counselor, must then meet with the principal. Approval will be based on a student's past academic performance and ability to complete requirements for early graduation with a high scholastic performance.
3. The principal may indeed voice one of three possible decisions; denial of the program; approval of the program without stipulation; or approval of the program with stipulation. Quite frequently, students granted approval are expected to attain a **"B" average** in their scheduled courses.
4. Should the student's program be approved, a letter of approval will be sent to the student, the counselor and the parent or guardian.
5. Any student failing to complete all conditions to begin the program will thereafter be required to carry the normal academic load of at least seven (7) courses.

HONORS PARTS AT GRADUATION

After the close of the third quarter, the names of those students in the Senior class who have achieved academic honors during the four years of their high school career will be announced. For graduation, the top twenty (honors) students will be selected at the end of the third marking period of the senior year (grade point equivalents will be taken to the nearest thousandths of a point).

The student attaining the highest academic average throughout four years of high school will be designated Valedictorian. The student attaining the second highest academic average throughout

four years of high school will be designated Salutatorian.

All speeches will be given to the Principal for approval prior to graduation.

III. ATTENDANCE

ATTENDANCE OR TARDINESS

ABSENT OR TARDY TO SCHOOL:

1. Parents or guardians should call the school at **693-1033 Ext. 235, or for Portuguese speaking parents, Ext. 277**, to report an absence the day before or the day of an absence.
2. The attendance officer will telephone the parents of any student for whom no call has been received.

TARDY TO SCHOOL POLICY:

1. Students tardy to school must report to the front office for an admission slip.
2. Students who enter the high school after the time designated to begin the regular school day are considered tardy to school.
3. Students who are tardy for any reason except funeral, verified appointments, court, special programs, weather emergencies, morning return from off-island travel or college interviews are considered to be tardy for an unexcused reason.
4. Four tardy to school offenses during any nine week grading period will require an in-school restricted study on Saturday from 8 a.m. until noon. For these Saturday sessions a student must be on time and must bring his or her schoolbooks with four hours of class work. For detailed information concerning Saturday School rules, please refer to Section IV (Discipline) of this handbook.
5. Failure to comply with these rules will constitute a failure to comply with the suspension rules. According to the student discipline code, an automatic two-day suspension will result.
6. Tardy to school makes a student ineligible for all sports and intramural participation, music exchanges, drama productions and field trips for that entire day. If a student is absent for any part of a school day, the student may not participate in a practice, team or extracurricular group on that day. Exceptions to this rule may be made on an individual bases by the Athletic Director or the Assistant Principal who is in charge of extra-curricular activities.

For how tardies affect a student athlete's opportunity to participate, please refer to Section IX (Athletics) of this handbook.

ABSENCE POLICY

1. Each time a student is absent, parents are required to call the attendance office before school on the day of the absence. This is not always an excused absence (**see 4.6 below**)

2. When the student returns to school, it is his/her responsibility to bring a note from the parent or guardian to the attendance office.
3. **A student who has four (4) or more unexcused absences for the same class(es) in a quarter may not receive a passing grade for that reporting period and will receive no higher that a grade of 59 for each affected class.**
4. Exceptions to this rule may be made for the following reasons:
 - 1) Prolonged or continuing absences (certified by a doctor), which are normally serious enough to require more than 5 days absence; a Doctor's note must be received within 5 days of the student's return from the absence.
 - 2) Funeral;
 - 3) Three (3) documented college visits / admissions interviews. The student must turn in proof of the visit to the attendance secretary. Any visits over the initial three (3) must be approved by the Principal or Assistant Principal;
 - 4) School sponsored trips or activities;
 - 5) Pre-planned, approved individual program;
 - 6) Two (2) parent excused absences per academic quarter.
 - 7) The nurse may grant up to two (2) exemptions per academic quarter with medical proof.
 - 8) There is one (1) retroactive exemption (that is an exemption for an absence that has exceeded the five [5] day limit) per year from the nurse.

When parents wish to take a student out of school (for a period of time that would cause the student to be absent more than six days in a quarter) for a "pre-planned approved individual learning program", the request must be made of the principal one month in advance of the proposed absence.

Excuses for absence or tardiness will not be accepted after 5 days of a student's returning to school (e.g. if a student is absent or tardy on Monday, and returns on Tuesday, he or she has until 2:05 the following Monday to use an excused absence).

REQUESTING HOMEWORK DURING ABSENCES

Homework may be requested via the Guidance Office for a student who has been absent a minimum of three (3) days and is expected to be absent for an indefinite period of time. A 24-hour notice is normally required in gathering assignments from classroom teachers

Students are required to obtain homework, in advance, directly from their individual teachers for a non-medical absence, i.e. field trips, college visits, pre-approved learning programs.

MAKE UP WORK

Students are advised to confer with teachers in regard to making up any work that is missed through being absent. Work missed because of absence due to extra-curricular activities, illness, suspension, etc., is required to be made up no later than five school days at the teacher's discretion. Failure to do so not only encourages a failing grade, it also jeopardizes the student's right to participate in interscholastic athletics. In all courses, semester or annual, a student has only one week after the

course terminates to make-up all work. If not made up, a "zero" will be recorded for all work missed and averaged in with other marks for the subject.

- Assignments (i.e. reports, homework, tests, class work) must be made up within 5 school days after an approved absence. Students should meet with each of their teachers who will decide which day(s) within the 5 days work should be completed.
- Refusing to stay after school for a teacher is penalized as a class cut.
- Any student who cuts class will lose discipline points and must make up the work missed according to the teacher's designated time frame or receive a zero (0).
- Any student who does not stay after school for a teacher will lose discipline points and be assigned an after school detention.

For how absences affect a student athlete's opportunity to participate in sports, please refer Section IX (Athletics) of this handbook.

TARDY TO CLASS, LEARNING CENTER, etc.

1. Students tardy to class or learning centers should get a note from the teacher who he/she was with at the time.
2. Unexcused tardiness will be reported to the administration via electronic attendance.

DISMISSAL FROM SCHOOL

Permission from a parent, for a valid, acceptable reason, must be communicated to the principal or assistant principal if a student is to leave school during school hours. Medical releases should go through the Nurse's office and non-medical releases go through the Attendance secretary.

LAW FOR 18 YEAR OLDS

Once a person reaches the age of eighteen, Massachusetts's law holds that he/she is an adult and has reached the age of majority. (**See M.G.L. c.4, s.7, cl. 50 and 51**) This means that an eighteen-year-old is capable of signing legal documents and entering into contracts. Consistent with this definition of "adult" is the ability to sign school related documents including report cards, permission slips and absence notes. A school still may continue to inform parents of grades, absences, etc. but it cannot require the signature of the parent as a condition for accepting these documents. However, in compliance with the regulation, our procedures may require that another adult with knowledge of the student's whereabouts (i.e. parents) sign absentee notes.

Students who are eighteen years of age or older may request a form from the Principal that allows them to sign themselves out of Learning Centers for specified reasons. This form must be signed by the Principal and this privilege may be lost if abused or violated.

Students age eighteen or older are subject to the same school rules as all other students. Thus they are subject to discipline on the same basis as students who have not attained the age of eighteen. However, since a student is not required to continue in school after the age of sixteen, it is clear that no legal proceeding may be commenced punishing such a student for failure to attend school.

PERMANENT WITHDRAWAL FROM SCHOOL

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notices within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his/her parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice **(See MGL c.76, s.18)**.

This statute does not require parental permission in order for a sixteen year old student to leave school, only that the student's parents be given notice of the withdrawal and an opportunity to meet with the school committee or its designee.

IV. DISCIPLINE

BACKGROUND

Our school community is diverse in sexual preference, as well as, in racial, religious and ethnic background. To some extent this reflects the larger world. Important to the educational process is learning to be a constructive member of such a group: overcoming any cultural ignorance, insensitivity, or other element of such prejudice. Many school programs are designed to assist in this process. "However, incidents of abuse, **verbal or otherwise, based on race, religion, ethnic background or sexual orientation** is contrary to our basic principles as well as to the good order of the school and will not be tolerated."

Martha's Vineyard Regional High School is an educational community. Like any community there must be rules both to help living and working together and to protect us from the few persons who would disturb our health, safety or property. This Discipline Code has been developed by the administration with the advice and recommendations of the School Committee, School Council, and the Student Council and is revised on recommendations from these bodies.

The Individual Educational Plan (I.E.P.) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required due to the student's handicapping condition. If a modification is required, it will be written into the student's I.E.P.

When a student who has an I.E.P. accumulates ten (10) suspension days in a school year, a review of that student's I.E.P. will be held. If after the manifestation determination meeting it is concluded that the student's misconduct was related to the student's handicapping condition, then the I.E.P. will be modified to reflect a new program designed to better meet the student's needs. This process attempts to assure a student's continued attendance in an educational program and applies to patterns of suspension if more than 10 cumulative days of suspension are reached.

GENERAL CONDUCT & DRESS GUIDELINES

All students shall conduct themselves in a manner that is proper and appropriate to the circumstances, and consistent with the principles of good citizenship. This applies to students on school trips as well as in the school building. Students are encouraged to wear appropriate clothing that inspires respect for oneself and for one's school and is conducive to an educational environment. Any student whose dress may be disruptive to the educational environment may be asked by the administration to either change or go home.

CATEGORIES OF OFFENSES

Under this plan there are five categories of offenses: **Expulsion, Immediate Suspension, Critical, Major, and Minor**. Each offense will affect the quarterly report card discipline grade and result in administrative action.

Expulsion (-30 points plus suspension and/or expulsion from school)

1. Terrorist threats or actions towards the school, personnel, or students.
2. Possession of a weapon.
3. Distribution of drugs.
4. Physical assault of a staff member.
5. Charges of a felony that, in the opinion of the principal, may disrupt the educational

process.

Immediate Suspension (-30 points and up to 10 days suspension)

1. Deliberate and serious destruction of property
2. False alarms or theft
3. Setting fires, firecrackers, etc.
4. Use or possession of alcohol, drugs, etc.
5. Threatening or inflicting bodily harm, fighting
6. Failure to follow the directive of a school staff member or violating suspension rules
7. Direct verbal abuse, intimidation or physical abuse of a student or staff member
8. Violation of state laws, e.g. hazing, smoking, terrorism, etc.
9. Cutting School
10. Any student who significantly disrupts the school climate through action or speech.

Critical (-20; after school detention or other appropriate action by administrator)

1. Leaving school without permission
2. Forging notes or cheating
3. Defacing school or private property
4. Misbehavior on field trip or school activity
5. Willful misconduct
6. Not staying after school for teacher
7. Cutting class
8. Critical misc.

Major (-10)

1. Unexcused tardiness to class
2. Willful disobedience
3. Reckless driving
4. Dress guideline violation (Wearing clothing or symbols, which contain statements, pictures or symbols sufficiently obscene, profane, prejudicial, promote drug or alcohol use, or threatening violence as to disrupt the educational process in the opinion of the principal)
5. Unexcused tardiness to Saturday school/detention
6. Major misc.
7. Excessive displays of public affection

Minor (-5)

1. Profane language (verbal or written)
2. Food in an unauthorized area
3. School property not returned after warning
4. Being in unauthorized area
5. Minor misc.

PROCEDURES

Most classroom violations shall be handled immediately by the teacher involved. A total of twenty points (four minor offenses, 2 major offenses, or one critical offense) will normally require a parent contact and a one-day after school detention. An immediate suspension offense calls for a suspension of up to ten days. It may also include up to eighty hours of community service and a recommendation to conduct relevant psychological testing and prescribed counseling before a student can be readmitted. In most cases a suspension of two days and up to and including a year's suspension from all school activities at the discretion of the principal. The final authority for deciding discipline infraction penalties rests with the administration.

If a student should lose **40** or more points, in a quarter, **driving privileges** may be suspended, for eight weeks. At sixty or more points the students may be assigned an in/out of school suspension. If a student should lose **100** points during any given quarter, there can be a parent contact plus either a pre-team meeting or review, or other action deemed appropriate by the administration. Should a student lose **125** points in a given quarter or **250** points in a year, there can be a meeting with the Review Committee made up of the high school administration, a counselor and/or teacher, and the student may be assigned an additional three days of in/out of school suspension. Seniors who continuously misbehave during the year may be denied senior week privileges. Appropriate alternatives may be negotiated.

DETENTION

After school detention will be planned by the administration and will require a student to remain in the assigned room until the last late bus that day. While in this situation, a student's activity is limited to work on class assignments, work on a written list of goals for self-improvement (when appropriate) or counseling with the administration, outreach worker and guidance counselors. Failure of a student to attend detention on the date assigned will result in a two day in-school suspension and a parent contact. The administration may substitute work in or around the school for detention time.

AFTER SCHOOL DETENTION RULES

1. A TOTALLY QUIET ATMOSPHERE WILL BE MAINTAINED. STUDENTS SHOULD BE AT THEIR DESKS WORKING QUIETLY. STUDENTS WHO MISBEHAVE IN DETENTION MAY BE SUSPENDED IN SCHOOL OR OUT OF SCHOOL FOR (2) TWO DAYS.
2. NO FOOD OR DRINK, BESIDES WATER, IS ALLOWED IN DETENTION FOR ANY REASON.
3. NO GAMES (ELECTRONIC OR OTHERWISE) OF ANY KIND ARE ALLOWED. BRING ENOUGH SCHOOL WORK, INCLUDING SOMETHING TO READ, WITH YOU FOR THE ENTIRE AFTERNOON.
4. NO CELL PHONES OR MUSIC PLAYERS ARE ALLOWED.
5. NO MARKING OF DESKS, WALLS, ETC. IS ALLOWED.

6. STUDENTS ARRIVING AFTER 2:15 P.M. WILL BE MARKED TARDY AND WILL RECEIVE 10 POINTS. THE TIME MISSED MUST BE MADE UP THE FOLLOWING DAY. STUDENTS WHO DO NOT COME THE FOLLOWING DAY MAY BE SUSPENDED IN SCHOOL OR OUT OF SCHOOL FOR (2) TWO DAYS.
7. STUDENTS ARRIVING AFTER 2:30 P.M. WILL NOT BE ADMITTED. STUDENTS NOT SHOWING FOR DETENTION MAY BE SUSPENDED IN SCHOOL OR OUT OF SCHOOL FOR (2) TWO DAYS.
8. STUDENTS MAY LEAVE DETENTION ONLY ONCE DURING THE AFTERNOON FOR A MAXIMUM OF 5 MINUTES. TEACHERS WILL STAND AT THE DOOR TO WATCH STUDENTS UNTIL THEY RETURN.
9. THE TEACHER WILL MAKE A NOTATION ON THE SHEET STATING WHEN EACH STUDENT LEAVES AND RETURNS TO DETENTION.
10. STUDENTS MAY NOT LEAVE DETENTION EARLY WITHOUT PRIOR CONSENT OF AN ADMINISTRATOR. LEAVING WITHOUT PERMISSION MAY RESULT IN AN IN SCHOOL OR OUT OF SCHOOL SUSPENSION.
11. TEACHERS MAY NOT TAKE A STUDENT OUT OF DETENTION WITHOUT PRIOR CONSENT OF AN ADMINISTRATOR.

SATURDAY SCHOOL DETENTION RULES

1. A TOTALLY QUIET ATMOSPHERE WILL BE MAINTAINED. STUDENTS SHOULD BE AT THEIR DESKS WORKING QUIETLY. STUDENTS WHO MISBEHAVE IN DETENTION MAY BE SUSPENDED IN SCHOOL OR OUT OF SCHOOL FOR (2) TWO DAYS.
2. NO FOOD OR DRINK, BESIDES WATER, IS ALLOWED IN DETENTION FOR ANY REASON.
3. NO GAMES (ELECTRONIC OR OTHERWISE) OF ANY KIND ARE ALLOWED. BRING ENOUGH SCHOOL WORK, INCLUDING SOMETHING TO READ, WITH YOU FOR THE ENTIRE MORNING.
4. NO CELL PHONES OR MUSIC PLAYERS ARE ALLOWED.
5. NO MARKING OF DESKS, WALLS, ETC. IS ALLOWED.
6. STUDENTS WHO ARRIVE AFTER 8:00 A.M. WILL BE MARKED TARDY, LOSE 10 POINTS AND MAKE UP THE TIME THE FOLLOWING SATURDAY.
7. STUDENTS ARRIVING AFTER 8:30 A.M. WILL NOT BE ADMITTED. STUDENTS NOT SHOWING FOR DETENTION MAY BE SUSPENDED IN SCHOOL OR OUT OF SCHOOL FOR (2) TWO DAYS.

8. STUDENTS MAY LEAVE DETENTION ONLY ONCE DURING THE MORNING FOR A MAXIMUM OF 5 MINUTES. TEACHERS WILL STAND AT THE DOOR TO WATCH STUDENTS UNTIL THEY RETURN.
9. THE TEACHER WILL MAKE A NOTATION ON THE SHEET STATING WHEN EACH STUDENT LEAVES AND/OR RETURNS TO DETENTION
10. STUDENTS MAY NOT LEAVE DETENTION EARLY WITHOUT PRIOR CONSENT OF AN ADMINISTRATOR. LEAVING WITHOUT PERMISSION MAY RESULT IN AN IN SCHOOL OR OUT OF SCHOOL SUSPENSION.
11. DISMISSAL IS AT 12:00.

SUSPENSIONS

The administration reserves the right to suspend a student out of school into the supervision of the parent for one to ten school days when no other action is appropriate, when a student will not cooperate, or when the student's continued presence will be a danger to himself or others (i.e. fighting). During an out of school suspension, a student may not come on school grounds nor participate in school activities without permission of the administration. Parent conferences and/or a student behavior plan may be part of the procedure whenever any type of immediate suspension occurs. **Teachers** shall attempt to resolve minor infractions within the teaching station whenever possible. This effort shall include a conference and one parent contact before referring classroom infractions for administrative action.

The school also reserves the right to suspend a student in school. The decision for an in-school (ISS) or out-of-school suspension (OSS) is at the administration's discretion. Students assigned to an in-school suspension will report in the morning to the assistant principal's office where their morning attendance will be taken. Students are not to report to homeroom. The ISS will consist of an education, counseling and discipline component. Parents will be notified in advance of any school suspensions.

ISS Rules and Regulations:

1. Students will report directly to the assistant principal's office on the morning of the assigned ISS (not to homeroom) and will be escorted to the ISS room.
2. Students will follow all school and ISS rules while suspended.
3. Students will follow directions the first time they are given.
4. Students may not communicate with other students, verbally or non-verbally (i.e. notes, hand signs, etc.)
5. Students are to remain awake at all times. They are not allowed to rest their head on the desk.
6. Students will in no way distract any other student present.
7. Students will be escorted to one morning bathroom break and one afternoon bathroom break.
8. Lunch is to be brought from home or will be brought to the student from the cafeteria.
9. Desks are not to be moved.
10. Students will hand in their finished assignments at the end of the day. If assignments are not finished they will be assigned another ISS day until they are completed. If an assignment is complete, then students are to read a library book.
11. Students will be warned twice of any infraction they are committing during ISS. If a third warning is necessary the student's parents will be called and the student sent home. The ISS will still have to be completed, or an OSS (out-of-school suspension) with a parent-Principal re-entry meeting

may be substituted at the administration's request.

12. Only school supplies necessary for the day's assignment will be allowed to be on the desk of the student. Any device or object deemed unnecessary by the proctor will not be allowed (i.e. cell phones, music/video players, ... etc.).

Any infractions in the above rules may result in an out-of-school suspension with a Principal re-entry meeting with the student and parent or guardian.

SUSPENSIONS FOR IMMEDIATE SUSPENSION OFFENSES

Any student who is determined to have committed an immediate suspension offense may be sent to the principal for an exclusionary hearing. If by that offense the student is determined to constitute a danger to himself/herself or others, the student may, at the discretion of the principal, be required to undergo a psychiatric evaluation to determine his or her ability to return safely to school. Home tutoring may be provided prior to and during the evaluation process.

EXPULSION

Section 37H of Chapter 71 of the Massachusetts General Laws states the following:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not be a threat to the safety, security and welfare of the other students and staff in the school.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the re-

ceiving school of the reasons for the pupil's expulsion.

PROCESS FOR SUSPECTED VIOLATION OF A LAW

A student who is suspected of violating a part of the school discipline code, which is also a violation of local, state, or federal law, while on school grounds will be reported immediately to the school administration. Both the legal guardians and the state police may be called to the school to process the complaint. The administration will provide due process and discipline under the guidelines in this Student Handbook.

In addition to school property, school grounds shall refer to any place where the student is while coming to school or going home from school or any place where the student is on a school sponsored activity.

SEARCHES

When there is a reason to believe that a student may have stolen property, illegal substances or items considered to be dangerous contained in his/her desk, locker, bags, clothing, person, or vehicle on school grounds, the school principal or his/her designee may conduct a search of these items. Storage of contraband (e.g. weapons, narcotics, alcohol, stolen property) in school lockers is not permissible. Lockers are provided for use consistent with legitimate school functions. Lockers are subject to inspections to insure compliance with school policies. Students are responsible for their own locker and its contents. Each student will be assigned both a locker and a lock. Students may waive their right to a locker.

Lockers are the property of the school. The school maintains control over the lockers and periodic general inspections of lockers may be conducted by school authorities at any time for any reason [including probable cause], with or without notice and without a warrant.

K-9 SEARCH POLICY – MARTHA'S VINEYARD REGIONAL HIGH SCHOOL

Martha's Vineyard Regional High School (MVRHS) District is committed to providing students with an environment that is free of drugs and other contraband. In order to reinforce the message that drugs and other contraband will not be tolerated in school, the high school Principal may conduct searches of the building for such items using the assistance of the Oak Bluffs Police Department, the Massachusetts State Police, and canines (K-9's) trained for such searches. The school administration will rely upon the State Police to supply the trained canines.

Searches by canines at MVRHS will be to public areas of the building, lockers, and motor vehicles on school property. The School Committee will be informed of the results of all searches, and it will review and revote this policy annually.

Any student who is found to possess an illegal substance will be treated as described in the Substance Abuse Policy as detailed in the Martha's Vineyard Regional High School Student Handbook.

RIGHT TO DUE PROCESS

When a student has been accused of an infraction of the Discipline Code, he or she may request a hearing before an administrator and the student may include a parent in this process. The student has a right, at this time, to face and hear the person who has reported the infraction. The student may then present his or her side of the issue to the administrator.

If the student does not agree with the discipline, which results from the hearing, he or she may request a hearing from the principal, then the superintendent, and finally the school committee.

The student and/or parent have five (5) school days in which to appeal the results of any hearing. After this time, the proper discipline procedure will be followed. Students or parents who have problems with school actions should take advantage of the following due process procedure:

Step 1: The individual should attempt to resolve the complaint directly with the individual teacher or administrator on an informal basis. Any appeal must be based on the following:

1. Was the decision fair and impartial?
2. Was the decision consistent with school rules?
3. Were all concerned parties given the opportunity to be heard?

Step 2: If the individual is not satisfied with the decision or action, **at step 2** the individual may appeal to the assistant principal.

Step 3: If the individual is not satisfied with the decision or action, the individual may appeal to the building principal.

Step 4: If the individual is not satisfied with the building principal's decision, the individual may appeal to the superintendent of schools. At this point, the individual must put the complaint in writing.

Step 5: If the individual is not satisfied with the superintendent of school's decision, the individual may request the superintendent to place the item on the agenda of the next School Committee meeting. Any student with an I.E.P. shall receive sufficient services for a free and appropriate public education after 10 days of suspension.

SUBSTANCE ABUSE POLICY

I. Overview

The Martha's Vineyard Regional High School Committee prohibits possession, use, purchase or sale of drugs, alcohol, drug paraphernalia or any controlled substance in any place or vehicle under school jurisdiction and at all school sponsored activities, regardless of location. Attempted sale, purchase or distributions are likewise prohibited. The goal of this policy is to insure a drug free school environment.

There are four distinct categories within the overall Substance Abuse Policy in regards to drugs: possession of paraphernalia, under the influence, possession of drugs, and distribution.

II. Implementation

Effective substance abuse prevention programs require active student support. The lines of communication which exist among students are far more powerful agents of influence and change than anything designed by school officials. Accordingly, this policy advocates the development and use of peer counseling programs and the involvement of student leaders and athletes in promoting an understanding of substance

abuse.

It is important to realize that drug and/or alcohol use is often symptomatic of other problems. Once the student has been identified it is important to provide the appropriate service to help the student and his/her family to overcome this problem.

Any student who confides in a teacher, counselor, or administrator that he/she has a substance abuse problem and seeks help will not be reported to the police. The appropriate counselor will immediately make arrangements for the student to receive assistance.

III. Policy Intervention

A. First Offense - Section 37H (revised in June 1993) of Chapter 71 of the Massachusetts General Laws requires that "Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of (...) a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal."

If the student is not expelled, the student will be suspended from school and suspended from all non in-class activities for up to one year, unless and until school service of up to eighty hours is performed. This paragraph will also apply to offenses of possession of drug paraphernalia **or alcohol and/or being under the influence of these substances**. The student's parent(s) will be called to remove the student immediately from school property and the appropriate law enforcement authorities will be notified forthwith. In addition, the student's parents or guardian will be asked to meet with the principal during the first three school days of suspension for the purpose of determining a specific plan for monitoring the student's subsequent behavior. In the formation of the plan the school will recommend that the student receive professional services from a recognized drug or alcohol program or counselor. Refusal of parents to cooperate with school authorities may result in a C.H.I.N.S. (Child in Need of Services) petition being filed in court or a Department of Social Services 51A Form alleging that the child lacks the proper attention from his/her parents or guardian.

B. Second Offense - Any student who has violated the drugs/alcohol abuse policy either through the use or possession for the second time within one school year of the first offense will be subjected to the same penalties as the first step. The police will be notified of the offense. The student's parents or guardian will be required to have their child evaluated by an appropriate treatment program before the suspension has expired. The parents and student must adhere to the recommendations of the evaluating program. If these recommendations are not agreed to and/or followed, and the student has not been expelled, the student will appear before the School Committee for an exclusionary hearing.

C. Third Offense - Any student who has violated the drug/alcohol abuse policy either through the use or possession, for the third time within one school year of the first offense **will appear before the School Committee for an exclusionary hearing except that students using or possessing a controlled substance may be expelled by the principal in accordance with the state law.**

D. Discipline Process - In each level of offense in accordance with state law, a student who is charged with a violation shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (A) or (B). Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of these sections.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

E. Distributing/Selling - Any student who has distributed, sold, bought or attempted to distribute, sell or buy any controlled substance, alcohol, or drug paraphernalia will receive up to a ten-day suspension and may be sent to the principal for an exclusionary hearing. In addition, the police will be notified in order to determine if criminal charges should be filed.

Any student who has been convicted of distributing, selling or buying, or attempting to distribute, buy or sell controlled substances by a court may be brought before the principal for a second hearing, the purpose of which will be to determine if a student should be expelled.

Any student expelled by the principal may be allowed to return at the commencement of the next school year, but only under such conditions as the principal may determine.

F. Suspicion - If a student is strongly suspected of drug or alcohol use, but the suspicion is still questionable, then the principal may ask the family to attend a meeting, at which time physical, emotional, and behavioral symptoms of the student will be discussed and the possibility of drug use can be raised.

G. Re-Entry - Re-entry into school must do more than simply return the student to his/her regular school program. It must recognize and address the specific needs of the student, both immediate and long-range. To that end re-entry must be considered a process and not a single event or a set of administrative procedures.

When a student returns to school following a suspension for substance abuse problems, a re-entry meeting will be held involving the student, the principal or designee, and the guidance counselor or school psychologist. At this meeting a plan may be developed to assist the student's transition, and to select a liaison person to monitor the student's progress.

SEXUAL HARASSMENT AND GENERAL HARASSMENT

An overall goal of the policy for all Martha's Vineyard Public Schools is to provide a safe and secure environment for all students. It is the policy of Martha's Vineyard Regional High School to offer the opportunity to students to participate in appropriate programs, clubs, and activities without regard to race, color, religion, national origin, sex, disability, marital status, age or sexual orientation. Incidents of abuse, oral or otherwise, based on race, religion, ethnic background, or sexual orientation will not be tolerated.

The Director of Guidance is the school's Harassment and Equity Officer. The following details the procedure followed at the High School regarding such incidents.

Sexual and General Harassment can take many forms:

1. Verbal harassment, such as derogatory comments, jokes or slurs.
2. Physical harassment, such as unnecessary or offensive touching, grabbing, or blocking of movement.
3. Visual harassment, such as derogatory or offensive posters, cards, drawings or gestures.

Any student who experiences what they believe to be harassment may deal with the situation in two ways: *Informal* and *Formal*.

1. Students should immediately report instances of any form of harassment to their guidance counselor.
2. **Informally** the student may only need to explain to the offending person that the actions are offensive. The student may wish to have a teacher, mediator, nurse, or guidance counselor present. If you are not sure about the actions against you, ask! If the accuser, accused and staff member feel that a resolution has been achieved then the conversation may remain confidential and no further action will be taken.
3. A **formal** charge of harassment needs to be brought to the attention of the building principal, the assistant principal and the school harassment officer. The building principal or his/her designee shall conduct an investigation of the allegations within ten days of the filing of the complaint. Any remedial action may include disciplinary action consistent with school policy and state law (**see complete sexual harassment policy in MVPS policy manual pp. 22-28**).

HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such

student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such a 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.

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. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

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 said school had adopted a disciplinary policy with regards 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 institution which fails to make such report.

ACADEMIC HONESTY POLICY

The Martha's Vineyard Regional High School community believes that the school should maintain a climate in which honesty, courtesy, consideration, integrity, and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of teachers who do not monitor their classes closely, unrealistic parent expectations, and inefficient study skills. None of these reasons makes cheating acceptable. In any of its forms, for whatever reason, cheating denies the value of education. Our teaching staff strives to put the importance of learning above the importance of grades and to convince students that their best efforts are all that any one should expect. Cheating is defined as:

1. claim credit for work which is not one's own (copying homework, copying test answers, etc.)
2. allow others to claim credit for the work (allowing others to view your homework or assignments, etc.)
3. use notes or unauthorized material, or be involved in an unauthorized communication during a test
4. copy published works without proper source attribution (including the downloading of computer files) either directly or with only minor editing
5. be deceptive by submitting work for one class that had already been accepted for credit, in its present form, in another class

The first violation of this policy will result in a zero grade, a twenty point disciplinary record and

exclusion from the honor roll for the quarter in which the infraction occurs. The next instance will result in a zero grade, as well as a parent contact and a suspension from school. Any further instance will result in further suspension, semester failure in the class and a referral to a Student Assistance Team (SAT), which may result in removal from the class.

INTERNET ACCEPTABLE USE POLICY

Definition of Networks and Systems Covered Under This Policy

There are three basic levels of networks that are covered under this policy. The Local Area Network (LAN) consists of all networked computers at the Martha's Vineyard Public Schools (MVPS). The Wide Area Network (WAN) consists of the network connecting all Island schools, and in the future other Island institutions. The third level is our connection to the Internet. Within each of these networks, all hardware, software, and related peripherals used in connecting to or as a part of the network are included in this policy. In addition, all computers owned or leased by the MVPS shall be included under this policy.

Guidelines

Access to the MVPS networks is for educational purposes only. This access includes connections made on any Island public school, through a dial up or other provided access, or through the Internet. Below are categories of acceptable and unacceptable activities for these networks.

A. GENERAL

1. All users of these networks are representatives of the MVPS and should present themselves accordingly.
2. Access is for educational use only.
3. All users are expected to exercise responsible and ethical behavior when using these networks.
4. Students may only access the Internet under the supervision of a teacher or staff member.
5. Student use of the Internet should be for approved educational purposes only.
6. Activity on all network levels is subject to MVPS regulations, as well as all applicable local, state, federal, and international law.
7. Even though security measures are in place, be aware that sometimes information on networks can be accessed. Do not put information on line that you do not want others to have access to (i.e. credit card, bank account numbers, etc.)
8. Unauthorized use of copyrighted materials is prohibited.
9. Do not subscribe to any mail or lists services, or any service that will download large numbers of email messages to your mailbox without prior permission from a system administrator or Technology staff person.
10. Access to chat groups, video teleconferences, and the like are only to be done with the permission of a teacher or staff member and under their direct supervision.
11. If an email account is provided to a user, that person will use it for educational purposes only.
12. The MVPS reserves the right to examine, modify or remove any or all data stored in computers that are part of these networks to make sure that all users are in compliance with these regulations.

B. SECURITY

1. Use only account(s) assigned to you.
2. All users with an account will be given a password - do not give your password to anyone else or use another user's password at any time - You will be responsible for all activities taking place on your account.
3. If you think someone has accessed your account, or has information about your account, notify the system administrator or technology staff immediately.
4. If you identify any security problems, notify a system administrator, technology staff, or MVPS administrator only. Do not show or identify a security problem to other users

C. VANDALISM/DESTRUCTION/UNAUTHORIZED ACCESS OF DATA FOR FILES & HARRASSMENT

1. Do not upload, download, or use any computer programs or hardware that will record or otherwise give access to passwords or other information to allow unauthorized access to a computer or account.
2. Do not upload or download any malicious program or other program designed to destroy or in any way compromise the operation of any computer, server, Network system or data.

D. RESPONSIBILITIES

1. All users are responsible for their user accounts and activities on those accounts
2. Users are subject to all applicable laws when using these networks. Violation of any rules may result in disciplinary or legal action from within the MVPS as well as from outside legal authorities.
3. Users will not search for or participate in any activity on any network that is obscene, threatening, or contrary to educational pursuits.

E. PENALTIES

1. Any user violating these provisions may lose network privileges temporarily or permanently.
2. Users are subject to all other rules and laws applicable when using these networks, and may be punished under MVPS regulations, as well as criminally prosecuted.
3. Users may be held responsible for any financial costs incurred as a result of malicious or intentional actions that cause damage to any aspect of the networked system.
4. School and district administrators will make the final determination on what constitutes unacceptable use. They will handle all punishments covered under this policy and school regulations.

The MVPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MVPS will not be responsible for any damages a user may suffer, including loss of data. The MVPS will not be responsible for the accuracy or quality of information obtained through the Internet or other network connections.

I understand and will abide by the MVPS's Network Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, I may be financially responsible for damages I have caused by malicious or deliberate actions, and district disciplinary action and/or appropriate legal action may be taken.

STUDENT SIGNATURE

STUDENT-PRINTED NAME

I, _____, parent and/or guardian of the above, agree to accept all liabilities which may result from my son/daughter's use of the MVPS computer networks (as explained in the opening paragraph of this document). (This is for all children under the age of 18)

PARENT/GUARDIAN SIGNATURE
(if child is under 18 years of age)

PARENT/GUARDIAN - PRINTED NAME

DATE

V. EXTRA-CURRICULAR ACTIVITIES AND SCHOOL TRIPS

Martha's Vineyard Regional High School offers many extracurricular activities. These are normally scheduled immediately after school. To facilitate student participation, there is always one, and sometimes two, late bus(es) available.

Extracurricular activities are varied and based on student interest. New clubs can be formed if there is interest and if an advisor from the staff is willing to sponsor the organization.

SCHOOL ACTIVITIES

All activities, formal or informal, must be approved by the class advisor, assistant principal and/or the principal. **A request for an intended or proposed activity must be filed one week in advance. Class advisors, one or both, must always be present when a group of students meet to prepare for or conduct an activity. No exceptions.**

All filming on school grounds and in school buildings must have the prior approval of the administration.

ELIGIBILITY

Eligibility for clubs is the same as eligibility for athletics. You must maintain a 70% average to participate in them. In addition, if a student is absent for any part of the school day, the student may not participate in any activity that club or organization is sponsoring. This has enormous consequences for Minnesingers, drama and other production clubs in the school, so be conscious of the importance of attendance the day of events and/or practices.

Waivers for ineligible students are granted only by permission of the assistant principal for compelling academic reason.

CLUBS (PARTIAL LIST):

Art Club: Meets once a week. Open to all students with interest in the extensive area of the arts.

Chess Club: Meets weekly, the Chess Club welcomes all levels of student skills from novices to the proficient. An interscholastic chess team from MVRHS competes in a winter league.

Drama Organization: Each year the drama organization will offer a major school production in the spring. It also competes in the all-state drama competition festival.

Fishing Club: This club will be covering all the fishing basics. We will cover the hot spots, types of bait, inshore, offshore, ice fishing and the types of fish.

Minnesingers: A select (by audition) show chorus that rehearses evenings on a weekly basis. Interested students must be scheduled for mixed chorus in their program. All students must be in attendance on the day of the scheduled activity.

Model UN: This club participates in the National Model UN program. There will be regional or national competitions with other schools.

Regional Weekly Newspaper: Open to all students. Meetings are usually in the evenings. All are welcome.

Sea Breezes: Regional literary/art magazine, which is published annually. Staff meets as needed. Participants submit creative writing, poetry, photography, and art. Student staffers are responsible for selection, editing and magazine layout. All are welcome.

Snow Club: Snow skiing and snowboarding student and staff extracurricular group. Off-island trips may be planned for these activities.

Video Club: Meets weekly, the Video Club is for any student who is interested in learning to use audio and video equipment, editing video tape for use by our local cable station.

WINFO: is a club that is open to all students. Our goal is to raise awareness about women's issues in our own community and in the global community. To this end, we host films, encourage discussion, create bulletin boards, support local and regional efforts at supporting women, and produce a "zine".

SCHOOL TRIPS

The Martha's Vineyard Regional High School administration encourages field trips and student participation in exchanges and extra curricular activities. Field trips are viewed as an important extension/complement to the regular classroom program. All students participating in field trips are required to submit to their teacher a parent approval form. Martha's Vineyard Regional High School offers many extracurricular activities and we encourage all students to be as active in school activities as possible. It is the high schools policy to offer the opportunity to students to participate in appropriate programs, clubs, and activities without regard to race, color, religion, national origin, sex, disability, marital status, age or sexual orientation.

Whereas field trips are scheduled for either single period, half, or full day excursions, student exchanges such as those offered by our music and foreign language departments, may be for as long as a week. Only those **eligible students** in good academic and disciplinary standing will be permitted to participate in exchanges. A student may choose only one exchange trip or tour per school year which requires them to miss school for more than one day. Students who wish to attend a second trip must apply to the Principal in writing at least 60 days in advance of the trip. Students are reminded that all school rules regarding alcohol use or other disciplinary violations are in effect whether one is traveling in this country or in another.

Supervisors of field trips, coaches of athletic teams, etc. may recommend appropriate dress for any off-island trips and shall be empowered to administrate such inter-group discipline as shall be necessary and desirable to maintain the efficiency and morale of the group.

Students shall not travel to or from any field trips by other than the transportation provided by the school except when permission has been granted in writing by a participant's own parent or guardian. Any school violations occurring during these activities will be dealt with according to the discipline code. Decisions are subject to review by the principal.

STUDENT TRAVEL POLICY – MARTHA’S VINEYARD REGIONAL HIGH SCHOOL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

School sponsored trips are those trips in which students represent MVRHS. School sanctioned trips are those that take place during school vacation. The recommended ratio of students to chaperones is 6:1 for foreign travel and 10:1 for domestic travel.

STUDENT TRAVEL REGULATIONS – MARTHA’S VINEYARD REGIONAL HIGH SCHOOL

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, Section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.safersys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

VI. GUIDANCE

OVERVIEW OF GUIDANCE COUNSELOR ROLE

All students are assigned a counselor. During the year, students will be routinely seen by their counselor as well as scheduled for appointments on referrals of school staff members or on the basis of educational progress reports. It is important to realize, however, that students need not have to wait for their appointment before they can see their counselor. They should not wait to be called to the Guidance Office when a problem or question arises. It is the goal of the Guidance Department to personalize each student's educational program in order that they may better cope with the challenges of living through individual and group counseling activities. The Guidance Office also maintains an up-to-date file for educational and vocational information, which is readily available to all members of the Vineyard community. It is the philosophy of the Guidance Office that if its services are to be most effectively utilized, it is imperative that counselors not limit their availability to the normal school day. Consequently students and parents should feel free to schedule early morning or after school appointments.

CAREER COUNSELING

The Regional Guidance Department maintains an up-to-date inventory of career and post-secondary educational programs as well as information relating to employment trends. Personal assessment instruments are available for individual use.

A Career and College planning brochure has also been prepared to guide students. Among the main topics covered are: a career planning timetable; a sample letter of inquiry; criteria for evaluating a college or school program; how to prepare for an interview; how to write a resume; the application process and college terminology; testing; financial aid and scholarships; internet resources, and other sources of career information.

PERSONAL COUNSELING

As part of the personalization of each student's educational and social growth at Martha Vineyard Regional High School, short-term individual counseling is available to all students. The goal of this service is to nurture within each student more effective coping skills, as well as a fuller understanding of self. Issues discussed frequently concern peer relations, academic progress, questions of self-esteem, and family problems. In addition to the Guidance Counselors, the School Adjustment Counselor is available by appointment and on a walk-in basis or in case of emergencies. In matters of student confidentiality, the Guidance Department adheres to the American School Counselor's Association's code of ethics which states that student confidentiality is to be maintained except in cases where physical harm may be imminent.

PSYCHOLOGICAL AND EDUCATIONAL ASSESSMENTS

Psychological and educational assessments are done on an individual basis usually as a result of special needs referrals submitted to Guidance by the administration, a teacher, parents, or by the student's counselor.

In addition to these referrals, the Guidance Department is able to utilize the services of many community agencies, such as the Vineyard Counseling Center, the Women's Support Services, and

the Massachusetts Department of Social Services in cases requiring psychological assessments.

COURSE SCHEDULING PROCESS

The course selection process begins in February with the submission to Guidance by staff of course and level recommendations for all students. Individual recommendations are then mailed to parents.

Since these are only recommendations, the student and/or parent have the final determination of whether a level recommendation is selected. All levels are college preparatory and are designated for students possessing grade level reading comprehension skills. Remedial level instruction is available for those requiring remediation and/or whose verbal skills are one to two years below grade placement.

Students seeking to schedule Honors or Advanced Placement (AP) courses must be recommended by their previous subject area teacher and selected by the department.

After an initial orientation session, all freshmen, sophomore and junior students will meet individually with their counselor, to select their program of studies. A copy of each student's course selections is given to parents for their approval.

STUDENT SCHEDULE CHANGES

Students meet with their counselors to help determine the classes that they will take for the following school year. Once schedules have been created and distributed, students schedule changes should ideally be limited. Here are some examples, but not necessarily all of the reasons, of when a change to a student's schedule may occur:

1. The student is missing a class needed to meet a Massachusetts education requirement or a graduation requirement.
2. The student has already taken and received a grade for a scheduled class.
3. The student has previously and unsuccessfully taken a class with the selected teacher.
4. The student's schedule is unbalanced with his or her academic and elective classes from one day to the next.
5. The student is requesting a Learning Center be replaced by another class, Teaching Assistant or Independent Study.
6. The student requests a change of program (i.e. Work Study, Mentorship, Senior Project, ... etc.)
7. The student did not complete all required summer work and cannot take the class.

Procedures and timeframes to be used by students who are requesting a change of schedule:

“Scramble Week”

Students may come in and present their schedule change requests to the Guidance Department two weeks prior to the start of school (aka: “Scramble Week”)

Once school starts (and at the start of the second semester)

During the first two days of school, students who desire a change of schedule should request a pass from a classroom (or Learning Center) teacher to the Guidance Office. Students should only ask for a pass during a Learning Center or, if the student has eight scheduled classes, during the class

for which the change is requested

Beginning on Monday of the first full week of school, an appointment must be made in order to see a Guidance Counselor regarding a schedule change. Students can receive a pass from their homeroom teachers to go to the Guidance Office. The Guidance Office will schedule a time for an appointment and give the student a pass, and then give the students a separate pass to go to his or her first period class

The final date for schedule changes will be the Friday of the first full week of each semester. Any schedule change made after this time will only be for a class level change, to drop an eighth class, or because of a circumstance that requires a special exception to be made, and requires the permission of a Guidance Counselor.

POLICY GOVERNING SCHEDULE CHANGES

In order that a reasonable control can be exercised by the Guidance Department over program changes, the following policy must be adhered to:

1. Student wishing to drop a course without a penalty of failure must do so within the first three weeks of the course starting date. If the student is failing the course, they will receive a WF on their transcript. It is the discretion of the head of the Guidance Department to issue a mark of W (withdrawn) or WF (withdrawn – failing).
2. After discussing the educational soundness of the proposed change with his counselor, the student will be given a Program Change Request Form. This form must first be signed by his parent, prior to obtaining teacher signatures.
3. All academic changes must be signed.
4. Only upon the return to Guidance of the Program Change Request Form properly signed by all specified individuals, will the change become effective. Changes become part of the computerized *Grade Quick* program used by teachers.
5. Students must follow their original schedule until all of the above has been completed. Teachers will not admit students to their class until the above steps are completed.

STUDENT CONFIDENTIALITY AND PERMANENT RECORD

The Guidance Department adheres to the code of ethics governing matters of student confidentiality and record stated by the American School Counselor's Association and defined by Massachusetts General Laws, Chapter 71, Sections 34D, 34E and 89.

The permanent folder of each student may only be viewed by counselors, administrators, teachers, parents, and the individual student. All others must present a signed permission statement by the student/parent (if under 18) to Guidance. All persons, other than the Guidance personnel and administration, are required to sign a log book before the permanent record can be viewed.

A student must complete a release of information form whenever a copy of his/her records is to be mailed to designated individual, school, or college.

Upon graduation or leaving the high school, each student is to be notified of the parts of his record that are to be maintained on file, destroyed, and available to him upon request. He is also to be informed of the dates at which parts of his record will be destroyed.

STUDENT ADMISSION AND ORIENTATION

Students new to the Vineyard

1. Must satisfy our residency requirement.
2. Prior to registration guidance should have an official copy of the student's transcript and health records.
3. The new student must be registered in person and accompanied by parent or guardian.
4. The student will normally begin attending classes the day after registration. This is to allow receiving teachers to verify space, textbook, etc.
5. Students new to the Vineyard will be assigned a peer guide to assist in their orientation to the regional facilities, staff and student body.
6. The student's counselor will schedule an orientation meeting with the student within two weeks of enrollment.

Entering Freshmen

1. Martha's Vineyard Regional High School's counselors meet with their junior high school counterparts to review course catalog, course pre-requisites.
2. Martha's Vineyard Regional High School's counselors hold a general information meeting in each junior high school with students.
3. Martha's Vineyard Regional High School's counselors and staff hold a general information meeting in the evening for parents of 8th graders.
4. Each 8th grader is individually scheduled in his/her local school by junior high school and high school counselors - parents are also invited.
5. A visitation to the high school is made available in the spring for interested students.

Students may not attend MVRHS until a registration card has been completed and signed, and the student handbook line with Internet Policy has been signed.

TRANSFERS

Any student transferring to another school should notify the guidance office of his intentions. No student up to the age of sixteen will be allowed to withdraw from school without written authorization from his parents or legal guardian. No transcripts will be forwarded to another school if the student transferring has any "unpaid bills" due to the school (lost books, etc.)

STUDENT PROGRESS REPORTS

In a continuing effort to keep parents abreast of their youngster's academic and social development, teachers are expected half way through a quarter to use a special report form to alert them to any of the following:

1. The student is not working up to his or her potential;
2. He or she may be in danger of failing for the current reporting period;
3. There is concern over the student's classroom adjustment;
4. The student has remedied a previous difficulty/or made unusually good progress.

PARENT REQUESTED PROGRESS REPORTS

The guidance office has an academic progress report form, which is available for students to pick up on a weekly or bimonthly basis. Students who have been asked by their parents to use this reporting system should give this form to their individual teachers. This form is brought home to the parents/guardians by the student.

INCOMPLETE MARKS

Usually, there is enough information on a pupil by the end of term to give him a grade for the term. In certain cases, however, such as one when a pupil has missed a block of classes and assignments because of illness, it may be necessary to enter an "I" (incomplete) on the pupil's report card and office record. In all but very unusual cases, the following standard will be followed:

Semester and Yearly courses: **Work must be made up within 15 days after the course terminates unless a special extension has been granted by the teacher and so communicated in writing to the student's counselor.** If not made up, a "zero" will be recorded for all work missed and averaged in with other marks for that subject.

VII. SCHOOL SERVICES

HEALTH SERVICES

To contact the nurse:

TEL: 508-693-1033 Ext. 116

FAX: 508-696-6042

While parents have primary responsibility for their children's health, the school is also responsible for the safety and well-being of students while they are in the school setting. There is a registered nurse on duty daily in the high school's health room located next to the central office. The role of the nurse is to facilitate health and wellness so each student has the opportunity for academic success. We encourage parental communication, questions and concerns. Some of the responsibilities of the nurse include the following:

- Provides **first aid** for injuries
- Nursing **assessment** for illness
- Nursing **interventions** for chronic health concerns
- **Referrals** for medical intervention
- **Dismissals for illness** will be handled by the school nurse who will contact parent or guardian and make arrangements for the dismissal
- When a student is **dismissed for a medical appointment**, the school nurse must receive a written note or phone call (note is preferred) from the parent or guardian prior to being excused. The student should obtain documentation of the appointment from the medical provider and turn this in to the attendance secretary when returning to school. The school nurse, not the attendance secretary, should receive any medical information.
- **Individualized Health Care Plans (IHCP)**. When a student has a specialized medical need or diagnosis which must be assessed, managed and monitored in school, such as a life-threatening allergy or diabetes, the nurse in collaboration with the student, the student's parent or guardian, and primary care provider's orders, a IHCP is developed.
- **Medication Administration**: No student may be in possession of ANY medication on school grounds

Prescription medications: may be distributed to students by the school nurse when a signed consent by the parent or guardian form is completed and signed prescription medication orders are signed by the medical prescriber and are on file in the nurse's office. This order **MUST** be renewed as needed and at the beginning of each academic year

- Medication must be delivered to the school nurse in a pharmacy labeled container by the student's parent or guardian. No more than a thirty-day supply can be accepted by the nurse.
- The first initial dose of a medication cannot be given in school. After a student has been observed to tolerate a medication without side effects or problems at home, subsequent dose may be given at school if necessary.
- Following consultation with the school nurse, students who fall into the following **EXCEPTIONS may self-administer prescription medications**:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with medical conditions requiring enzyme supplements may possess and administer them.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer prescription Epinephrine.

Over the counter medications: Acetaminophen, Ibuprofen, Anti-Itch Gel, Antacid and First Aid Ointment are available in school and may be given ONLY after parent or guardian permission is obtained. Please refer to the emergency procedure card.

- **Access to Local Health Care:** The school nurse is a vital link for identifying health resources and community services.
- **Nurse as an Educator:** The school nurse teaches students, parents and staff about health and wellness issues and strives to promote understanding of students' health needs.
- **Communicable Disease Control:** Ensures adherence to Massachusetts immunization requirements and monitors infections and other diseases. Students entering MVRHS for the first time are required upon admittance to present a physician's certificate verifying updated immunizations in accordance with the Department of Public Health.
- **State Mandated Screenings:** All students will receive the following screenings unless exempt for religious purposes. The school nurse will send notification to the parent or guardian if the screening result requires further medical attention. Please contact the school nurse if you have any questions or concerns.
 - Scoliosis: 9th Grade Only
 - Vision, Hearing, Height, Weight and Body Mass Index (BMI): 9th – 12th grades, annually.
- **Physical Exams:** Regulations require physical examinations of students, by a physician, within six months before entry into school or during the first year after entrance.
- **Sports Physical Exams:** All physicals must be given to the school **nurse** by the student, parent or guardian. All physicals **must be on file** in the nurse's office before any student will be allowed to participate in any sport activity. Students may not participate until cleared by the school nurse. MVRHS follows the Massachusetts Interscholastic Athletics Association recommendations: All students must pass a physical examination within thirteen months of the start of each season. (Fall, Winter and Spring). Students who meet these criteria at the start of the season will remain eligible for that season. Physical exams must be performed by a duly registered Physician, Physician's Assistant, or Nurse Practitioner.

INJURIES / ACCIDENTS

MVRHS provides accident insurance for covered expenses for all enrolled students while at school, traveling to or from school, and at school-sponsored activities. In the event of injury to your child, please report the injury as soon as possible to the school nurse or athletic trainer (for sports related injuries). The school nurse or athletic trainer will provide you with the claim forms and information needed.

SCHOOL HEALTH POLICIES

1. Each student must have a completed and signed Registration / Emergency card turned in within the first five (5) days of entering the high school each school year. All information will be kept on file in the Nurse's office.
2. A student must receive permission from both the school nurse (or her designee) and a parent, guardian or other listed adult contact on the Registration / Emergency card before being released from school for health or medical reasons.
3. Abusing one's body with the use of alcohol or drugs is certainly a very serious action and is given prompt attention by the administration.
4. Threatening or inflicting bodily harm (fighting) is very serious and is not tolerated.

ADJUSTMENT COUNSELOR

There is a school counselor available by both appointment and in the case of emergencies. Appointments and visits are strictly confidential. The counselor's office is adjacent to the Guidance office. You may reach the adjustment counselor at 693-1033, ext. 291.

LIBRARY MEDIA CENTER

The MVRHS Library is a fully automated facility, which provides extensive reference and research materials, electronic research tools, including the Internet, as well as recreational reading, viewing and listening materials for your use. Have a question? Just ask a librarian for help.

In order to provide optimum services to each student, guidelines for library use are as follows:

1. In order to use the library, students must have a pass provided by the librarian. Students should obtain their pass before school or after school. This is done through the sign-in process.
2. A quiet atmosphere will be maintained by library users. Students misusing the library and its services will be asked to leave.
3. Students must have a signed permission form to use the Internet in the library. Inappropriate Internet behavior will result in forfeiting the privilege of using the Internet. E-mail and chat rooms/groups are not permitted at this time.

VIII. PROCEDURES AND INFORMATION

ANNOUNCEMENTS

The public address system will be used as sparingly as possible. If you have an important announcement concerning class activities or school business, get it to the front office for inclusion in the "next" announcement.

ASSEMBLIES

School assemblies take place in the Performing Arts Center. Correct behavior includes: no cell phones, music/video players or other electronic devices; no gum, beverages or food; keeping feet off chairs; no climbing on seats; not talking once the assembly has begun; applauding by clapping only; and entering and exiting in an orderly manner.

CANCELLATION OF SCHOOL

On days when there is no school because of weather conditions or some other emergency, the "No School" signal is sounded via the Town Fire Whistle. The fire alarm will ring two blasts at 6 a.m. and 7 a.m. On extremely stormy days it is advisable to listen to WMVY (FM 92.7), WORC (FM 99.9) or the M.V. Communications Center Broadcast Network for "No School" announcements. When no announcement is made and if weather conditions are questionable, parents are encouraged to use their personal judgment to keep their children home.

CLASSROOM

1. Students will not leave their seats and crowd doorways before the bell.
2. **The bell ending a period is only a signal. The teacher will dismiss each class.**
3. Classroom discipline will be handled by the teacher. Proper behavior is expected.

CORRIDORS

Bells will ring at the beginning and end of each class. Students should not be in the corridors after the passing time has elapsed. Because the acoustics of our building leave much to be desired and since noise filters into the classrooms - the corridors must be kept clear. Do not use them as gathering places for conversation or for waiting.

DELAYED OPENING

If weather forecasts indicate clearing weather during the morning, we may have a **delayed opening**, which means all bus routes and schools will begin **two (2) hours later** than normal. Fire horns will **not** sound and radio stations **will** announce the delayed opening by 6:30 a.m. If weather does not improve by 8:00 a.m., school may then be canceled. Radio Stations and the Communications Network will announce the cancellation of schools by 8:00 a.m.

EARLY DISMISSAL PROCEDURE

If it becomes necessary to dismiss school early because of deteriorating weather conditions or some other emergency, the early dismissal announcement will be made over Radio Stations WMVY and WORC and over the Island Communications Center Network Broadcast. On stormy days parents

are urged to listen for these announcements, which will be made at or before 12 Noon.

Parents who will not be at home if school is dismissed early should make arrangements with relatives or friends to care for young children when school is dismissed early. Written notice of these special arrangements should be provided to the school so children can be reminded to follow parent's wishes.

ELECTRONIC DEVICES

Personal electronic devices (i.e. cell phones, messaging devices, music players, video players, and headphones) should not be visible or used during instructional time without permission of a school administrator. In order to avoid confusion as to which students are using an electronic device for an educational purpose and which are not, staff members wishing to utilize these devices will first seek the permission of a school administrator before using them in their classroom.

There is a growing concern that personal electronic devices used for cell phone calls, text messaging, accessing the Internet and unauthorized audio or video recordings are contributing to a culture of academic dishonesty and bullying or harassing behavior. If brought to school, these devices are to be turned off and should not be visible during the entire school day from 7:40 am – 2:05 pm, including lunches and passing time between classes. Students have access to both pay phones and other school phones in case a call must be made. Any student contact by a parent should be made through a school office.

The school cannot be responsible for theft, misuse or cheating through the use of any and all personal electronic devices. Inappropriately used devices will be confiscated by school staff members, turned into a school administrator and the following consequences enforced:

First time – device confiscated, turned into administrator, returned at the end of the school day and student written up for willful disobedience (10 points).

Second time – device confiscated, turned into administrator, returned only to a parent / guardian and student written up for willful misconduct (20 points).

Third time – device confiscated, turned into administrator, meeting scheduled with student, parent/guardian and administrator, phone returned at meeting, and student written up for failure to follow the directive of an administrator (30 points).

FIRE DRILL

Regularly scheduled fire drills are an important part of the school safety plan and should be taken seriously. When there is a fire drill, students and staff members are expected to leave the building in an orderly manner. Everyone should proceed away from the building. Each room has an assigned location that they are to report to as a group. The signal to re-enter the building is one long, continuous ring or an announcement by the administration.

Setting fires, lighting firecrackers, announcing false alarms and/or horseplay with fire protection equipment are considered actions most dangerous to the school community and persons involved in such offenses will be held liable.

HOMEROOM

Martha's Vineyard Regional High School has homeroom every Monday morning. Primarily, this allows the school to relay important information to the students. Also, homerooms are the location where students gather before attending school events (i.e. assemblies). Rules to follow for homerooms include the following:

1. Walk quietly when entering or leaving.
2. Remain in your seats while waiting for the passing bell or announcements.
3. The homeroom is just what it indicates. It is the student's home base.

LEARNING CENTERS

Learning centers are provided during school hours to assist students with their school work. The learning centers are organized by subject area, so students can receive assistance from a certified teacher in an area where they need help.

Be prepared with all materials required for work on assignments or reviews. Prepare yourself a definite plan to use in the learning center. Learning centers count as classes towards time on learning and therefore the same attendance policy that applies to any other class also applies here.

LOCKS/LOCKERS

Only locks distributed by the school may be placed on lockers. Locks will be distributed in homeroom, free of charge, on the first day of school to all freshmen. Students will use the same lock and locker until graduation or withdrawal. Locks must be returned at that time or a \$5.00 charge will be required. The student is responsible for all contents of their locker. MVRHS assumes no responsibility for lost or stolen property or money kept in lockers and reserves the right, consistent with state law, to search lockers when necessary to ensure safety and enforce school and District policies.

Lockers are the property of the school. The school maintains control over the lockers and periodic general inspections of lockers may be conducted by school authorities at any time for any reason [including probable cause], with or without notice and without a warrant.

LOST AND FOUND (LOST BOOKS)

Articles found in corridors and classrooms should be turned in to the front office. School property is the responsibility of the student to whom it is issued. If it is lost it will be charged to the student and he will be billed accordingly. Grades and/or transcripts will be withheld pending payment of replacement of school property. Theft or destruction of school or private property will result in severe consequences and restitution.

LUNCHES, FOOD, BEVERAGES

During lunch period, all students not in lunch will be assigned to a room. All students must be in the cafeteria during their assigned lunch. Students are not permitted to take food or beverages

outside of the cafeteria during the school day.

PARENT CONFERENCES

During the first quarter of each academic year, time may be scheduled during afternoons and evenings, for all parents who request to meet with their children's teachers and counselor. It is important to note however, that we encourage parents to meet with their children's teachers and counselor at anytime during the academic year.

PRINCIPAL'S OFFICE

The principal's office and the central office will be open at all times during the school day. A secretary will be on duty in the central office. The principal is available at any and all times to any and all students. His office exists to help you in any way possible, and you should feel free to seek this service whenever the need arises. A student wishing to confer with the principal should first check with the secretary in the central office in the event that the principal is already in conference with another student, parent, teacher, or agent.

SCHOOL DAY

The school's responsibility for students ends at the conclusion of the regular school day or school-sponsored activity, i.e. dance, game. The regular school day is from the time the student boards the bus until the student leaves the school bus. For juniors and seniors who drive to school, this will be from the time the student arrives on campus until the student leaves the campus at the conclusion of the school day.

SKATEBOARDS

No skateboarding is allowed on school grounds or in the building.

SMOKING POLICY

Students, staff and visitors are prohibited from using tobacco products in school, on school grounds, on school buses and at all school sponsored events. Tobacco products and paraphernalia may be confiscated by the administration. Smoking on school grounds will result in a suspension from school.

STUDENT PARKING

Students who are interested in parking at MVRHS should be aware of the following policies. Before a student will be allowed to park his/her car on campus he/she must complete and return the Student Parking Permit Application. A standardized form is available in the Assistant Principal's Office. Students are reminded that parking on campus is a privilege. Seniors have priority. Due to limited space the following regulations will be in effect:

Parking will be limited to upperclassmen. Students may park their cars only in designated parking spots in areas identified for student use. Any vehicle parked on campus must display a **valid parking decal** at all times. Students are not allowed in the parking lots during the school day without administrative authorization. Students are not allowed to sit or gather in or around cars in the parking lot before, during, or immediately after school.

All drivers must yield the right of way to school busses and follow the instructions of the parking lot supervisors. Violations of school parking and/or driving regulations will result in the loss of school parking privilege. Parking privileges may also be revoked at any time and for a reasonable duration by an administrator when, in the judgment of the administrator, the student has violated the disciplinary code of the high school by accumulating excessive points, excessive tardies, or exhibiting violent or dangerous behavior on school property.

Parking on campus without a valid permit, either issued or on display, will result in a first time consequence of a warning slip placed on the student's car. The second offense of parking on campus without a permit will result in loss of parking privileges for the remainder of the grading period. A third infraction will result in the loss of parking privileges for the remainder of the school year.

Students take full responsibility for any **theft or damage** to their cars and possessions in them. **All cars should be locked and all personal items (lunches, books, projects, athletic gear, etc.) taken out before school begins.**

TELEPHONE

Telephones are available to students in the main office and at various locations throughout the building, including pay phones. A student is generally not permitted to answer calls in the main office from individuals other than parents, guardians, or persons who have charge or control of the student. **(Unless there is an emergency, parents are asked to refrain from telephoning students at school or leaving telephone messages to be delivered to them.)** All telephone contact with students must be done through the main office; there is no cell phone use allowed during the school day.

VIDEO SURVEILLANCE

This is to inform students and parents that, in accordance with School Committee policies, Martha's Vineyard Regional High School uses video surveillance to ensure the safety and security of the school and school busses. Video cameras are not located in any classroom, locker room or restroom.

VISITORS

All school visitors will sign in at the front office to receive a visitor's pass, thus receiving permission to be in the school. **Teachers will not accept a visitor into their classroom unless they are first presented with a visitor's pass from the central office.** The administration will remove any and all other visitors from the campus who have been reported and who have not signed in. All visitors are required to park in front of the school and use the front door. Student visitors must get approval from the principal one week in advance of a visit.

IX. ATHLETICS

PHILOSOPHY

Martha's Vineyard Regional High School strongly believes in the values inherent in team sports. Through practices and contests students learn to work with others, to trust and depend upon others and to understand the strengths and weaknesses of others while maintaining a goal of achieving excellence. We believe it is important for young adults to play and work with their contemporaries. Special bonds of friendship develop through team sports.

Involvement in school life beyond the classroom is an important part of the education of a student. Athletics teaches students to control their emotions while performing under pressure respect and good sportsmanship, the importance of preparation and organization, personal sacrifice and commitment of oneself for the betterment of the team, confidence and the rewards of hard work.

Athletics aid in the emotional, social and physical development of the individual student. Self-confidence, self-esteem, and a competitive spirit are all by-products of team sports. Athletics foster a feeling of school and community pride. It also teaches acceptance of winning and losing with dignity and graciousness.

It is the policy of MVRHS to offer the opportunity to participate in appropriate programs, clubs and activities without regard to race, color, religion, national origin, sex, disability, marital status, age or sexual orientation.

VARSIITY

The desire and preparation for success at this level should be clear. Varsity teams play to win, but not at all costs. Promoting and reinforcing the highest desirable ideals of character should never be compromised for the sake of winning.

The number of students on varsity teams may not be as large as sub-varsity teams. Playing time for members of varsity teams is not guaranteed. Several factors determine playing time: Attentiveness and effort in practices, coachability of students during games and in practice, physical and mental maturity, attendance, disciplinary issues, opponent match-ups, coaches game plan or strategies, and overall team chemistry.

Student athletes on varsity teams must realize there is a reason for their membership. All members of a team are important whether they are the game players, finishers or starters. Varsity athletes are ambassadors for our community and school. They are the role models of many impressionable children. There is a great responsibility that goes along with being a member of a varsity team.

SUB-VARSIITY

Coaches are encouraged to carry as many players as is reasonably possible. Coaches should play as many team members as possible in athletic competition. At this level the emphasis is on participation, not winning. However, playing time will depend on attendance at practice, effort and attentiveness, coachability, and disciplinary issues.

Coaches will educate their athletes to understand that commitment is necessary to be a varsity level athlete. Improving the athlete's skills and the introduction and reinforcement of sound

fundamentals should be a goal of the sub-varsity coach.

INTRAMURAL SPORTS

Recreational in nature. This program is designed to give students an opportunity to be involved in a positive after school activity. Intramural sports will be supervised by a staff or faculty member.

Intramural sports allow students to compete in a safe environment at any level they choose. Competition in this program is within the student body at Martha's Vineyard Regional High School. Intramural sports are open to all of our students. An intramural sport will not take precedence over any varsity or sub varsity program.

Intramural or developmental sports that currently do not have a varsity sport status must exist successfully for a minimum of two years before they are allowed to develop into a varsity program.

STUDENT-ATHLETE RESPONSIBILITIES

Academic

Upon issue of the most recent report card the following conditions must be met:

- Students must be issued a grade for each class on their schedule (no incomplete grades)
- Students must have passed the equivalent of four major courses
- Students must have an overall average of 70% or greater for their combined major course average
- In fairness to all participants, academic eligibility is determined before the first scheduled game, match or contest. If a student becomes academically ineligible during the season, they will not be allowed to participate. Any exception to this rule has to be approved by the principal, head coach and the athletic director. Under no circumstances may an ineligible student play in any MIAA scheduled games.

Our school's eligibility requirements for participation in any school activity includes those of the Massachusetts Interscholastic Athletic Association (MIAA) for interscholastic athletics. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to four one year English courses. A student remains eligible by passing **four five-point courses for the previous quarter. In addition, any student who does not have final passing grades in four courses for the previous school year (final passing grades of courses taken during the spring semester may be achieved in summer school) may not participate in activities until the report cards for the first quarter of the new school year are distributed.** The date of eligibility, reinstatement or ineligibility is the date on which report cards for the previous quarter are distributed to all students. The school rule requires a student to pass 4 majors during the 4th quarter to be eligible for activities in the summer or the first quarter of the following school year.

The academic eligibility rule for Martha's Vineyard Regional High School also includes the requirement that the student will have obtained an **average grade of 70 among all courses for the prior academic quarter.** The grades cannot be changed unless in error. A list of students who are not passing their classes at the end of the fourth week of each quarter will be published. Students whose names appear on this list will be on activities probation and should be counseled by any activity supervisor. Any student who becomes academically ineligible will not be permitted to participate in any after school or off-Island school sponsored activity. This period of ineligibility will continue until the next report card is issued. This ineligibility would extend to all sports and intramural

participation.

If a student is absent for any part of a school day, the student may not participate in a practice, team event or game on that day. Exceptions to this rule may only be made by the Athletic Director on an individual basis.

ABSENCE, TARDINESS, DISCIPLINE

In order to be eligible to participate in daily practice or a game the following conditions must be met:

- Students must be signed into school **before** the start of the first period class
- Students must be present and not on the absent/tardy/dismissal list
- Students must not be on In-School Suspension (ISS) or Out of School Suspension (OSS)
- Students must not have a detention for that day

When a team conducts an early morning practice before school, a violation of this policy will result in a student being ineligible to participate in practice or a game the next day.

When a student is informed of the consequences of an attendance policy violation, the student's only recourse is to discuss the issue with the Athletic Director, or an Assistant Principal in the Athletic Director's absence.

Any student who participates in a practice or game after an attendance policy violation, which has not been cleared by the Athletic Director, or an Assistant Principal in the Athletic Director's absence, will be subject to further athletic consequences.

ATTENDANCE OBLIGATIONS

It is expected that all students on team rosters will be on time for every practice and game. Absences will affect playing time. Un-excused absences are grounds for dismissal. Excusable absences are academic, religious, medical or family-emergency.

AWARDS NIGHT

Awards night is considered part of the seasonal obligations for the coach and the student athlete. In order to receive an award or a certificate the student must have finished the season academically eligible and as a member in good standing with the team. The student athlete must also be in attendance for the presentation of awards. Exceptions must be approved by the coach, athletic director or an administrator.

CHEMICAL HEALTH

62. Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

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

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

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

PENALTIES (MINIMUM):

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 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 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 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 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. 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 40% of the season.

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

CONFLICT RESOLUTION

Within two days the parties in conflict gather all information from involved parties, and if a meeting with the coach is requested it must be scheduled through the **Athletic Director: 693-1033 Ext. 123**. If resolution has not been achieved at this information gathering stage, the following steps shall be followed: (All steps are to be accomplished within 2 school days in the following sequence)

- Step 1** Meet with coach(s) and parent/guardian, or advocate and player
- Step 2** Meet with athletic director, coach and parent
- Step 3** Meet with athletic director in addition to above parties. At this meeting the athletic director will inform all parties of the school’s right to due process procedure as stated in this handbook.

All steps will focus on resolving the issue and bringing the conflict to closure.

DEBT LIST

In order to be eligible to practice or play on an athletic team students must not have any debts to the school.

DISMISSAL FROM TEAM

If a coach requests dismissal of a student from the team or if a student quits the team anytime after the first game of a season, the coach must notify the athletic director and parent immediately. The athletic director or coach will also inform the principal of any student dismissal. If the parents would like to contest the dismissal they should follow the proper steps. Please refer to “conflict resolution” section.

DISQUALIFICATION

If a student is disqualified from an event or contest, the student will be required to meet with the principal and athletic director before he/she will be allowed to participate in any subsequent event, practice, game or contest. If any student is disqualified from an event, on a second occasion, the principal, athletic director and coach will determine if that student will be allowed to continue to participate in the Athletic Program.

DRESS CODE

Each coach must provide in writing to the athletic director and student athletes their required dress code for away contests. The minimum dress code includes shoes, dress pants or slacks, a dress or skirt, and a collared or a polo shirt. Uniforms or team warm ups are also acceptable. Refer to your coach’s dress code.

EARLY DISMISSAL

Dismissal time will be no more than **forty minutes** in advance of the plane or boat departure. Buses will be provided to transport students needing a ride to the airport or boat dock.

FAN RESPONSIBILITY

Athletic events are school sponsored activities therefore all rules for our school also apply at athletic events. All rules for sportsmanship apply to fans. Opposing teams and fans should be treated as guests.

LATE BUS

The school provides after-school late bus runs. Please ask your coach for the pick-up schedule.

LOYALTY (MIAA Rule 52)

Bona fide members of a high school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team.

MIAA RULES

For a complete list of rules see the MIAA Blue Book in the athletic director's office. The following are some rules concerning the most commonly asked questions:

- Students can only practice or play in one session per day (except on days of no school)
- Students must be an amateur in the sport in which they are participating
- Students must be under 19 years of age provided their 19th birthday occurs on or after September 1st of the current academic year
- Students are eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8th grade
- Students must be undergraduates. A diploma must be held until after the sports season
- Transfer students are eligible immediately only if there is a change of residence into the school district by the students' parents. All other transfer students must be reviewed by the MIAA, the athletic director and the principal.

MISSED CLASSES REQUIREMENTS

Many student athletes must be excused from classes early in order to participate in off-island athletic contests. Student athletes are responsible for all tests, homework, or work missed due to early dismissal. A student athlete failing to accept this responsibility as determined by the Principal may lose his/her early dismissal privilege.

An athlete may, upon written request from a parent or guardian of such participant (or in the case of an emancipated participant over the age of 18 years, upon written request by such emancipated participants) be excused from practice(s) or competition(s). Without being so excused the participant may be punished by suspension from the Martha's Vineyard Regional Interscholastic Athletic Program for the remainder of the season of the sport for which such practice or competition is scheduled. Athletes may not transfer to another sport once equipment has been issued to them except for substantial reasons approved by the athletic director.

PRE-SEASON SIGNUPS

The student must sign up in the athletic director's office before the start of every sports season. Pre-season sign-ups are important due to the eligibility checking that has to be completed for every student. The deadlines for sign up are as follows:

- **Fall** sports season: at "Meet the coaches night" in August
- **Winter** sports season: the last day of school before Thanksgiving
- **Spring** sports season: Second Friday in March
- These dates will be announced each sports season. Student- athletes who sign-up late will

be ineligible until all checks on students are completed.

POST-SEASON

Equipment and uniforms must be turned into the coach. Students with outstanding items will have one week after the last contest to return all items. Students will have to pay for the lost items.

PROGRAMS

MVRHS offers has following sports open to all students in good standing: Football, boys and girls cross country, boys and girls soccer, boys and girls basketball, baseball, boys and girls track and field, boys and girls tennis, golf, field hockey, softball, boys and girls ice hockey, boys and girls lacrosse, sailing and cheerleading.

QUITTING

If a student quits a team after the first scheduled game, match or contest they are ineligible for that sports season. In order to become eligible for subsequent sports season, the student must meet with the principal or his/her representative, the athletic director, the coach and/or the parents.

SCHEDULE

Both weekly and seasonal schedules are posted in the athletic director's window or the bulletin board outside the athletic director's office. Students must check this on a weekly, if not, daily basis.

SPORTS PHYSICAL EXAMS:

All physicals must be given to the school **nurse** by the student, parent or guardian. All physicals **must be on file** in the nurse's office before any student will be allowed to participate in any sport activity. Students may not participate until cleared by the school nurse. MVRHS follows the Massachusetts Interscholastic Athletics Association recommendations: All students must pass a physical examination within thirteen months of the start of each season. (Fall, Winter and Spring).

Students who meet these criteria at the start of the season will remain eligible for that season. Physical exams must be performed by a duly registered Physician, Physician's Assistant, or Nurse Practitioner.

SPORTSMANSHIP

Sportsmanship at MVRHS is a high priority. The athletic director, coaches, captains, player(s) and parents will review all un-sportsmanlike conduct. Un-sportsmanlike actions will affect playing time and could be grounds for dismissal. Coaches are encouraged to promote good sportsmanship and reward those students who conduct themselves accordingly. If a student is suspended from an event or contest that student will be required to meet with the principal, athletic director and coach at 8:00 a.m. on the next school day. **Refer to MIAA Student-Athlete Responsibilities.**

TEAM RULES

Each coach may develop an agreement with his/her players and parents that stipulates rules for athletic programs that support safety in that sport and that maintains reasonable standards of behavior consistent with good sportsmanship. These agreements may not surpass the school's explicit disciplinary code in any substantive way. The School Council and the School Committee must approve these contracts before the season begins. They must also be held on file in the Athletic Director's office, the principal's office, as well as in the School Committee's minutes. In the absence of any printed rules for a specific sport, the student handbook's rules prevail.

TRAINER

We have a highly qualified athletic trainer who is responsible for the day-to-day treatment and rehabilitation of our student athletes. Any injury that occurs during a practice or a game should be immediately reported to the trainer and she/he will determine the best course of treatment. Any parent who notices an injury that has occurred at an away game or from an evening practice is urged to notify the trainer of the injury. If there are any questions regarding the status of an injury or treatment please contact the trainer at extension 218. The trainer is solely responsible for determining the ability of an injured player to continue playing in an athletic contest. MIAA rule 56.2 states:

Whenever a medical person is on duty at an athletic event, he/she shall be responsible for both teams (unless the other team has its own medical person present). His/her judgment will be final with regard to the condition of a player after injury. Physical disqualification by the medical person renders the student ineligible. The Penalty for playing an ineligible student is forfeiture.

TRAVEL

All members of an athletic team must travel to the event in vehicles provided by the high school. The principal or assistant principals must approve any exception to this rule. Upon the completion of an off-Island event a parent or legal guardian may request in writing to provide transportation for their student. This request must be submitted to the coach.

- **Boat Travel:** It is recommended that the coach assigns a section of the boat for the team to sit. It is much easier to supervise a group that is together.
- **Cleats or Spikes:** Not allowed on buses, vans or inside the schools.