

**MVRHS STUDENT HANDBOOK**  
**2016 – 2017**

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## I. INTRODUCTORY INFORMATION

Dear Parents, Students and community members of MVRHS,

Welcome to the new school year at MVRHS. We hope all students, new and returning, are looking forward to an exciting year filled with a committed and caring staff, new friends and great experiences that will help you forge your path to adulthood.

This handbook contains our school's policies, procedures and rules. We ask that all students and their families take the time to read them over, as they will play an important role in your successful high school experience. The rules and policies outlined here cover behavioral expectations, athletic participation, medical issues, academic policies, and general day-to-day procedures. Much of the book draws on State and Federal law, as well as decisions made by our School Council and School Committee.

This handbook is a contract between students, their families and the school. I ask that all parents indicate through the Data Verification process that they have, in fact, read the handbook and understand/agree to it. If you have any questions, please feel free to contact me via email. This handbook is given to each student on opening day, and is available electronically on the school website, [www.mvrhs.org](http://www.mvrhs.org).

I hope that this new school year is a great one at MVRHS, and that this handbook serves as a foundation for common understanding and mutual respect for all stakeholders in the school community.

Sincerely,

Sara Dingley  
Principal  
MVRHS

## MARTHA'S VINEYARD REGIONAL HIGH SCHOOL CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

### NARRATIVE

We believe that our students need to be able to think independently, respect individuality, and act with integrity in order to thrive in a changing, digital-based, global economy. We believe that education should be personalized, and that our students should be supported and encouraged as they identify their strengths, challenges, and passions. We strive both to guide and challenge our students as they set individualized, self-directed goals within the context of a rigorous academic and extracurricular program. Members of our school and Island community join in providing an environment in which students may realize these core values and beliefs as they:

**ASPIRE** to discover meaningful work and to contribute to society in a positive way;  
**COLLABORATE** to set and achieve self-initiated and self-directed goals; and  
**ENGAGE** in experiences that allow for exploration of passions and interests.

### LEARNING EXPECTATIONS

To achieve long-term goals and be active citizens in our global community, we believe that our students need to develop the following 21st-century skills:

#### **Academic Competencies:**

*Across all academic disciplines, our students will:*

- Read critically.
- Write/communicate persuasively.
- Think and reason logically.
- Solve complex problems analytically.
- Explore ideas creatively.
- Evaluate solutions.
- Access and use information effectively.
- Take intellectual risks.
- Achieve content competency.

#### **Social and Civic Competencies:**

*As they engage in our Island and global community, our students will:*

- Communicate responsibly using technology.
- Prioritize, plan, and manage for results.
- Work within a group to achieve a goal or outcome.
- Know, understand, and appreciate cultural diversity.
- Contribute as an informed citizen.
- Adjust and adapt to changing environments.

## **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, sex, gender identity, religion, national origin, age, disability or sexual orientation. 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

#### **Dr. Matthew D'Andrea, Superintendent – Titles II, VI, and IX**

Martha's Vineyard Public Schools  
4 Pine St.  
Vineyard Haven, MA 02568  
Telephone: (508) 693-2007

#### **Nancy Dugan, Director of Student Support Services – Section 504**

Martha's Vineyard Public Schools  
4 Pine St.  
Vineyard Haven, MA 02568  
Telephone: (508) 693-2007

#### **Sara Dingley, Principal – Homeless Education**

Martha's Vineyard Regional High School  
P.O. Box 1385  
Oak Bluffs, MA 02557  
Telephone: (508) 693-1033 x163

## DIRECTORY

### SCHOOL COMMITTEE

|                               |              |
|-------------------------------|--------------|
| Ms. Theresa Manning           | Aquinnah     |
| Mr. Robert Lionette (Chair)   | Chilmark     |
| Ms. Megan Anderson            | Edgartown    |
| Ms. Kelly McCracken           | Edgartown    |
| Mr. Michael Hoyt              | Oak Bluffs   |
| Ms. Kris O'Brien (Vice-Chair) | Oak Bluffs   |
| Mrs. Amy Houghton             | Tisbury      |
| Ms. Janet Packer              | Tisbury      |
| Mr. Skip Manter               | West Tisbury |

### SCHOOL COUNCIL

|                           |                        |
|---------------------------|------------------------|
| Ms. Sara Dingley          | Principal              |
| Ms. Annie Bresnick        | Parent                 |
| Ms. Karen Burke           | Parent                 |
| Mr. Dave Caron            | Parent                 |
| Ms. Ann Metcalf           | Parent                 |
| Ms. Michele Moore         | Parent                 |
| TBD                       | Student Representative |
| TBD                       | Student Representative |
| Mr. Josh Burgoyne         | Teacher                |
| Ms. Juanita Suarez-Espino | Teacher                |
| Ms. Debra Swanson         | Teacher                |
| Ms. Mary Vivian           | Teacher                |
| Mr. Michael McCarthy      | Guidance Director      |
| Ms. Jacquie Callahan      | Community              |
| Mr. Gil Jacobs            | Community              |
| Mr. Rufus Peebles (Chair) | Community              |

### ADMINISTRATION

|                     |     |                          |
|---------------------|-----|--------------------------|
| Superintendent      |     | Dr. Matthew D'Andrea     |
| Principal           | 163 | Ms. Sara Dingley         |
| Assistant Principal | 118 | Ms. Elliott Bennett      |
| Assistant Principal | 122 | Ms. Barbara-jean Chauvin |
| Finance Manager     | 112 | Mr. Mark Friedman        |

### DIRECTORS

|                           |     |                          |
|---------------------------|-----|--------------------------|
| Athletic Director         | 123 | Mr. Mark McCarthy        |
| Guidance Director         | 119 | Mr. Michael McCarthy     |
| Performing Arts Center    | 250 | Mr. Charlie Esposito     |
| Special Education (H.S.)  | 117 | Ms. Hope MacLeod         |
| Technology Director       | 138 | Mr. Clifford Dorr        |
| Career Tech. Ed. Director | 122 | Ms. Barbara-jean Chauvin |

|                             |             |                        |
|-----------------------------|-------------|------------------------|
| <b>DEPARTMENT HEADS</b>     | <b>EXT.</b> |                        |
| Alternative Education       |             | Ms. Anna Cotton        |
| Art                         | 190         | Mr. Chris Baer         |
| Career Technology Education | 135         | Mr. Jack O'Malley      |
| English                     | 158         | Mr. Dan Sharkovitz     |
| Math                        | 178         | Mr. Doug DeBettencourt |
| Music                       | 131         | Ms. Jan Wightman       |
| Physical Education          | Gym         | Ms. Kathy Perrotta     |
| Science                     | 229         | Mr. Michael Joyce      |
| Social Studies/History      | 181         | Dr. Elaine Weintraub   |
| Special Education           | 136         | Ms. Julie Schmidt      |
| World Language              | 141         | Ms. Justine DeOliveira |
| <b>FINANCIAL</b>            | <b>EXT.</b> |                        |
| Bookkeeper                  | 113         | Ms. Dawn Feinsmith     |
| Payroll                     | 294         | Ms. Maureen Fitzgerald |
| <b>SCHOOL SERVICES</b>      | <b>EXT.</b> |                        |
| Adjustment Counselor        | 291         | Ms. Amy Lilavois       |
| Adjustment Counselor        | 174         | Mr. Matt Malowski      |
| Cafeteria                   | 4167        | Ms. Bernadette Cormier |
| Custodians                  | 128         | Mr. Jeff Kurth         |
| Library                     | 124         | Mr. Kevin McGrath      |
| Scheduler                   | 224         | Ms. Judy Pizzella      |
| School Nurse                | 116         | Ms. Linda Leonard      |
| Technology                  | 254         | Mr. Richard Hammond    |
| Transportation              | 253         | Mr. James Flynn        |
| <b>SECRETARIES</b>          | <b>EXT.</b> |                        |
| Principal                   | 126         | Ms. Ruda Stone         |
| Assistant Principals        | 114         | Ms. Linda Habekost     |
| Guidance                    | 222         | Ms. Bonnie Tilton      |
| Guidance                    | 121         | Ms. Cindy Grant        |
| Special Education           | 136         | Ms. Troy Harris        |
| Receptionist/Attendance     | 110/235     | Ms. Inez Montanile     |

## MVRHS 2016 – 2017 CALENDAR

### 2016

|                      |  |
|----------------------|--|
| Aug 29 & 30 .....    | New Teachers Orientation                                       |
| Aug 31 .....         | Full Professional Development Day                              |
| Sept 1 & 2 .....     | Staff Preparation/Orientation                                  |
| Sept 2 .....         | School Opens – 9 <sup>th</sup> Grdrs Only (1/2 Day) 12 Dismiss |
| Sept 5 .....         | <b>NO SCHOOL</b> – Labor Day                                   |
| Sept 6 .....         | <b>All Schools Open</b>  |
| Oct 7 .....          | <b>NO SCHOOL</b> – Staff Development                           |
| Oct 10 .....         | <b>NO SCHOOL</b> – Columbus Day                                |
| Oct 31 – Nov 4 ..... | Parent/Teacher Conf. (1/2 Days) 12 Dismiss                     |
| Nov 11 .....         | <b>NO SCHOOL</b> – Veteran’s Day                               |
| Nov 23 - 25 .....    | <b>NO SCHOOL</b> – Thanksgiving Recess                         |
| Dec. 23 .....        | ½ Day of School – 11 Dismiss                                   |
| Dec 26 – Jan 2 ..... | <b>NO SCHOOL</b> – December Recess                             |

### 2017

|                            |   |
|----------------------------|---|
| Jan 2 .....                | <b>NO SCHOOL</b> – New Year’s Day observed        |
| Jan 3 .....                | School Reopens                                    |
| Jan 13 .....               | <b>NO SCHOOL</b> Professional Development Day     |
| Jan 16 .....               | <b>NO SCHOOL</b> – Martin Luther King, Jr. Day    |
| Jan 17, 18, 19, 20 .....   | Mid-Term Exams (1/2 Day) 12 Dismiss               |
| Feb 20 .....               | <b>NO SCHOOL</b> – President’s Day                |
| Feb 27 – Mar 3 .....       | <b>NO SCHOOL</b> – Winter Recess                  |
| Mar 14 .....               | Professional Development (1/2 Day) 11 Dismiss     |
| April 17 .....             | Patriots’ Day Observed                            |
| April 18 – 21 .....        | <b>NO SCHOOL</b> – Spring Recess                  |
| May 29 .....               | <b>NO SCHOOL</b> – Memorial Day                   |
| May 30-31, June 1-2 .....  | Senior Exams                                      |
| June 7 .....               | Professional Development (1/2 Day) 11 Dismiss     |
| June 11 .....              | MVRHS Graduation (Tabernacle)                     |
| June 14, 15, 16 & 19 ..... | Final Exams (1/2 Day) 12 Dismiss                  |
| June 20 .....              | Last Day of School**                              |
| June 27 .....              | <b>Last Day of School with Five (5) Snow Days</b> |

**\*\* NOTE:** 185 scheduled school days, including 5 snow/emergency days. If these days are not used, the close of school in June will be adjusted in order for the calendar to carry a total of 180 student school days.

## 2016 – 2017 DAILY BELL SCHEDULES

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

Career Technology Education Double Blocks: B-C & F-G

Exploratory 9<sup>th</sup> Grade: A Block

Career Technology Education 10<sup>th</sup> - 12<sup>th</sup> Grade: E & H Blocks

### **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   |

## 2016 – 2017 SCHOOL CALENDAR – Cycle of Weeks

### September

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

### October

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

### November

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

### December

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

### January

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

### February

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

### March

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

### April

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

### May

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

### June

|    |          |            |          |         |         |    |
|----|----------|------------|----------|---------|---------|----|
| 28 | 29       | 30<br>SR   | 31<br>EX | 1<br>AM | 2<br>S  | 3  |
| 4  | 5<br>D1  | 6<br>D2    | 7<br>D3  | 8<br>D4 | 9<br>D5 | 10 |
| 11 | 12<br>D6 | 13<br>D7   | 14<br>E  | 15<br>X | 16<br>A | 17 |
| 18 | 19<br>MS | 20<br>***  | 21       | 22      | 23      | 24 |
| 25 | 26       | 27<br>**** | 28       | 29      | 30      |    |

Holiday and Vacation Days – 9/5, 10/10, 11/11, 11/23-11/27, 12/23 (1/2 Day), 12/24 -1/2, 1/16, 2/20, 2/27-3/3, 4/17-21, 5/29

Teachers' Professional/Staff Development Days – (1/2 days) 3/14 & 6/7

Teachers' Professional/Staff Development Days – 10/7 & 1/13 (School Closed)

\* Staff Preparation/Orientation – 9/1 & 9/2

\*\* 9<sup>th</sup> Graders Only – 9/2 (1/2 Day)

\*\*\* Make-Up Exams/Last Day of School – 6/20

\*\*\*\* Last Day of School w/ 5 Snow Days – 6/27

## INSTRUCTIONS TO ACCESS YOUR PLUSPORTALS ACCOUNT AT MVRHS

PlusPortals is the school's information portal for your child. Here you will find all information about your child's academic life at school, interim and behavior reports, as well as attendance information. It is also the vehicle the school uses to collect important information from parents/guardians that will allow your child to participate in extracurricular activities. Please follow the steps below to activate your account and your student's account.

- Students must already have their GoogleDocs username in order to use the PlusPortals.
- Parents must have an email on file at MVRHS – if no email is on file please contact the Technology Department at [cdorr@mvyeps.org](mailto:cdorr@mvyeps.org) or 508-693-1033 ext. 138

**To activate or log in to your account go to:**

<https://www.plusportals.com/MVRHS>

### FOR PARENTS

The username is the email address that MVRHS has on file for the parent/guardian. If you are logging in for the first time or need to reset your password, click on “CAN’T ACCESS YOUR ACCOUNT?” and type in your username (email address) and click the “RESET PASSWORD” button. Check your inbox for a message from [donotreply@mvyeps.org](mailto:donotreply@mvyeps.org) that contains instructions that will lead you to a password reset page. Fill in the fields and submit – you should then be able to log in to the portal.

### FOR STUDENTS

The username is the MVRHS GoogleDocs address ([###lastname@mvrhs.org](mailto:###lastname@mvrhs.org)). If you are logging on for the first time, look for an email in your MVRHS GoogleDocs email inbox from [donotreply@mvrhs.org](mailto:donotreply@mvrhs.org) which contains your PlusPortals account information.

If you need to reset your password, click on “CAN’T ACCESS YOUR ACCOUNT?” and type in your username (MVRHS GoogleDocs email address) and click the “RESET PASSWORD” button. Check your MVRHS GoogleDocs email inbox for a message from [donotreply@mvyeps.org](mailto:donotreply@mvyeps.org) that contain instructions that will lead you to a password reset page. Fill in the fields and submit – you should then be able to log in to the portal.

If you have any questions, you can contact the technology department at (508) 693-1033 ext. 138 or e-mail Clifford Dorr at [cdorr@mvyeps.org](mailto:cdorr@mvyeps.org).

*If you do not have access to the internet, please call Judy Pizzella at (508) 693-1033 x224 and arrangements will be made for you to get the materials posted on PlusPortals.*

## I. PROCEDURES AND INFORMATION

### SCHOOL DAY

The doors to the school open at 7:20. **Students must be in their homerooms by 7:40.** Dismissal is at 2:05. 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.

### BUSES

Buses run every school day. Late buses run at 3:45 and 5:00. School rules apply for all students riding the bus. For information about bus routes contact the school transportation office.

### STUDENTS WITH VEHICLES

Students are reminded that parking on campus is a privilege. Students who are interested in driving to school and 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 Form, available in the Assistant Principal's Office. **Parking on campus without a valid permit, either issued or on display, will result in a warning and possible loss of parking privilege.**

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 due to disciplinary reasons.

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.

### CANCELLATION OF SCHOOL

On days when there is no school because of weather conditions or some other emergency, notice is sent via text message. Notice is also posted on local and state media outlets. When no announcement is made, and if weather conditions are questionable, parents are encouraged to use their personal judgment to keep their children home.

### DELAYED OPENING

In the event of a **delayed opening**, all bus routes and schools will begin **one (1) to two (2) hours later** than normal. If conditions do not improve by 8:00 a.m., school may then be canceled. Notice will be sent via text message. 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 for their children's supervision and transportation.

## **ANNOUNCEMENTS**

The public address system is used for student announcements during homeroom. If you have an important announcement concerning class activities or school business, bring it to the front office the day before the event so it can be included in the next day's announcements.

## **ASSEMBLIES**

School assemblies take place in the Performing Arts Center. Students will sit with their class or homerooms. Smaller presentations may be held in the Library, the Library Conference room or the Cafeteria. Students' expectations during assemblies are outlined in the Student Behavior Expectation Chart on page 20.

## **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 their academic teacher.
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.

## **ACADEMIC LEARNING LABS**

MVRHS provides academic support to all students through Math and Writing Labs. Classrooms are available to students throughout the school day. Students are encouraged to seek additional support when necessary.

## **EMERGENCY DRILLS**

Regularly scheduled drills are an important part of the school safety plan and should be taken seriously. When there is a drill, staff will follow the crisis manual protocol. If students and staff members need to leave the building, they will do so 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, or threats to the school community 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 Monday through Friday mornings. This allows the school to relay important information to the students. Also, homerooms are the location where students gather periodically before attending school events (i.e. assemblies).

## **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 for replacement of school property. Theft or destruction of school or private property will result in severe consequences and restitution.

## **LUNCHES, FOOD, BEVERAGES**

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. Students may not leave school to purchase outside food or beverages.

## **PARENT CONFERENCES**

During the first quarter of each academic year, time will be scheduled during afternoons and evenings for all parents who request to meet with their children's teachers and counselor. We encourage parents to meet with their children's teachers and counselor at any time during the academic year.

## **PRINCIPAL'S OFFICE**

The Principal is available during the school day to meet with students and parents. A student wishing to speak with the Principal should schedule a time with the Principal's administrative assistant in the event that the Principal is not immediately available.

## **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 buses and on school grounds at any time. Tobacco products and paraphernalia will be confiscated by the administration. Smoking on school grounds will result in a suspension from school.

## **TELEPHONE/CELL PHONE USE**

Telephones are available to students in the main office and at various locations throughout the building. Students are asked to use school phones to contact parents for important reasons. Unless there is an emergency, parents are asked to refrain from telephoning or texting students at school. Please refer to the Mobile Technology rules on page 22 of this Handbook.

## VISITORS

All school visitors will sign in at the front office to receive a visitor's pass to enter the school. **Teachers will not accept a visitor into their classroom unless they are wearing a visitor's name tag from the front office.** The administration or the SRO will remove any visitors from the campus 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.

### **III. BEHAVIOR EXPECTATIONS AND INTERVENTIONS**

MVRHS strives to promote good citizenship by expecting and teaching respectful, safe, and responsible behavior by all students in all school activities.

These expectations are described in this section of the Handbook as are the interventions MVRHS may use to teach them. The expectations apply to students in all school activities including bus transportation to and from the school. Learning these expectations is a vital part of preparation for life-long learning and career or college readiness. These expectations are basic to the school's core values and beliefs.

The Principal or his/her designee has discretion in all interventions to address students whose behavior violates MVRHS expectations.

#### **DRESS EXPECTATIONS**

Choosing clothing appropriate for a school setting is respectful, safe, and responsible. Students will be asked to change inappropriate clothing either in school or at home if it is offensive or a distraction to the learning environment of the school.

#### **CLASSROOM EXPECTATIONS**

All students are expected to be ready to learn when entering their classroom. This means cell phones will be turned off and put away for the duration of the class. Students will be on time to their classes and stay in the classroom until the bell rings and the teacher dismisses the class. Classroom discipline will be handled by the teacher. Refer to the Student Behavior Expectation Rubric on page 20.

The following graphic includes some, but not all, of the expected behaviors for students at MVRHS.

**THIS PAGE IS A  
CHART IN  
LANDSCAPE  
ORIENTATION  
AND HAS BEEN  
SUBMITTED  
SEPARATELY**

## **MERIT REWARD SYSTEM**

The Merit Reward System is Phase I of the MVRHS plan to initiate a positive behavior system within the school. Students are expected to be respectful, safe, and responsible members of the MVRHS community. The Merit Reward System will recognize students who follow the Student Behavior Expectations.

Students may receive recognition from teachers for significant progress in school or for doing something kind, generous, or thoughtful in the community.

### **Community Responsibilities**

*The Student* will be responsible for getting themselves to class on time and for maintaining perfect attendance in all classes.

*Teachers* are responsible for recognizing students who show significant progress in school or who do something kind, generous, or thoughtful for another person.

*The Assistant Principals* will be responsible for running data sheets of students with perfect class attendance and punctuality to be entered for a merit certificate. They will also receive teacher recommendations.

## **ACADEMIC HONESTY AT MVRHS**

Academic honesty is a respectful, safe and responsible quality expected of all students.

Academic dishonesty can take many forms including but not limited to:

1. claiming credit for work which is not yours by copying homework, copying test answers, or any school work;
2. allowing others to claim credit for your work by allowing them to copy your homework or assignments, or any school work;
3. using notes, material, or texting during a test;
4. copying published or unpublished works without citation either directly or with only minor changes (plagiarism);
5. submitting work for one class that has already been accepted in another class.

### **Interventions:**

- The first instance of academic dishonesty may result in a warning. The student will receive a zero grade, a call home to a parent/guardian and a written warning for the record. At the teacher's discretion and depending upon the nature of the dishonesty, the student may be required to sign a contract with a parent/guardian to ensure his/her understanding of academic dishonesty. Other positive behavior interventions may be used.
- The second instance of academic dishonesty will result in a zero grade, a disciplinary referral, parent/guardian contact and exclusion from the Honor Roll for the quarter. The student will sign a contract stating that he/she understands both the infraction and the future consequences if the behavior is repeated. Other positive behavior interventions may be used.
- The third instance will result in a zero grade, a parent/guardian conference, and a suspension from school.
- Additional cheating violations will result in longer suspension, semester failure in the class, and a referral to a Student Assistance Team (SAT), and/or removal from the class.

## **RULES FOR THE USE OF MOBILE TECHNOLOGY AT MVRHS**

Appropriate use of mobile technology is respectful, safe and responsible. MVRHS rules about mobile technology prepare students to be college ready or career ready by allowing for reasonable use during the school day.

### **The rules for use of mobile technology at MVRHS are:**

1. Students may use their mobile technology during passing time between classes and during lunch period.
2. To preserve the academic integrity of the school, mobile technology may not be used in class or in the library to receive or send texts. Teachers and staff will use their discretion to allow students to use phones and mobile technology for legitimate purposes during class time and in the library. This use is under the supervision of the teacher or staff member.
3. To preserve the academic integrity of the school, mobile technology devices may not be used outside the classroom when classes are in session; headphones, ear buds, iPods, and phones may not be visible.
4. To protect individual rights, mobile technology may not be used to take a picture, video or audio recording of another individual without specific permission for the agreed-upon and intended use.

### **Interventions:**

- First offense: Teachers/staff record a formal warning in the student's record.
- Second offense: The device is turned in to the office and a parent/guardian must come to sign for it. The student is assigned an after school detention and/or positive behavior interventions may be used.
- Third offense: The device is turned in to the office, a parent/guardian must come to sign for it and meet with the Assistant Principal, and the student is assigned one day of School Day Detention and/or other positive behavior interventions.
- Subsequent offenses may result in out-of-school suspension and/or a mandatory mobile technology management plan.

## **IMPORTANT NOTES**

The school is not responsible for the loss of mobile devices in school. The student is responsible for the safe keeping of his/her mobile technology. The use of any technology for harassment or bullying as defined by Mass Anti-Bullying Law and Federal Title IX legislation may result in more serious consequences.

## **PROCEDURES WHEN BEHAVIOR EXPECTATIONS NOT FOLLOWED**

### **Intervention Definitions**

*Positive Behavior Interventions:* The school may employ positive behavior interventions to help a student change behavior. These interventions may be combined with other consequences depending upon the circumstances and at the Principal's discretion. See subsequent list of positive behavior interventions.

*Behavioral Support:* The school may employ, but is not limited to, these behavioral support options for a student prior to suspension as a response to non-statutory offenses: positive behavior interventions, School Day Detention, Saturday School, or a combination of responses.

*Educational Service Plan Options:* The school may employ, but is not limited to, these educational service options for a student to continue his/her education while absent from school: access to assignments through Google Classroom or Guidance, tutoring provided in a neutral setting, on-line course work.

*Detention:* After school detention is held from 2:15 to 3:35 Monday through Friday. Students are expected to report on time and to work on school assignments. There may be an opportunity for a student to volunteer for school service in some capacity in lieu of remaining in the detention room.

*Saturday School Detention:* Students serve Saturday School to make up for extended missed time at school or for missing other obligations. Saturday School is held from 8:00 to 12:00 on Saturday morning in a room designated by the administration. There may be an opportunity for a student to volunteer for school community service to reduce detention time.

*School Day Detention (SDD):* A student is required to spend the day or a part of the day in the detention room under the supervision of the School Day Detention monitor at which time the student works on his/her assignments. Tutoring assistance may be provided.

*In School Suspension (ISS):* A student is suspended from school and is required to spend the day in the detention room under the supervision of the ISS monitor at which time he/she works on school assignments. Tutoring assistance may be provided. The student is not eligible for after school activities.

*Out of School Suspension (OSS):* Suspension means a student is removed from school into the supervision of a parent or guardian. Suspension for 10 days or less is considered short-term suspension. Suspended students may not be on school grounds, may not attend any school-sponsored events, nor participate in any school activities during the time of suspension. The student has the opportunity to continue his educational services, which will be coordinated between administration, guidance counselor and the student.

*Exclusion from school:* Exclusion is a long term suspension from school for a duration of up to 90 school days, depending upon the judgment of the Principal. The student will receive an alternate educational service, which will be coordinated between administration, guidance counselor and student. The student also has the right to apply to other schools.

*Expulsion from school:* Expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under G.L. c. 71, 37H, 37H ½ or 37H3/4.

## **Due Process**

For any Level 2 or Level 3 intervention resulting in Out of School Suspension (OSS) the family is contacted and asked to meet with the Principal or Assistant Principal for a hearing. Written notification is provided for out-of-school suspension, exclusion or expulsion explaining the infraction, the evidence and the consequences.

Parents will be called and there may be a hearing for School Day Detention or In School Suspension interventions.

*Violation of the Law:* A student who is suspected of violating a local, state, or federal law while on school grounds will be reported immediately to the school administration and the School Resource Officer. The student will be removed from class and a parent/guardian will be called to come to the school.

School grounds include school property, the bus, the bus stop and its vicinity, and any school sponsored event such as a field trip or an athletic event.

*Student Lockers:* Students are responsible for their own locker and its contents. Each student will be assigned both a locker and a lock.

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 with or without notice and without a warrant.

*Searches:* When there is suspicion that a student may have stolen property, illegal substances or items considered to be unsafe 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.

*Re-Entry Following Suspension from School:* Re-entry returns the student to his/her regular school program following Out of School Suspension. The re-entry meeting will include the student, the Principal or designee, parent, and any other relevant school personnel. At this meeting a plan may be developed to assist the student's transition, address specific needs and/or monitor the student's progress.

*Students with Individual Educational Plans/504 Plans:* An Individual Educational Plan (IEP) or 504 Plan will indicate whether the student can or cannot be expected to meet the Behavior Expectations based on their disability. If necessary, any modification applicable to the Behavior Expectations is written into the student's IEP or 504 Plan.

Students with an IEP/504 who are suspended from school for periods up to 10 days will have a manifestation determination meeting with the Special Education Director/Director of Guidance, parents/guardians and other relevant personnel. This meeting will determine if the behavior was a direct result of the disability. The outcome of the meeting will be forwarded to the Principal for a final disciplinary decision.

*Appeals Process:* Suspension periods of 1 to 10 days are considered short-term suspensions; therefore there is no appeal process.

Suspension periods in excess of 10 days may be appealed to the Superintendent. The Superintendent's decision is final in these cases. Suspension appeals must be filed within five (5) calendar days of the original decision. The student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. Long-term suspension will remain in effect unless and until the Superintendent decides on appeal to reverse the Principal's determination.

## BEHAVIORS AND INTERVENTIONS

| Level 1 Behaviors  | Level 2 Behaviors   | Level 3 Behaviors   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• disrupting the educational setting</li> <li>• disobedience</li> <li>• tardiness</li> <li>• misuse of mobile technology</li> <li>• dress code violation</li> <li>• food in unauthorized area</li> <li>• profane language</li> <li>• failure to return school property</li> <li>• academic dishonesty first offense at teacher's discretion</li> <li>• Use of cell phone in classrooms</li> </ul> | <ul style="list-style-type: none"> <li>• repeated level 1 behaviors</li> <li>• reckless driving</li> <li>• defacing school or private property</li> <li>• cutting class/school</li> <li>• leaving school without permission</li> <li>• repeated or serious academic dishonesty</li> <li>• lying to staff member</li> <li>• significantly disrupts the school climate through action or speech</li> <li>• repeated misuse of mobile technology</li> <li>• failure to provide name to staff member</li> <li>• repeated misuse of cell phones in classrooms</li> </ul> | <ul style="list-style-type: none"> <li>• terrorist threats or actions</li> <li>• charges of a felony that the Principal determines to be a distraction to school climate</li> <li>• deliberate, serious destruction of property</li> <li>• verbal abuse or intimidation</li> <li>• failure to follow staff directions</li> <li>• false alarms, setting fires, firecrackers</li> <li>• threatening or inflicting bodily harm, fighting</li> <li>• theft</li> <li>• bullying or harassment</li> <li>• violation of state or federal law such as Title IX</li> <li>• statutory or non-statutory offenses per Mass General Laws MGL 71-37H, H1/2, H3/4 (page 38)</li> </ul> |

## BEHAVIOR AND INTERVENTIONS – (Continued)

| Level 1 Staff/Teacher Behavior Interventions   | Level 2 Staff/Teacher Behavior Interventions  | Level 3- Staff/Teacher Behavior Interventions   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• positive behavior interventions employed by the teacher or staff member</li> <li>• warning referral</li> <li>• possible consequences: after school detention by teacher or administration</li> <li>• parent/guardian may be called</li> </ul> | <ul style="list-style-type: none"> <li>• student may be removed from class to SDD or ISS. Call Intervention Coordinator, Assistant Principal, School Resource Officer.</li> <li>• behavior referral</li> <li>• possible consequences: positive behavior interventions, detention, Saturday School, SDD, ISS, OSS</li> <li>• parent/guardian will be called</li> </ul> | <ul style="list-style-type: none"> <li>• student is removed from class by Intervention Coordinator, Assistant Principal, School Resource Officer.</li> <li>• behavior referral</li> <li>• possible consequences: see MGL 71-37H matrix (pages 37-38), positive behavior interventions, SDD, ISS, OSS</li> <li>• parent/guardian will be called</li> </ul> |

### POSITIVE BEHAVIOR INTERVENTIONS

Positive interventions to behavior infractions may include, but are not limited to, the following:

- A private conversation by a staff member with a student that may include a formal warning
- A call home by the teacher or staff member after initial intervention
- A meeting after school with a teacher or staff member that may include a parent/guardian
- A written or verbal apology to teacher
- A referral for peer coaching
- A referral for counseling
- A referral to the Student Assistance Team ( SAT) for team interventions
- A mobile technology management plan
- A referral to the Intervention Coordinator to develop a plan
- A referral to the School Resource Officer to address problem
- Reparations for damages
- Assisting the custodial staff
- A period of suspension from sports team
- A written self-reflection
- A referral for community service hours in or out of school
- A referral to the Student Assistance Homeroom

**CONSEQUENCES FOR INFRACTIONS:**

| <b>OFFENSE</b>                               | <b>RESPONSE</b>   | <b>NOTIFICATION</b>        |
|--|---|----------------------------|
| Tardies: 1-5 per quarter                     | Warning   | Student                    |
| Tardies: 6-10 per quarter                    | PBI or Detention  | Student                    |
| Tardies: 11 or more per quarter              | Saturday School; referral to Student Assistance Team (SAT)  | Student/Parent<br>SAT Team |
| Cutting Class                                | PBI, Detention, Saturday School, or ISS, or behavioral supports or interventions at the discretion of the Principal or Assistant Principal                    | Student/Parent             |
| Cutting Detention                            | 2 Detentions or Saturday School   | Student/Parent             |
| Cutting School                               | Saturday School, ISS or OSS   | Student/Parent             |
| Cutting Saturday School                      | Serve another Saturday School, plus missed one  | Student/Parent             |
| Cutting 2 Saturday Schools                   | May result in an additional Saturday School, SDD, ISS, OSS, or behavioral supports or interventions at the discretion of the Principal or Assistant Principal | Student/Parent             |
| Misuse of pass protocol                      | Saturday School   | Student/Parent             |
| Chronic misuse of pass protocol              | ISS   | Student/Parent<br>SAT Team |
| Consequence for other infractions            | At the discretion of the Principal or Assistant Principal   | Student/Parent             |
| Chronic infractions of behavior expectations | PBI or ISS  | Student/Parent<br>SAT Team |

## **CONSEQUENCES FOR INFRACTIONS DETAILED:**

### **Unexcused tardy per quarter (late to school or class):**

1<sup>st</sup> – 5<sup>th</sup> tardies – warnings

6<sup>th</sup> – 10<sup>th</sup> tardies – after school detention

11 or more tardies - referral to Student Assistance Team (SAT)

### **Detention may be used as a consequence for, but is not limited to, the following:**

Tardies 6 through 10

Cutting class

Lower level infractions at the discretion of the administration

Cutting detention - may result in an additional detention, Saturday School, SDD, ISS, OSS, behavioral supports or interventions at the discretion of the Principal or Assistant Principal

### **Saturday School Detention may be used as a consequence for, but is not limited to, the following:**

Cutting class

Cutting detention

Cutting school

Excessive tardies

Cutting Saturday School

- Serve another Saturday School, plus missed one

- Cutting 2 Saturday Schools, may result in an additional Saturday School, SDD, ISS, OSS, behavioral supports or interventions at the discretion of the Principal or Assistant Principal

### **School Day Detention (SDD) may be used as a consequence for, but is not limited to, the following:**

Misuse of pass protocol

Temporary placement for disruptive students

Possible consequence for other infractions at the discretion of the Principal or Assistant Principal

### **In School Suspension (ISS) may be used as a consequence for, but is not limited to, the following:**

Cutting class

Chronic misuse of pass protocol

Chronic infractions of behavior expectations

### **Out-of-School Suspension (OSS) may be used as a consequence for, but is not limited to, the following:**

Level 2 or Level 3 behaviors

Student has demonstrated he/she is a safety risk to others and/or the educational setting

Violation of state or federal laws

## **Massachusetts Anti-Bullying Law and Title IX**

The following procedures are a guideline for infractions of the Massachusetts Anti-Bullying Law and infractions of Federal Title IX Civil Rights Legislation. Serious violations of these two laws will be handled at the discretion of the Principal, may not involve the guideline below, and may result in suspension from school beyond the third offense level.

### ***Harassment/Sexual Harassment/Title IX:***

1<sup>st</sup> offense – Warning (meet with equity officer)

2<sup>nd</sup> offense – Two days of school-day detention or in-school suspension

3<sup>rd</sup> offense – Two days of out-of-school suspension

Serious violations – Up to 10 days out-of-school suspension pending an expulsion hearing with the Principal.

**Disciplinary responses will reflect the severity of the action. The steps above are the minimal response to harassment or sexual harassment.**

### ***Bullying/Cyberbullying/Title IX:***

1<sup>st</sup> offense – Two days of school-day detention or in-school suspension followed by a meeting with the Equity Officer.

2<sup>nd</sup> offense – Two days out-of-school suspension followed by meeting with Adjustment Counselor.

3<sup>rd</sup> offense – Five days out-of-school suspension pending an expulsion hearing with the Principal.

Serious violations – Up to 10 days out-of-school suspension pending an expulsion hearing with the Principal.

**Massachusetts General Law 71-37H, 37H1/2, 37H3/4**

The following matrix is based on MGL71-37H, 37H1/2, 37H3/4, a text of which follows the chart.

**Statutory Offenses**

| <b>Offense</b>  | <b>Response</b>  | <b>Notification</b>   | <b>Additional Requirements</b>  | <b>Appeal Process</b>                                     |
|---|--|---|---|---|
| Possession of a controlled substance per MGL 71-37H   | 10 day suspension pending an exclusion (long term suspension) hearing with the Principal | Parent notification with hearing with the Assistant Principal & police notification | Educational Service Plan if exclusion is employed. Principal may require additional testing/counseling  | Appeal long term suspension to Superintendent w/in 5 days |
| Distribution of a controlled substance per MGL 71-37H | 10 day suspension pending an exclusion (long term suspension) hearing with the Principal | Parent notification with hearing with the Assistant Principal & police notification | Educational Service Plan if exclusion is employed. Principal may require additional testing/ counseling | Appeal long term suspension to Superintendent w/in 5 days |
| Possession of a weapon in school per MGL 71-37H       | 10 day suspension pending an exclusion (long term suspension) hearing with the Principal | Parent notification with hearing with the Assistant Principal & police notification | Educational Service Plan if exclusion is employed. Principal may require additional testing/ counseling | Appeal long term suspension to Superintendent w/in 5 days |
| Assault of a staff member per MGL 71-37H              | 10 day suspension pending an exclusion (long term suspension) hearing with the Principal | Parent notification with hearing with the Assistant Principal & police notification | Educational Service Plan if exclusion is employed. Principal may require additional testing/ counseling | Appeal long term suspension to Superintendent w/in 5 days |

### Non-Statutory Offenses

| Offense  | Response   | Notification   | Additional Requirements   | Appeal Process                     |
|--|--|--|---|------------------------------------|
| Possession of paraphernalia                              | Behavioral Supports and/or up to a 5 day suspension  | Parent notification and hearing with Assistant Principal | Educational Service Plan if suspension is employed. Principal may require additional testing/counseling.  | No appeal of short term suspension |
| Possession of tobacco                                    | Behavioral Supports and/or up to a 10 day suspension | Parent notification and hearing with Assistant Principal | Educational Service Plan if suspension is employed. Principal may require additional testing/ counseling. | No appeal of short term suspension |
| Possession of alcohol                                    | Behavioral Supports and/or up to a 10 day suspension | Parent notification and hearing with Assistant Principal | Educational Service Plan if suspension is employed. Principal may require additional testing/ counseling. | No appeal of short term suspension |
| Under the influence of alcohol or a controlled substance | Behavioral Supports and/or up to a 10 day suspension | Parent notification and hearing with Assistant Principal | Educational Service Plan if suspension is employed. Principal may require additional testing/ counseling. | No appeal of short term suspension |

### Massachusetts General Laws

**Section 37H of Chapter 71 of the Massachusetts General Laws states that the following must be included in school handbooks:**

a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of 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.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

**Section 37H1/2 of Chapter 71 of the Massachusetts General Laws states the following:**

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the

hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

**Section 37H3/4 of Chapter 71 of Massachusetts State General Law states the following:**

Section 37H3/4 (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

## **RULES FOR DETENTIONS**

### **After School and Saturday School Detention Rules:**

1. A totally quiet atmosphere will be maintained. Students should be at their desks working quietly. Students who misbehave will serve another detention or Saturday School and other consequences per the handbook.
2. No food or drink, besides water, is allowed for any reason.
3. No games, (electronic or otherwise) of any kind are allowed. The purpose of detention is to make up for lost school time and lost school work. Bring enough school work, including something to read, with you for the entire session.
4. No mobile technology is allowed unless under the direct supervision of the detention teacher and for academic purposes only.
5. Students are expected to arrive on time. After school detentions start at 2:15 and end at 3:35 p.m. Saturday School starts at 8:00 a.m. and ends at 12:00. Students who arrive after 2:20 will not be admitted to detention. Students who arrive after 8:30 will not be admitted to Saturday School. See "Consequences" section for missed detention and/or Saturday School.
6. Students may leave detention or Saturday School for a bathroom or water break at the discretion of the supervisor.
7. The teacher will make a notation on the sheet stating when each student leaves and returns to detention.
8. Students may not leave detention or Saturday School for any reason without prior consent of an administrator. Leaving without permission may result in an in-school or out-of-school suspension.

### **School Day Intervention Rules:**

1. Students report directly to the Assistant Principal's office on the morning of the assigned SDI (not to homeroom) and will be escorted to the SDI room after they store their mobile

technology devices. (Phone, iPods, I-Pads, etc.).

2. Prior to serving SDI, students collect assignments from their teachers.
3. All school rules apply to students in SDI.
4. Students are expected to remain awake, work on school assignments and not distract other students during SDI.
5. Students will be escorted to bathroom breaks by the SDI supervisor.
6. Students will be escorted to the Cafeteria for 1<sup>st</sup> lunch.
7. Students will be warned about misbehavior during SDI. If a student fails to follow directions his or her parents/guardians may be called and he or she may be suspended out of school.

**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/guardian.**

## **POLICIES**

To obtain hard copies or to view all MVRHS and MVYPS policies please visit the School's website, [www.mvrhs.org](http://www.mvrhs.org) or contact the Front Office at (508) 693-1033 ext. 114.

The following MVRHS policies are included for your convenience here:

### **CAMERA SURVEILLANCE POLICY**

The Martha's Vineyard Regional High School Committee recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for the community. The policy about camera surveillance can be found on the MVRHS website.

### **BULLYING POLICY**

Bullying of any type has no place in a school setting. The Martha's Vineyard Public Schools will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the repeated act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and can occur in virtually any setting. It can create unnecessary and unwarranted anxiety that may affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Certain students maybe more vulnerable to becoming a target of bullying or harassment based upon actual or perceived differentiating characteristics which include: race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

Examples of bullying include but are not exclusive to:

1. Intimidation, either physical or psychological;
2. Threats of any kind, stated or implied;
3. Assaults on students, including those that are verbal, physical, psychological, and emotional; and
4. Attacks on student property.

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees.

The District will promptly and reasonably investigate allegations of bullying. The principal, or his/her designee, of each building will be responsible for handling all complaints by students alleging bullying.

### **Definitions**

***Aggressor*** is a student who engages in bullying, cyber bullying, or retaliation.

***Bullying*** is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber bullying.

***Cyber bullying*** is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, and internet postings.

***Hostile environment*** is a situation in which bullying/cyber bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

***Target*** is a student against whom bullying, cyber bullying, or retaliation is directed.

***Retaliation*** is any form of intimidation, reprisal, or harassment directed against a student who reports bullying/cyber bullying, provides information during an investigation of bullying/cyber bullying, or witnesses or has reliable information about bullying/cyber bullying.

## **NETWORK 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, as well as any privately owned devices that are connected to MVPS networks.

### ***Guidelines***

Access to the MVRHS networks is for educational purposes only. This access includes connections made at 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. Student use of the Internet should be for approved educational purposes only.
5. Activity on all network levels is subject to MVPS regulations, as well as all applicable local, state, federal, and international law.
6. Even though security measures are in place, students need to be aware that information on networks can be accessed. Students should not put private information on line that others shouldn't access (e.g. credit card, bank account numbers, etc.).
7. Students may not use unauthorized copyrighted materials.
8. Students should not subscribe to any mail or lists services, or any service that will download large numbers of e-mail messages to their mailbox without prior permission from a system administrator or Technology staff person.
9. Access to chat groups, video teleconferences, and the like is only to be done with the permission of a teacher or staff member and under the direct supervision.
10. Students will use their school e-mail account for educational purposes only.
11. The MVRHS reserves the right to examine, modify or remove any or all data stored in computers that are part of these networks—including student email accounts—to ensure that all users are in compliance with these regulations.

#### **B. SECURITY**

1. Students will use only the account(s) assigned to them.
2. All users with an account will be given a password. Passwords should not be shared. Students are responsible for all activities taking place on their account.
3. Students should notify the system administrator or technology staff *immediately* if their account has been accessed by someone else.

4. Students should notify a system administrator, technology staff, or MVPS administrator *immediately* if they identify a security problem. Do not show or identify a security problem to other users

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

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

**E. PENALTIES**

1. Any student violating these provisions may lose network privileges temporarily or permanently.
2. Students are subject to all other rules and laws applicable when using these networks, and may be punished under MVPS code of discipline, as well as criminally prosecuted.
3. Students will 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 consequences covered under this policy and school regulations.

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

**NETWORK ACCEPTABLE USE CONTRACT**

I understand and will abide by the MVRHS'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

## IV. ATTENDANCE AND TARDINESS

### ABSENCE FROM SCHOOL

1. Parents or guardians must 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 Secretary will telephone the parents of any student for whom no call has been received.

### TARDY TO SCHOOL

1. Students who enter the high school after the time designated to begin the regular school day are considered tardy to school.
2. Students tardy to school must report to the front office for an admission slip and meet with administrators.
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. Tardies may be excused for documented medical reasons.
4. Students receive a warning for tardies one through five. Tardies six through ten in a quarter results in one after school detention for each tardy. Eleven or more tardies in a quarter results in a meeting with the Student Assistance Team (SAT).
5. 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 basis 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 PROCEDURES**

Parents or guardians will be notified when his or her child has missed at least (5) days in which he/she has missed (2) two or more periods unexcused in a school year OR has missed (5) five or more school days unexcused in a school year. MVRHS Administration or Guidance will make reasonable effort to meet with parents or guardians of a student who has (5) five or more unexcused absences to develop an action plan to improve attendance.

1. Medical excuses must be given to the School Nurse, while all other excuses must be submitted to the Attendance Secretary.
2. 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.
3. 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.
4. When the student returns to school, it is his/her responsibility to bring a note from the parent or guardian to the Attendance Secretary.
5. Absences can be excused for the following reasons:
  - a. Prolonged or continuing illness or quarantine (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.
  - b. Bereavement or serious illness in family.
  - c. Weather so inclement as to endanger the health of the child.
  - d. For juniors and seniors only, 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.
  - e. School-sponsored trips or activities.
  - f. Pre-planned, approved individual program.
  - g. Two (2) parent-excused absences per academic quarter.
  - h. The nurse may grant up to two (2) exemptions per academic quarter with medical proof.
  - i. 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.
  - j. For observance of major religious holidays.

## **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 meet with teachers to receive any missed assignment. 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. Failure to do so jeopardizes the student's overall average and potentially the opportunity 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, and classwork) must be made up within 5 school days after an approved absence. Students should meet with each of their teachers to plan how the assignment will be completed.
- Any student who cuts class receives a zero (0) for assignments that day.
- Any student who does not stay after school for a teacher will serve an after school detention.

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

### **TARDY TO CLASS OR LEARNING CENTER**

- Students tardy to class or learning centers need a note from the teacher to be excused.
- 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 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 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 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 who has not graduated from high school shall be considered to have permanently left public school unless the Principal has sent notice within a period of five (5) days from the student's 10th consecutive absence to the student and parent or guardian in the primary language of the

parent or guardian and in English, initially offering at least two (2) dates and times for an exit interview between the Superintendent or designee and the student and his/her parents or guardians.

The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements. During the exit interview, the student shall be given information about the following:

- the detrimental effects of early withdrawal from school
- the benefits of earning a high school diploma
- the alternative education programs and services available to the student

## V. 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, and also using an educational proficiency plan, students must be moving toward proficient in ELA and Math to receive a high school diploma.

### 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)

### CREDITS REQUIRED FOR PROMOTION TO THE NEXT GRADE

From Grade 9 to Grade 10: 30 credits

From Grade 10 to Grade 11: 60 credits

From Grade 11 to Grade 12: 90 credits

### GRADES

Individual student report cards are available every nine weeks and the final report card is available 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.

### COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is a continuation of the school program that provides qualified Chapter 74 senior students with an employment opportunity within their major field of study (Automotive, Building Trades, Culinary Arts, Horticulture, Health Assisting) in a real-world setting. The student must secure placement which is directly related to the CTE program in which the student has been trained. Student performance will be reported by the employer on a weekly basis. Students are paid for their work, while earning credits.

*Students must have been enrolled for at least one and one half years of full-time study in a*

*specific vocational technical program to be eligible.*

**Eligibility for the Cooperative Education Program is based on the following criteria:**

- A student must have earned an OSHA 10 credential.
  - A student must maintain a 95% attendance rate.
  - A student must maintain a grade point average of 70% or better and receive no grade lower than 65% in any course.
  - A student must meet minimum program competency requirements and receive the recommendation of the CTE instructor, Director of CTE programs and Administration.
- 
- A student not meeting these criteria initially will be reviewed following Quarter 1 interim reports during the senior year.
  - A student may be removed from the Cooperative Education Program if one or more of the following conditions exist during the senior year:
    - The student receives a failing grade in any subject.
    - The student is absent more than three (3) unexcused absences in a quarter.
    - A student participates in behavior leading to disciplinary suspension.
    - A student fails to return time slips, weekly work reports and/or evaluations to school.

Final determination of eligibility is at the discretion of the Director of CTE.

## **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 A, 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

| <b>Mark</b> |    | <b>AP</b> | <b>Honors</b> | <b>Col. A</b> | <b>Col. I</b> | <b>Col. II</b> |
|-------------|----|-----------|---------------|---------------|---------------|----------------|
| (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.

Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 4.7 on the weighted scale. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. Candidates must also have at least a **90 behavior** grade in each of the previous two semesters. The Principal shall notify all students who have met these criteria of their eligibility.

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 can be terminated.

## EARLY GRADUATION

With the permission of his or her parents or guardians, any student 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 student, 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 will reach one of three possible decisions: denial of the program; approval of the program without stipulation; or approval of the program with stipulation. For instance, students granted approval may be expected to attain a **"B" average** in their scheduled courses.
4. If the student's program is 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 RECOGNITION 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.

## **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.

Utilizing the Naviance Internet Program, each individual student will work to develop a transitional plan from high school incorporating the career assessment and personality learning style tools. Students will be encouraged to do career explorations throughout their four years in high school.

### **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.

### **REFERRALS**

The Guidance Department is able to utilize the services of many community agencies, such as the Island Counseling Center, the Connect to End Violence, and the Massachusetts Department of Social Services in cases requiring psychological assessments. The Guidance Department also works collaboratively with the Special Education Department to support students with disabilities. See Special Education Section for referral information.

### **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.

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 courses must meet the pre-requisites or be recommended by the department.

Students seeking Advanced Placement (AP) must first earn an average of 85 in an honors level course and a recommendation from the instructor. In the History Department, students must earn an average of 90 to qualify for an AP level course and a recommendation from the instructor.

All freshmen, sophomore and junior students will meet with their counselor, to select their courses. A copy of each student's course selections will be available 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. Some reasons for changing a schedule may include:

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 Days”**

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

### **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 home-room 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.

Any schedule change made after this time will only be for a class level change, or because of a circumstance that requires a special exception to be made, and requires the permission of the Director of Guidance.

## **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 prescribed add/drop period. 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. Students may wait for the grade results of the first quarter to decide if they want to continue with the AP class in which they are enrolled. If they stay in the course after that time, they are committed to the end of the class.
3. After discussing the educational soundness of the proposed change with his counselor, the student will be given a Program Change Request Form.
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 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 a designated individual, school, or college.

Upon graduation or leaving the school, each student will be notified of the parts of their record that are maintained on file, destroyed, and available to them upon request. He/she will 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. The student's counselor will schedule a follow-up meeting 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.

### **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 Principal or the Director of Guidance.** If not made up, a "zero" will be recorded for all work missed and averaged in with other marks for that subject.

## **VII. SPECIAL EDUCATION**

The MVRHS Special Education Department provides specialized instruction and/or related services for students with an educational disability. Services are provided in the least restrictive environment through a continuum of services/supports. Individual student's educational programs (IEPS) are designed with services ranging from accommodations in the classroom, to supports provided from a paraprofessional, to participation in a co-teaching classroom, to resource room/academic support, to small group specialized instruction for specific content areas, and substantially separate classrooms/programs. Students that are found eligible for special education have a right to special education until they meet state and district graduation requirements or until they turn 22 years of age.

### **REFERRALS TO SPECIAL EDUCATION**

A parent or any person in a care-giving or professional position concerned with a student's development or a suspicion that the student may have a disability should contact the student's guidance counselor to inquire of a referral to the Student Assistance Team (SAT). This team will review the concern and evidence to determine appropriate interventions and supports for the student to meet with success. If there is a suspicion of a disability a referral for special education can be made to the Director of Student Services/Special Education at MVRHS. This process does not impede the interventions put in place by guidance, teachers, or SAT. If it is determined an evaluation for Special Education will be completed, consent from the parent/guardian will be obtained. The assessments conducted will be direct and indirect, formal and informal, measures in the area of suspected disability(ies). Once the evaluation is completed, a team will consider the findings of the assessments to determine if a student is eligible for special education and/or related services. The IEP team consists of a minimum of three members: parent/student, general education teacher, special education teacher. Members may assume multiple roles. They must be familiar with the student, understand the curriculum, be able to interpret the result of the testing in their area of expertise, and chair the meeting representing the District with knowledge of the special education resources in the district. For further information contact the Special Education office at the school and/or the DESE website regarding special education regulations and procedures.

## VIII. HEALTH SERVICES

To contact the nurse:

Telephone: (508) 693-1033 ext. 116

Fax: (508) 696-6042

Website: [www.mvrhs.org/nurse/index.html](http://www.mvrhs.org/nurse/index.html)

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 front 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.

**Parents must provide or update their child's medical information to the school annually. If at any time the medical information changes please notify the nurse's office.**

**A student must receive permission from the school nurse or her designee, and a parent or guardian, or other listed adult registered with the school, before being released for health or medical reasons.**

### SERVICES OFFERED BY THE NURSE

- A. **Referrals** for medical intervention
- B. **Dismissals for illness** will be handled by the school nurse who will assess the student and then contact parent or guardian and make arrangements for the dismissal.
- C. A student must receive permission from the school nurse or her designee, and a parent or guardian, or other listed adult registered with the school, before being released for health or medical reasons.
  1. 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 must obtain documentation of the appointment from the medical provider and turn this in to the school nurse when returning to school in order for the absence to be excused.
  2. **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.
  3. **Medication Administration**: No student may be in possession of ANY medication on school grounds. (Refer to Prescription Medications for exceptions on page 54.)
  4. **Access to Local Health Care**: The school nurse is a vital link for identifying health resources and community services.
  5. **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.
  6. **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.

7. **State Mandated Screenings:** All students will receive the following screenings unless parental exemptions are on file. 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.
  - a. Scoliosis: 9<sup>th</sup> Grade Only
  - b. Vision, Hearing, Height, Weight and Body Mass Index (BMI): 10<sup>th</sup> grade only.

**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 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.**

- A. 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. All remaining medications will be destroyed on the last day of school, unless picked up by the parent or guardian.
- B. **The 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 doses may be given at school if necessary.
- C. 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 Epi-nephrine.

**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 through Plus Portal.

## **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.

## **PHYSICAL EXAM REQUIREMENTS**

All students entering Martha's Vineyard Regional High School must submit a physical examination. Physical examinations must have been performed within one year of entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter.

A student transferring from another school system will be handled as any other new student entering the school. Health records transferred from the previous school may be used to determine compliance with this request. If a student leaves MVRHS the records will be sent to receiving school.

## **SPORTS PHYSICAL EXAMS**

A sports physical exam must be on file in the nurse's office before any student will be allowed to participate in any sport activity (including tryouts). Students may not participate until cleared by the school nurse.

### **Sports Physicals will only be accepted under the following conditions:**

All sports physical examinations and medical documents must be hand delivered, faxed or mailed to the school nurse (or hand delivered to the Athletic Trainer). **DO NOT give physicals, sports physicals, concussion forms, or any other medical documents to the coach.**

- **Fax number:** (508) 696-6042
- **Mailing address:** MVRHS, c/o School Nurse, P.O. Box 1385  
Oak Bluffs, MA 02557

All graduating seniors will be given their school medical records at graduation rehearsal.

## IX. EXTRA-CURRICULAR ACTIVITIES

Martha's Vineyard Regional High School offers many extracurricular activities and we encourage all students to be as active in school activities as possible. Most extracurricular activities are scheduled immediately after school. There are late busses for students who participate.

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 Administration. A request for an intended or proposed activity ***must be approved*** in advance. A faculty member must always be present when a group of students meet to prepare for or conduct an activity.

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

### ELIGIBILITY

Data verification must be updated each school year for a student to participate in field trips and athletics. Academic eligibility for field trips is the same as for athletics. A student must maintain a 70% average to participate (see athletic eligibility). If a student is absent for any part of the school day, the student may not participate in extra-curricular activity. Waivers for ineligible students are granted only by permission of the assistant principal for compelling academic reasons.

### CLUBS (PARTIAL LIST):

MVRHS offers many opportunities for students to become involved after school. New clubs are often sponsored each year. Some examples are:

- Art Club
- Chess Club
- Engineering Challenge
- Film and Video Club
- Model UN
- MVironment Club
- Newspaper: High School View
- One World Club
- Outdoor Club
- Yearbook

### FIELD TRIPS

The Martha's Vineyard Regional High School encourages experiential education through field trips.

There are different types of field trips offered through the school:

**Class time trips:** These experiences last for the duration of a particular class and involve travel on island via school transportation.

**Extended field trips:** These experiences may be on or off island and involve missing some or all of a school day beyond one class.

**Overnight or out-of-state field trips:** Some of these experiences may involve additional expense.

**Permission:** Parents provide permission electronically through the Data Verification process prior to the start of school. In addition, for extended field trips, overnight travel, or international travel, specific parent/guardian permission will be requested on a per trip basis.

Students with medical concerns may be required to have a doctor's note to participate.

**Eligibility:** For all field trips students must meet academic eligibility requirements, which require a student to maintain 70% average to participate, unless exempted by the Principal or Assistant Principal. In addition, students are not eligible for field trips of any kind unless medical information is on file in the Nurse's Office and Data Verification must also be completed. Students will not be eligible for overnight field trips once they have missed more than 10 days of school. For class time trips, academic eligibility does not apply.

A student may choose only one overnight or out of state field trip 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.***

All school rules apply on any school activity off school grounds.

Supervisors of field trips may require appropriate dress and will serve as the administrators on behalf of the school.

Students shall not travel to or from any field trips by other than the transportation provided by the school unless permission is obtained from the principal.

## 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.

### REGISTRATION AND CLEARANCE FOR ATHLETICS

**In order to participate in sports at MVRHS, each student must complete and submit the following prior to participation:**

1. **Register on Family ID:** Each athlete must register for a sport on Family ID. This must be completed each season. The link to Family ID may also be found on the MVRHS website Athletics page.

<https://www.familyid.com/marthas-vineyard-regional-high-school>

2. **Data Verification:** This data includes demographic information, permissions, medical information, and emergency contacts. This form is accessible in the forms section of Plus Portal. The Data Verification must be completed once per school year.
3. **Sports Physical:** MIAA Regulations require that athletes have a current sports physical while playing sports. In order to be cleared, a sports physical must have been completed within the last 13 months and must indicate that the student is cleared to participate in sports or competitive athletics. The sports physical must remain current throughout the season. If a sports physical expires mid-season, the student athlete will become ineligible. The dates of the last sports physical on file with the School Nurse may be found on Plus Portal under Demographics. The sports physical must be turned into the School Nurse or Athletic Trainer.

### PLEASE CHECK EXPIRATION DATES ON ALL SPORTS PHYSICALS

4. **ImPACT Baseline Test:** All freshmen, juniors and new students must take the ImPACT Baseline Test. **Please register for a testing session on FamilyID.** Pre-season testing sessions are available so that athletes do not miss practice time.

The process of sports clearance takes several days. Please register early so that the student athlete can be cleared in time for the first day of practice.

## **VARSITY**

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; coach-ability 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-VARSITY**

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, coach-ability, 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 course average (TA's, independent studies and support classes will not be used for eligibility).

- 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 include 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 courses for the previous quarter. In addition, any student who does not have final passing grades in four courses for the previous school year (combining two half year courses to count as one full year course) (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 four courses 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.**

## **ATHLETIC DEPARTMENT ACADEMIC POLICY**

The athletic department defines our team members as student/athletes, STUDENTS first and ATHLETES second. We acknowledge that playing a sport at Martha's Vineyard Regional High School is a huge commitment. Team members will miss school classes almost weekly, have long days when traveling and most weekends there are either practices or games to be played.

The athletic department and its coaches firmly believe that academics are the priority, therefore the following protocol is in place to help the students and parents understand this philosophy.

- If a student/athlete is in need of making up class work, making up a test or getting extra help from a teacher, they can do so after school.
- If the team is scheduled to practice then the student/athlete will be excused from that part or entire practice and it will be considered an excused absence.
- The student/athlete should return to practice with a note from the teacher excusing them due to the after school extra help. The note should be dated and have the time the session ended.

- If the student/athlete gets out of the after school help, and practice is still in session, they should report to practice and participate in the remainder of that practice session. If they do not return to practice, when they could have, then that part of practice may be considered unexcused.
- IF possible, the student/athlete should try to inform the coach ahead of time so the coach knows why they are not at practice.
- A student/athlete will not be punished or lose playing time due to getting after school academic help for the time missed.

## **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 suspended out-of-school (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. Unexcused 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 specifi-

cally 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/guardian.
- 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 any time after the first game of a season, the coach must notify the Athletic Director and parent/guardian immediately. The Athletic Director or coach will also inform the Principal of any student dismissal. If the parents/guardian 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 boat departure. Buses will be provided to transport students needing a ride to the 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 19<sup>th</sup> birthday occurs on or after September 1<sup>st</sup> of the current academic year.
- Students are eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8<sup>th</sup> 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 SIGN-UPS**

The student must sign up with the coach prior to 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
- Pre-season meeting dates will be announced for each sports season during school. 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 has the 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, boys and girls swimming 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 parent/guardian.

## **SCHEDULE**

Game schedules can be found on line at [www.mvrhs.org/vineyarders](http://www.mvrhs.org/vineyarders).

## **SPORTS PHYSICAL EXAMS**

All physicals must be given to the school **nurse** by the student, parent or guardian. All current 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 whose physical expires during the season must present a new physical to the nurse prior to the expiration date, (13 months after the physical was performed) or they will be deemed ineligible and will not be able to practice or compete in athletics. 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.

## **ATHLETIC 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 athletic 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 athletic trainer of the injury. If there are any questions regarding the status of an injury or treatment please contact the athletic trainer at ext. 218. The athletic 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.