

**MVRHS STUDENT
HANDBOOK
2014 – 2015**

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

I would like to take this opportunity to welcome you back to a new school year at MVRHS. For those of you attending our school for the first time, you are about to embark on an experience filled with caring teachers, helpful staff, new friends, and many new life experiences; enjoy all of them.

In the pages that follow you will find many of our school's policies, procedures, and rules. We ask that every parent and student take the time to acquaint yourself with these, as they will play a vital role in your school experience. Some of the major areas of coverage are: academics, sports, discipline, medical procedures, and, of course, policies and procedures. Many of these areas are contributed to by State and Federal law, School council, School Committee, and all active stakeholders in the High School.

This handbook is, in fact, a contract between the parents and students and the school. We will ask that all parents indicate through the Data Verification process that they have, in fact, read the handbook and understand it. If you have any questions, please feel free to contact us at any time. The handbook is given to each student on opening day and is also available for your viewing on our school website, www.mvrhs.org, and on Edline.

As this new year begins, we ask that we all work together in an atmosphere of mutual respect and caring to make our High School the best it can possibly be.

Gil Traverso
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

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

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

Phil Campbell, Director of Student Support Services – Section 504

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

Gil Traverso, Principal – Homeless Education

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

DIRECTORY

SCHOOL COMMITTEE

Ms. Roxanne Ackerman	Aquinnah
Mr. Robert Lionette	Chilmark
Ms. Susan Mercier	Edgartown
Mr. David Rossi	Edgartown
Ms. Lisa Reagan (Co-Chair)	Oak Bluffs
Ms. Kris O'Brien	Oak Bluffs
Ms. Colleen McAndrews (Chair)	Tisbury
Ms. Janet Packer	Tisbury
Mr. Dan Cabot	West Tisbury

SCHOOL COUNCIL

Mr. Gil Traverso	Principal
Ms. Janet Hurley	Parent
Mr. Gil Jacobs	Parent
Ms. Michele Moore	Parent
Mr. Tom Wallace	Parent
TBD	Student Representative
TBD	Student Representative
Mr. Josh Burgoyne	Teacher
Ms. Juanita Suarez-Espino	Teacher
Ms. Debra Swanson	Teacher
Mr. Michael McCarthy	Guidance Director
Ms. Annie Bresnick	Parent
Ms. Injy Lew	Community
Mr. Rufus Peebles	Community
Ms. Jacquie Callahan	Community

ADMINISTRATION

EXT.

Superintendent		Dr. James H. Weiss
Principal	163	Mr. Gil Traverso
Assistant Principal	293	Mr. Andrew Berry
Assistant Principal	118	Ms. Elliott Bennett
Finance Manager	112	Mr. Mark Friedman

DIRECTORS**EXT.**

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. Nancy Dugan
Technology Director	138	Mr. Woody Filley
Vocational Director	122	Mr. Robert "Ty" Hobbs

DEPARTMENT HEADS**EXT.**

Art	190	Mr. Chris Baer
English	158	Mr. Dan Sharkovitz
Math	178	Mr. Doug DeBettencourt
Music	148	Ms. Jan Wightman
Physical Education		Ms. Kathy Perrotta
Science	229	TBD
Social Studies/History	181	Dr. Elaine Weintraub
World Language	141	Ms. Justine DeOliveira

FINANCIAL**EXT.**

Bookkeeper	113	Ms. Linda Habekost
Payroll	294	Ms. Maureen Fitzgerald

SCHOOL SERVICES**EXT.**

Adjustment Counselor	291	Ms. Amy Lilavois
Adjustment Counselor	174	Mr. Matthew Malowski
Cafeteria		Ms. Bernadette Cormier
Custodians	128	Mr. Tom Church
Library	124	Ms. Kevin McGrath
Scheduler	224	Ms. Judy Pizzella
School Nurse	116	Ms. Linda Leonard
Technology	254	Mr. Richard Hammond
Transportation	253	Mr. James Flynn

SECRETARIES**EXT.**

Principal	126	Ms. Ruda Stone
Assistant Principals	114	Ms. Dawn Feinsmith
Guidance	222	Ms. Bonnie Tilton
Guidance	121	Ms. Cindy Grant
Special Education	136	TBD
Receptionist/Attendance	110/235	Ms. Inez Montanile

MVRHS 2014 – 2015 CALENDAR

2014

Aug 28 & 29.....	New Teachers Orientation/Workdays
Sept 1.....	NO SCHOOL – Labor Day
Sept 2 & 3.....	Staff Preparation/Orientation
Sept 3	School Opens – 9 th Grdrs Only (1/2 Day) 12 Dismiss
Sept 4	Schools Open – All Students
Oct 2	Back-to-School Night (7 PM)
Oct 10	NO SCHOOL – Staff Development
Oct 13	NO SCHOOL – Columbus Day
Nov 11	NO SCHOOL – Veteran’s Day
Nov 17 – 21.....	Parent/Teacher Conf. (1/2 Days) 12 Dismiss
Nov 26 – 28	NO SCHOOL – Thanksgiving Recess
Dec. 23	½ Day of School-11 AM Dismiss
Dec 24 – Jan 2	NO SCHOOL – December Recess

2015

Jan 1 & 2	NO SCHOOL – December Recess
Jan 5	School Reopens
Jan 19	NO SCHOOL – Martin Luther King, Jr. Day
Jan 20, 21, 22 & 23	Mid-Term Exams (1/2 Day) 12 Dismiss
Feb 16	NO SCHOOL – President’s Day
Feb 23 – 27.....	NO SCHOOL – Winter Recess
Mar 10	Staff Development (1/2 Day) 11 AM Dismiss
April 20	Patriots Day Observed
April 20 – 24	NO SCHOOL – Spring Recess
May 25	NO SCHOOL – Memorial Day
May 27	Staff Development (1/2 Day) 11 AM Dismiss
June 2, 3, 4 & 5	Senior Exams
June 14	MVRHS Graduation (Tabernacle)
June 16, 17, 18 & 19.....	Final Exams (1/2 Day) 12 Dismiss
June 22	Last Day of School**
June 29	Last Day of School with Five (5) Snow Days

**** NOTE:** 186 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 181 student school days.

2014 – 2015 BELL SCHEDULES

Pending Decision: This Schedule May Include Homeroom Every Day of the Week

Homeroom Days (Monday)

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

Non-Homeroom Days(Tu-Fri)

7:35 – 7:40 1st /Tardy Bell
 7:40 – 9:15 1st Period
 9:15 – 9:20 Passing Time
 9:20 – 10:45 2nd Period
 10:45 – 10:50 Passing Time
 10:50 – 10:55 Lunch Per Attd
 10:55 – 11:15 1st Lunch
 11:15 – 11:35 2nd Lunch
 11:35 – 11:55 3rd Lunch

 11:55 – 12:15 4th Lunch
 12:15 – 12:35 5th Lunch
 12:35 – 12:40 Passing Time
 12:40 – 2:05 4th Period

PERIOD ROTATION (EIGHT DAY)

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

Vocational Blocks: B-C & F-G

Exploratory 9th Grade: A Block

Vocational 10th - 12th Grade: E Block

ASSEMBLY DAY SCHEDULE

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

2014 – 2015 SCHOOL CALENDAR – Cycle of Weeks

September

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

October

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

November

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

December

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

January

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

February

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

March

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

April

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

May

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

June

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

Holiday and Vacation Days – 9/1, 10/13, 11/11, 11/26-11/28, 12/23 (1/2 Day), 12/24 -1/2, 1/19, 2/16, 2/23-2/27, 4/20-4/24, 5/25

Teachers' Professional/Staff Development Days – (1/2 days) 3/10 & 5/27

Teachers' Professional/Staff Development Day – 10/10 (School Closed)

* - Staff Preparation/Orientation – 9/2 & 9/3

** - 9th Graders Only – 9/3 (1/2 Day)

*** - Make-Up Exams/Last Day of School – 6/22

**** - Last Day of School w/ 5 Snow Days – 6/29

INSTRUCTIONS TO CREATE YOUR EDLINE ACCOUNT AT MVRHS

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 Edline.

Edline is the school's source of on-line information about your child. Here you will find all information about your child's academic life at school. In addition, interim and behavior reports are posted here. It is also the vehicle the school uses to collect important information that will allow your child to participate in extracurricular activities. Please follow the steps below to activate your account and your child's account. His/her schedule, teachers, and other important information will be easily accessible.

1. To activate your parent and/or student accounts, please connect go to **www.edline.net**.
2. Click on "click here" below the words "activate an account" on the main screen. Enter the activation code provided to you by letter. Parents use the parent code and students use the student code when activating accounts. Please contact the technology department at (508) 693-1033 x138 or e-mail Woody Filley at woodyf@mvyps.org if you do not have your activation codes.
3. Once the parent code is entered you should see your child's name below the activation code box. Click to confirm your child's name and begin the account creation process. If the name does not match your child's, please contact the high school tech department at (508) 693-1033 ext. 138.
4. After agreeing to the terms of the account, Edline will ask parents if you already have an account.
 - If you already have an Edline account associated with another child attending MVRHS, you will want to combine your accounts. Select "combine accounts" here so that you can access all of your children's information with one log in.
 - If this is your only child at MVRHS select the "new account."
5. If you selected "combine account" you will be asked for your account login name and password. Otherwise, for new accounts, you will need to create a screen name and password for your account and enter your full name which helps us identify you.
6. On the next page you will enter your e-mail address, e-mail permissions, and a security question. Please consider answering yes to allow e-mails to be sent to you

when updates are made to your child's account and to allow teachers and staff to e-mail you via Edline. You can change these settings in the future, but we are hopeful that this permission will help us keep in touch with you about your child's high school activities and performance in a more efficient manner. We also use phone numbers for our Emergency Notification System. This system is used for Snow Day closings, urgent messages, and short notice items.

7. Once you have gone through this process you will be taken to a page where you can access a number of documents which will help guide you through Edline. If you have any questions, you can contact the technology department at (508) 693-1033 ext. 138 or e-mail Woody Filley at woodyf@mvyps.org.

II. ACADEMICS

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

MCAS REQUIREMENT

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

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

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

EXAMINATIONS

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

HONOR ROLL

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

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

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

NATIONAL HONOR SOCIETY

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

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 students, along with counselor, must then meet with the Principal. Approval will be based on a student's past academic performance and ability to complete requirements for early graduation with a high scholastic performance.
3. The Principal 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 be approved, a letter of approval will be sent to the student, the counselor and the parent or guardian.
5. Any student failing to complete all conditions to begin the program will thereafter be required to carry the normal academic load of at least seven (7) courses.

HONORS 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.

III. ATTENDANCE AND TARDINESS

ABSENT OR TARDY TO SCHOOL:

1. Parents or guardians should call the school at **693-1033 ext. 235, or for Portuguese speaking parents, ext. 277**, to report an absence the day before or the day of an absence.

2. The attendance officer will telephone the parents of any student for whom no call has been received.

TARDY TO SCHOOL:

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.
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 instance. Eleven or more tardies in a quarter results in a meeting with the Student Support Team (SST).
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. Parents or guardians must submit a written or emailed explanation to the

school within (3) three days of the absence. 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 office.
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 confer with teachers in regard to making up any work that is missed through being absent. Work missed because of absence due to extra-curricular activities, illness, suspension, etc., is required to be made up no later than five school days or at the teacher's discretion. 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 will lose discipline points and must make up the work missed according to the teacher's designated time frame or receive a zero (0).
- Any student who does not stay after school for a teacher will accrue discipline points and be assigned a class cut after school detention.

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

TARDY TO CLASS OR LEARNING CENTER

1. Students tardy to class or learning centers need a note from the teacher to be excused.
2. Unexcused tardiness will be reported to the administration via electronic attendance.

DISMISSAL FROM SCHOOL

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

LAW FOR 18 YEAR OLDS

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

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

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

PERMANENT WITHDRAWAL FROM SCHOOL

No student 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

IV. CODE OF CONDUCT

BACKGROUND

The purpose of the MVRHS Code of Conduct is to promote good citizenship in a diverse school community. Our aim is to prepare students for ethical behavior in the larger community, to ensure a safe learning environment for everyone, and to educate students through positive relationships among staff and students. To those ends, the school's Code of Conduct supports the core values of the institution as described in this Handbook.

This Code of Conduct is developed and revised by the administration with recommendations from the Student Council and approval from the School Advisory Council and the School Committee.

GENERAL CONDUCT

All students are expected to conduct themselves in a manner consistent with the core values of the school. These expectations apply to any and all school activities and programs, including transportation to and from these events. The Code of Conduct also includes daily school bus transportation, beginning and ending at the school bus stop.

DRESS EXPECTATIONS

Students are expected to wear clothing that is respectful of themselves and others and is conducive to an educational environment. Any student whose dress is disruptive to the educational environment may be asked by the administration either to change or go home.

DISCIPLINE PROCEDURES

The school administration is responsible for implementing responses to infractions of the Code of Conduct. The Principal has the option to exercise his or her discretion in

all cases.

Most behavior issues will be handled directly by the teacher or staff member involved and may or may not warrant a referral slip. A warning may be issued to a student and will be recorded on the referral slip. The intervening adult will have a discussion with the student about the infraction and will also contact the parent if warranted. These conversations will be noted on the referral slip and entered into the student's data base.

Process For Suspected Violation of a 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. Both the legal guardians and the police may be called to the school to process the complaint. The school's response to the infraction will be guided by the Student Handbook.

In addition to school property, school grounds include the bus and the bus stop and its vicinity. School grounds also include the times and places when a student is attending a school sponsored event such as a field trip or an athletic event.

Searches:

When there is a reason to believe (suspicion) that a student may have stolen property, illegal substances or items considered to be dangerous contained in his/her desk, locker, bags, clothing, person, or vehicle on school grounds, the school Principal or his/her designee may conduct a search of these items.

Student Lockers:

Storage of contraband (e.g. weapons, narcotics, alcohol, and stolen property) in school lockers is illegal. Lockers are provided for use consistent with legitimate school functions. Lockers are subject to inspections to insure compliance with the law and school policies. Students are responsible for their own locker and its contents. Each student will be assigned both a locker and a lock. Students may waive their right to a locker.

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

Re-Entry Following Suspension From School:

Re-entry returns the student to his/her regular school program. When a student returns to school following suspension, a re-entry meeting may be held involving 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 (I.E.P.) or 504 Plan will indicate whether the student can be expected to meet the regular Code of Conduct. Any modification applicable to the Code of Conduct is written into the student's I.E.P or 504 Plan.

In the event that a student who has an I.E.P. accumulates ten (10) suspension days in a school year, a manifestation determination meeting is held with the Director of Special Education and all relevant personnel. If it is determined that the student's misconduct was related to his/her disability, the I.E.P. may be modified to reflect a new program designed to meet the student's needs. This process assures a student's continued attendance in an educational program. It also provides flexibility for the School to respond to behavioral infractions.

The outcome of the manifestation determination meeting informs the options for the principal in the subsequent re-entry meeting.

DEFINITIONS

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: community service approved by the school, required substance abuse counseling, other counseling as needed, 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 Edline or Guidance, tutoring provided in a neutral setting, on-line course work.

Detention: An accumulation of 20 points results in an after school detention. After school detention is held from 2:15 to 3:35 generally on every day of the week except Wednesday. 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: 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 service in some capacity in lieu of remaining in the detention room.

School Day Detention (SDD): A student is required to spend the day in the detention room for the day into the supervision of the SDD monitor. The student spends the day in a separate, supervised room at which time the student works on his/her assignments.

Suspension out-of-school (O.S.): Supervision means a student is removed from school into the supervision of a parent or guardian. Supervision 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 or 37H 1/2.

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 may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

CATEGORIES OF OFFENSES

Under the Code of Conduct there are five levels of offenses. Level one, level two, level three, level four and level five. Each offense will affect the quarterly report card discipline grade and result in administrative action. The categories appear on a behavior referral slip used to record infractions to the “Code of Conduct.”

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

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

Level Four: (-30 points and possible suspension up to 10 days, School Day Detention, or Behavioral Support Plan)

1. Deliberate and serious destruction of property
2. Theft or second offense academic dishonesty
3. False alarms, setting fires, firecrackers, etc.
4. Use or possession of alcohol on school grounds and/or functions.
5. Use or possession of tobacco, including e-cigarettes, on school grounds and/or functions
6. Threatening or inflicting bodily harm, fighting
7. Failure to follow the directive of a school staff member or violating suspension rules
8. Lying to a staff member
9. Direct verbal abuse, intimidation or physical abuse of a student or staff member.
10. Violation of state laws, e.g. hazing, smoking, terrorism, bullying etc.
11. Any student who significantly disrupts the school climate through action or speech.
12. Failure to provide name to a staff member when asked
13. Violation of mobile technology rule (3rd offense-1 day of SDD)
14. Cutting school
15. Excessive points

Level Three: (-20 points after school detention or other appropriate action by administrator)

1. Leaving school without permission
2. Forging notes, cheating or first offense academic dishonesty

3. Defacing school or private property
4. Misbehavior on field trip or school activity
5. Willful misconduct or violation of mobile technology rule (2nd offense)
6. Not staying after school for teacher
7. Cutting class
8. Level Three-Misc.

Level Two: (-10 points)

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

Level One: (-5 points)

1. Profane language (verbal or written)
2. Food in an unauthorized area
3. School property not returned after warning
4. Being in unauthorized area or in the halls without a pass
5. Tardy.
6. Level One-Misc.

CONSEQUENCES FOR INFRACTIONS:

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

1st – 5th tardies – warnings (no penalty until the 6th tardy)

6th – 10th tardies - 20 points (detention)

11 or more tardies results in a meeting with the Student Support Team (SST)

Detention:

Tardies 6 through 10 (one detention per tardy)

Cut class (1x)

Accumulation of 20 points

Administrative discretion to serve points

Cut detention (1x) will result in another detention plus the one cut

Cutting detention (2x) will result in a Saturday School

Cut detention (3x) may result in SDD, OSS and/or other behavioral supports

Saturday School Detention:

Cut class (2x)

Cut detention (2x)

Cut school

Cut Saturday School

-Serve another Saturday School, plus missed one

-Cut 2 Saturday Schools, may result in SDD, OSS and/or other behavioral supports

School Day Detention: (report to the front office at 7:40 a.m., leave mobile device, and have academic work)

Temporary placement for disruptive students

Possible consequence for other infractions at the discretion of the AP's

Administrative discretion to serve points

Out-of-School Suspension (OSS): parent notified

Egregious behavior

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

Violation of state laws

Administrative discretion to serve points following behavioral support plan

Sexual Harassment/Harassment

1st offense – Warning (meet with equity officer)

2nd offense – Two days of school-day detention

3rd offense – Two days of out-of-school suspension

Bullying/Cyberbullying

1st offense – Two days of school-day detention (meet w/ equity officer and bully trainer on return)

2nd offense – Two days out-of-school suspension (meet w/ counselor on return)

3rd offense – Five days out-of school suspension (with an Expulsion Hearing with the Principal)

Point Accumulations

20 Points Per Quarter	After School Detention
60 Points Per Quarter	May be assigned school day detention or out-of- school suspension
100 Points Per Quarter	A pre-team meeting or administrative action
125 Points Per Quarter	Meets with the Principal
250 Points In a School Year	Meets with the Principal

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 37H $\frac{3}{4}$ of Chapter 71 of Massachusetts State General Law states the following:

Section 37H $\frac{3}{4}$. (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.

Procedures for Substance Abuse Violation

The Martha's Vineyard Regional High School prohibits possession, use, purchase or sale of drugs, alcohol, drug paraphernalia or any controlled substance in any place or vehicle under school jurisdiction and at all school sponsored activities, regardless of location. This prohibition includes all tobacco products, attempted sale, purchase or distributions are likewise prohibited. The goal is to insure a drug, alcohol and tobacco free school environment. There are four distinct categories with respect to substance abuse at MVRHS: Possession of paraphernalia, under the influence, possession of drugs, and distribution.

Non-Statutory Offenses

<i>Offense</i>	<i>Response</i>	<i>Notification</i>	<i>Additional Requirements</i>	<i>Appeal Process</i>
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

Statutory Offenses

Offense	Response	Notification	Additional Requirements	Appeal Process
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

Behavioral Supports

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: community service approved by the school, required substance abuse counseling, other counseling as needed, 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 Edline or Guidance, tutoring provided in a neutral setting, on-line course work, or night school if established at MVRHS.

ACADEMIC HONESTY AT MVRHS

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

Cheating is inconsistent with the values of the school and society. In any of its forms, cheating denies the value of education and is a violation of the school's Code of Conduct. Cheating can take many forms including:

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

The first instance of academic dishonesty may result in a warning. The student will receive a zero grade, a call home to a parent 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 to ensure his/her understanding of academic dishonesty. The second instance of academic dishonesty will result in a zero grade, twenty point disciplinary record, parent contact and exclusion from the honor roll for the quarter in which the infraction occurs. If not signed before, the student will sign a contract stating that he/she understands both the infraction and the future consequences if the behavior is repeated. The next instance will result in a zero grade, a parent 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, and/or removal from the class.

RULES FOR THE USE OF MOBILE TECHNOLOGY AT MVRHS

The rules guiding the use of mobile technology (phones, iPods, etc.) in the school are based on the school's Core Values and Beliefs and 21st Century Learning Expectations and are based on these premises:

- High school is a place where adolescents have the opportunity to learn responsible behavior in many domains in preparation for post-secondary education or the work world. Learning responsible use of technology is part of the high school experience.
- In order to learn responsibility, students should have opportunities to employ technology within reasonable limits.
- Mobile technology (phones, iPods, etc.) can be used responsibly for social or academic purposes.

With these premises in mind, the rules for use of mobile technology in the Martha's Vineyard Regional High School 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 agree-upon and intended use.

While the use of mobile technology for legitimate purposes is encouraged, its use when not appropriate will have the following consequences:

- First offense: The student receives a formal warning recorded in the student's record. Teachers and staff will record the warning in the student's record.
- Second offense: The device is turned in to the office and a parent must come to sign for it. The student is assigned 20 points and an after school detention.

- Third offense: The device is turned in to the office and a parent must come to sign for it and meet with the Assistant Principal. The student is assigned 30 points and one day of school-day detention.
- Subsequent offenses will result in disciplinary action that may include out-of-school suspension and/or surrender of the mobile device during school hours for a period of days.

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 law may result in more serious consequences.

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 afternoon.
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 ends 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 8:15 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 Detention Rules:

1. Students report directly to the Assistant Principal’s office on the morning of the assigned SDD (not to homeroom) and will be escorted to the SDD room

- after they store their mobile technology devices. (phone, iPods, I-Pads, etc.).
2. Prior to serving SDD, students collect assignments from their teachers.
 3. All school rules apply to students in SDD.
 4. Students are expected to remain awake, work on school assignments and not distract other students during SDD.
 5. Students will be escorted to bathroom breaks by the SDD supervisor.
 6. Students will be escorted to the Cafeteria for 1st lunch.
 7. Students will be warned about misbehavior during SDD. If a student fails to follow directions his or her parents 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 or guardian.

POLICIES

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

The following MVRHS policies are included for your convenience here:

VIDEO 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. As part of this process a policy has been developed and is currently under review by the School Committee. Anticipated adoption is September 2014.

BULLYING PREVENTION AND INTERVENTION POLICY

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying/cyber bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to addressing bullying/cyber bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements will be included in the school's or district's Bullying Prevention and Intervention Plan ("the Plan"), which must be finalized no later than December 31, 2010. The Plan will include the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to

prevent bullying/cyber bullying and retaliation, or to respond to it when it occurs. In developing the Plan, schools and districts must consult with school and local community members, including parents and guardians.

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.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds;
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school;

- through the use of technology or an electronic device that is owed, leased or used by a school district or school (for example, on a computer or over the Internet); or
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying/cyber bullying, provides information during an investigation of bullying/cyber bullying, or witnesses or has reliable information about bullying/cyber bullying is prohibited.

Reporting Bullying/Cyber Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying/cyber bullying or retaliation. Reports can be made in writing or orally to the Principal of your local school or another staff member, or reports may be made anonymously.

School staff members must report immediately to the Principal or his/her designee if they witness or become aware of bullying/cyber bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, and paraprofessionals.

When the school Principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school Principal or designee determines that bullying/cyber bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying/cyber bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school Principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying/cyber bullying.

The content of such professional development is to include, but not be limited to: (i)

developmentally appropriate strategies to prevent bullying/cyber bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying/cyber bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying/cyber bullying; (iv) research findings on bullying/cyber bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying/cyber bullying in the school environment; (v) information on the incidence and nature of cyber bullying; and (vi) internet safety issues as they relate to cyber bullying.

Bullying Overview

- **Bullying** - is a term that typically refers to an intentional, repeated, cruel attack on a relatively powerless person, by a relatively more powerful person.
- **Cyberbullying (digital abuse)** - is the same kind of attack [as bullying], but done electronically, rather than in person.
- **Digital conflict** - the people or persons involved have about equal power, or the problem would only involve a one-time angry comment or action above definitions from (Englander & McCoy, 2011, p. 20) from the MARC curriculum.
- **Hostile Environment** - a situation where bullying/cyberbullying created an environment filled with great discomfort that impacted the learning of another student or students.
- **Retaliation** - any form of negative or angry attack to someone who reports bullying/cyberbullying, or has given information during an investigation, or has witnessed bullying/cyberbullying.

Additional information about the school's or district's Bullying Prevention and Intervention Plan will be made available when it is finalized.

INTERNET ACCEPTABLE USE POLICY

Definition of Networks and Systems Covered Under This Policy

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

Guidelines

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

A. GENERAL

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

B. SECURITY

1. Use only account(s) assigned to you.

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

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

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

D. RESPONSIBILITIES

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

E. PENALTIES

1. Any user violating these provisions may lose network privileges temporarily or permanently.
2. Users are subject to all other rules and laws applicable when using these networks, and may be punished under MVPS regulations, as well as criminally prosecuted.
3. Users may be held responsible for any financial costs incurred as a result of malicious or intentional actions that cause damage to any aspect of the networked system.

- School and district administrators will make the final determination on what constitutes unacceptable use. They will handle all punishments covered under this policy and school regulations.

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

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

STUDENT SIGNATURE

STUDENT-PRINTED NAME

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

PARENT/GUARDIAN SIGNATURE
NAME

PARENT/GUARDIAN - PRINTED

(if child is under 18 years of age)

DATE

V. EXTRA-CURRICULAR ACTIVITIES AND SCHOOL TRIPS

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 class advisor, Assistant Principal and/or the Principal. A request for an intended or proposed activity must be filed one week in advance. Class advisors, one or both, must always be present when a group of students meet to prepare for or conduct an activity.

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 clubs 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 Club
One World Club
Drama
Fishing Club
Film and Video Club

CLUBS (PARTIAL LIST-Continued):

Kendo Club
Minnesingers
Model UN
Forensics Club
Sea Breezes
Snow Club
The High School View Newspaper
Yearbook

FIELD TRIPS

The Martha's Vineyard Regional High School encourages experiential education through field trips, important complements to the regular classroom program.

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: Any overnight, international, or interstate travel requires School Committee approval. 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.

Eligibility: For class time trips, academic eligibility does not apply. For all other field trips, students must meet academic eligibility requirements 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 has been completed.

A student may choose only one exchange trip or tour per school year which requires them to miss school for more than one day. Students who wish to attend a second trip must apply to the Principal in writing at least 60 days in advance of the trip.

All school rules apply on any school activity off of 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.

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.

PSYCHOLOGICAL AND EDUCATIONAL ASSESSMENTS

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

In addition to these referrals, the Guidance Department is able to utilize the services of many community agencies, such as the Island Counseling Center, the Connect to End Violence, and the Massachusetts Department of Social Services in cases requiring psychological assessments.

COURSE SCHEDULING PROCESS

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

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 homeroom teachers to go to the Guidance Office. The Guidance Office will schedule a time for an appointment and give the student a pass,

and then give the students a separate pass to go to his or her first period class.

The final date for schedule changes will be the Friday of the first full week of each semester.

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

POLICY GOVERNING SCHEDULE CHANGES

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

1. Student wishing to drop a course without a penalty of failure must do so within the first three weeks of the course starting date. If the student is failing the course, they will receive a WF on their transcript. It is the discretion of the head of the Guidance Department to issue a mark of W (withdrawn) or WF (withdrawn – failing).
2. 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. Within three (3) weeks of the end of the quarter, students must make a decision. 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. All academic changes must be signed.
5. Only upon the return to Guidance of the Program Change Request Form properly signed by all specified individuals, will the change become effective. Changes become part of the computerized *Grade Quick* program used by teachers.
6. 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, adminis-

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

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

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

STUDENT ADMISSION AND ORIENTATION

Students new to the Vineyard

1. Must satisfy our residency requirement.
2. Prior to registration guidance should have an official copy of the student's transcript and health records.
3. The new student must be registered in person and accompanied by parent or guardian.
4. The student will normally begin attending classes the day after registration. This is to allow receiving teachers to verify space, textbook, etc.
5. 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. SCHOOL SERVICES

HEALTH SERVICES

To contact the nurse:

Telephone: (508) 693-1033 ext. 116

Fax: (508) 696-6042

Website: 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 central office. The role of the nurse is to facilitate health and wellness so each student has the opportunity for academic success. We encourage parental communication, questions and concerns.

Parents must provide or update their child's medical information to the school, through the parent's Edline account, within the first 5 days of entering the high school each school year. All information is kept on file in the nurse's office.

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

Some of the responsibilities of the nurse include the following:

- Provides **first aid** for injuries
- Nursing **assessment** for illness
- Nursing **interventions** for chronic health concerns
- **Referrals** for medical intervention
- **Dismissals for illness** will be handled by the school nurse who will contact parent or guardian and make arrangements for the dismissal
- When a student is **dismissed for a medical appointment**, the school nurse must receive a written note or phone call (note is preferred) from the parent or guardian prior to being excused. The student should obtain documentation of the appointment from the medical provider and turn this in to the school nurse when returning to school.
- **Individualized Health Care Plans (IHCP)**. When a student has a specialized medical need or diagnosis which must be assessed, managed and monitored in school, such as a life-threatening allergy or diabetes, the nurse in

collaboration with the student, the student's parent or guardian, and primary care provider's orders, a IHCP is developed.

- **Medication Administration:** No student may be in possession of ANY medication on school grounds

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

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

EXCEPTIONS may self-administer prescription medications:

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

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

- **Access to Local Health Care:** The school nurse is a vital link for identifying health resources and community services.

- **Nurse as an Educator:** The school nurse teaches students, parents and staff about health and wellness issues and strives to promote understanding of students' health needs.
- **Communicable Disease Control:** Ensures adherence to Massachusetts immunization requirements and monitors infections and other diseases. Students entering MVRHS for the first time are required upon admittance to present a physician's certificate verifying updated immunizations in accordance with the Department of Public Health.
- **State Mandated Screenings:** All students will receive the following screenings unless 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.
 - Scoliosis: 9th Grade Only
 - Vision, Hearing, Height, Weight and Body Mass Index (BMI): 10th grade only.
- **Physical Exams.** 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

Sports Physical Exams: - (See Athletics Section IX. Pre-Season Eligibility Requirements)

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:

1. 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

2. MVRHS follows the Massachusetts Interscholastic Athletics recommendations:

All students must pass a sports physical examination within thirteen months of the start of each season Sports Physical Exams must be performed by a duly registered physician, Physician's Assistant, or Nurse Practitioner.

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.

Per State Law 105 CMR 201.000; student athletes must also submit a state mandated concussion history form prior to each sports season. Please refer to the ImPACT section on the nurse's site to access the Concussion Form.

In order to be cleared for sports the following must be on file:

Current Sports Physical - turn in to School Nurse or Athletic Trainer

Pre-Participation Head Injury/Concussion Reporting Form - turn in to School Nurse or Athletic Trainer

Medical Information - submitted on Edline

Athletic Travel Form - turn in to Athletic Trainer

ImPACT Baseline Test (taken once in 4 years) - administered by Athletic Trainer

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.

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.

VIII. PROCEDURES AND INFORMATION

ANNOUNCEMENTS

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

ASSEMBLIES

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

CANCELLATION OF SCHOOL

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

CLASSROOM

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

CORRIDORS

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

DELAYED OPENING

If weather forecasts indicate clearing weather during the morning, we may have a

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

EARLY DISMISSAL PROCEDURE

If it becomes necessary to dismiss school early because of deteriorating weather conditions or some other emergency, the early dismissal announcement will be made over Radio Stations WMVY and WORC and over the Island Communications Center Network Broadcast. On stormy days parents are urged to listen for these announcements, which will be made at or before 12 Noon.

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

FIRE DRILL

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

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

HOMEROOM

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

LEARNING CENTERS

Learning centers are provided during school hours to assist students with their school

work when possible. The learning centers are organized by subject area, so students can receive assistance from a certified teacher in an area where they need help.

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

LOST AND FOUND (LOST BOOKS)

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

LUNCHESES, FOOD, BEVERAGES

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

PARENT CONFERENCES

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

PRINCIPAL'S OFFICE

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

SCHOOL DAY

The school's responsibility for students ends at the conclusion of the regular school day or school-sponsored activity, i.e. dance, game. The regular school day is from the

time the student boards the bus until the student leaves the school bus. For juniors and seniors who drive to school, this will be from the time the student arrives on campus until the student leaves the campus at the conclusion of the school day.

SKATEBOARDS

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

SMOKING POLICY

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

STUDENT PARKING

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

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

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

Parking on campus without a valid permit, either issued or on display, will result in a first time consequence of a warning slip placed on the student's car. The second offense of parking on campus without a permit will result in loss of parking privileges

for the remainder of the grading period. A third infraction will result in the loss of parking privileges for the remainder of the school year.

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

TELEPHONE

Telephones are available to students in the main office and at various locations throughout the building, including pay phones. A student is generally not permitted to answer calls in the main office from individuals other than parents, guardians, or persons who have charge or control of the student. (Unless there is an emergency, parents are asked to refrain from telephoning students at school or leaving telephone messages to be delivered to them.) All telephone contact with students must be done through the main office; please refer to the Mobile Technology rules on pages 39-40 of this Handbook.

VISITORS

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

IX. ATHLETICS

PHILOSOPHY

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

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

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

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

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 includes those of the Massachusetts Interscholastic Athletic Association (MIAA) for interscholastic athletics. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to four one year English courses. A student remains eligible by passing **four 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.

PRE-SEASON ELIGIBILITY REQUIREMENTS - (See School Services Section VII. Health Services, Physical Exams)

Prior to any athlete being cleared to participate in athletics they must be academically eligible (see Student-Athlete Responsibility/Academic). The following needs to be on file with the Nurse prior to participation in athletics:

- Updated Sports Physical (has to remain current throughout the entire season).

- Medical information form has to be completed on Edline (can only be accessed through the parent's Edline account)
- Athletic Travel Form
- Pre-Participation Head Injury/Concussion Form

Each student athlete will have to have on file with the athletic trainer a Baseline Neuro-Cognitive Test. At the outset of each season the athletic trainer will schedule a test for each team. Each athlete will only have to take the Baseline Test once at the outset of their career. If they receive a concussion subsequent Neuro-Cognitive Tests will be used to establish a return to Baseline.

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. Un-excused absences are grounds for dismissal. Excusable absences are academic, religious, medical or family-emergency.

AWARDS NIGHT

Awards night is considered part of the seasonal obligations for the coach and the student athlete. In order to receive an award or a certificate the student must have

finished the season academically eligible and as a member in good standing with the team. The student athlete must also be in attendance for the presentation of awards. Exceptions must be approved by the coach, Athletic Director or an administrator.

CHEMICAL HEALTH

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

62.1 From the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. This MIAA statewide minimum standard is not intended to render “guilty by association”, e.g. many student athletes might be present at a party where only a few violate this standard.

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

PENALTIES (MINIMUM):

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

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be

truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

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

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

CONFLICT RESOLUTION

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

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

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

DEBT LIST

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

DISMISSAL FROM TEAM

If a coach requests dismissal of a student from the team or if a student quits the team

any time after the first game of a season, the coach must notify the Athletic Director and parent immediately. The Athletic Director or coach will also inform the Principal of any student dismissal. If the parents would like to contest the dismissal they should follow the proper steps. Please refer to “Conflict Resolution” section.

DISQUALIFICATION

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

DRESS CODE

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

EARLY DISMISSAL

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

FAN RESPONSIBILITY

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

LATE BUS

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

LOYALTY (MIAA Rule 52)

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

MIAA RULES

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

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

MISSED CLASSES REQUIREMENTS

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

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

PRE-SEASON 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 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 parents.

SCHEDULE

Game schedules can be found on line at www.highschoolsports.net.

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). Student's 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.