

Dracut Senior High School Core Values and Beliefs

The Dracut High School community is committed to challenging all students with a rigorous curriculum within a safe, healthy, and positive environment. Our primary goal is for students to become lifelong learners in a changing world. We believe in promoting personal responsibility, self-respect, tolerance, and integrity while preparing all students for 21st century success. We embrace and value diversity. We advocate environmental and global awareness. We offer various opportunities for all students to thrive and succeed, in and beyond the classroom, so that they may become informed, productive citizens. We encourage our students to take pride in their identity and the Dracut community as they strive toward maximum personal growth.

21st Century Learner Expectations

The Dracut High School students will be able to perform the following skills:

- Speak effectively
- Write effectively
- Read, view, and interpret a variety of media effectively
- Demonstrate financial/business literacy
- Utilize an array of methods to research, analyze, and problem solve
- Use technology effectively and responsibly
- Demonstrate cultural literacy
- Practice personal wellness and social responsibility
- Promote civic responsibility regarding issues facing our community and the world today

The Dracut High School graduate will have a working plan for post-high school life.

Approved by Dracut High School Faculty and Dracut School Committee, October/November 2009.

SUPERINTENDENT of SCHOOLS

Dr. Stacy L. Scott

DRACUT SCHOOL COMMITTEE

Mr. Matthew Sheehan, Chairperson
Mrs. Bonita Elie, 1st Vice Chair
Dr. Michael McNamara, 2nd Vice Chair
Mr. Ronald Mercier II
Mr. Michael Miles

PRINCIPAL OF DRACUT HIGH SCHOOL

Mr. James Generoso

VICE PRINCIPALS

Mr. William Nunnally
Mr. William Vogel

Welcome to Dracut High School! While within these walls you will be exposed to a vast amount of learning. What you take away will be up to you. Take advantage of the opportunities presented to you, listen, learn, and make friends. Be involved in your high school. Your rewards will be great!

SCHEDULE

Attendance is taken in first period class.

	Monday, Wednesday, & Friday	Tuesday & Thursday
Homeroom	7:20 - 7:25	7:20 - 7:25
1st Block	7:29 - 8:19	7:29 - 8:19
2nd Block	8:23 - 9:13	8:23 - 9:13
3rd Block	9:17 -10:43	9:17 -10:49
Lunch A	10:47-11:12	10:53-11:18
Lunch B	11:12-11:37	11:22-11:47
Lunch C	11:37-12:02	11:51-12:16
4th Block	10:47-12:02	10:53-12:16
5th Block	12:06-12:56	12:20- 1:50
6th Block	1:00 - 1:50	

BLOCK	MON	TUES	WED	THURS	FRI
1	B	A	A	B	A
2	C	C	E	C	B
3	A	B	C	D	E
LUNCH (4)	D	E	D	E	D
5	F	F	F	G	F
6	G		G		G

Students are assigned a lunch during D & E block.

The third block each day is 90 minutes.

On Tuesdays and Thursdays the 5th block is 90 minutes.

Students report to Homeroom by 7:20 am or they are marked tardy.

NOTICE TO PARENTS/GUARDIANS

Please be advised that the Dracut Public Schools will provide copies of all official correspondences and documents (in languages other than English) to parents who require this service. Kindly inform the building principal if you are in need of this accommodation.

AVISO A TODOS LOS PADRES Y GUARDAS

Aconsejese por favor que las escuelas publicas de Dracut proporcionaran a las copias de todas correspondencias documentos oficiales (en lenguajes excepcion del ingles) a los padres que requieren este servicio. Informe amablemente al principal del edificio la escuela de su ni no si usted esta en necesidad de esta comodidad.

DRACUT PRIDE

Dracut High School is a fantastic place to be! While within these walls you will be exposed to a vast amount of learning; what you experience will be up to you. The opportunity exists for you to explore a variety of activities, meet new friends, excel in classes, and be a participant in shaping your own future! You come in as ninth graders and graduate as mature young people ready to enter college, the armed services, or the work force of our community and nation. The opportunities for a successful high school career rest in your hands. Your responsibility is to be on time, be present, and be involved. Dracut High School faculty and staff all have a common goal: to help **you** be the best **you** can be. There are so many activities at Dracut High School there is surely something to interest you. Whether it be performing in the band or athletic events, serving on the yearbook, involving yourself in *Renaissance*, becoming a member of a club, engaging yourself in the school plays, or writing for the school newspaper, we urge you to become involved. By doing so you will enhance your own high school experience, be a better student, a more productive graduate, and make many lasting friends along with tremendous memories to carry you through life.

STUDENT PRIDE

Students entering DHS find a world full of challenges and opportunities. The school climate encourages each student to explore, meet new people, make new friends, learn about a multitude of academic subjects as well as be able to participate in many co-curricular activities. With this increased opportunity comes increased responsibility. **Responsibility rests with you, the student.** It includes conforming to the discipline code and educational expectations of Dracut High School, including attendance and punctuality. **Students are responsible for the following:**

- **being respectful** to all others and respecting property.
- recognizing the differing styles of teachers and adapting to these styles.
- spending time on homework each night or reading for a comparable amount of time, free from distractions to foster good study habits.
- seeking out teachers for extra help and asking questions when something is not understood.
- doing homework in the proper format and on time.
- recognizing the importance of homework as an extension of classroom learning.
- being in the proper place at the proper time, including being present and on time for school and classes, extra-help sessions, detentions, or other scheduled events.
- returning library books, textbooks, and for bringing in absence and dismissal notes promptly when required.
- pride in personal appearance.

PARENT PRIDE

Parents are extremely important in the educational process, especially at the high school level. Working together will help assure a comprehensive education for your child. Parents need to help their children continue their formal education at home by being

- supportive
- providing a quiet place to study
- checking the work of the student
- communicating with teachers

Communication between home and school is important in the educational process. Parents are urged to visit during the Curriculum Night in September and the Open House in November. The high school has a web site that posts important calendar dates and events. Please visit at www.dracutpublicschools.net.

SHARED PRIDE/CONFERENCES REWARDING PRIDE

Dracut High School is a *Renaissance* school. This school program recognizes, respects, reinforces, and rewards excellence in academics, attendance, punctuality, and behavior. *Renaissance* status involves good grades, excellent attendance and punctuality, and positive behavior.

- Gold High Honors 0-1 Absences 0-2 Tardies
- Silver Honors 0-2 Absences 0-3 Tardies
- Green Perfect Attendance 0 Absences 0 Tardies

VISITORS

Visitors must sign in at the front lobby desk and receive a visitor identification badge that needs to be worn while in the school.

TELEPHONE NUMBERS

Principal	Mr. Generoso	978-957-1500 X 5002
Vice Principal	Mr. Nunnally	978-957-1500 X 5001
Vice Principal	Mr. Vogel	978-957-1500 X 5003
Main Office		978-957-1500
Guidance Office		978-957-9710
High School Fax Machine		978-957-9717
School Nurse		978-957-1500 X 5201
Athletic Director		978-957-1500 X 1805
Athletic Director Office		978-957-1500 X 1804
Superintendent of Schools		978-957-2660
Secondary Curriculum Coordinator		978-957-2617

Follow the instructions in the voice mail system to contact an individual teacher or staff member.

ACADEMIC AND ATTENDANCE REQUIREMENTS

GRADUATION REQUIREMENTS

A student must attend Dracut High School for four years and earn enough units of credit each year to complete 22 units of course work in order to graduate. Specific requirements include:

Four (4) years of attendance in grades 9-12.

Passing of Massachusetts Comprehensive Assessment exams.

3.0 units Science	4.0 units Social Sciences	1.0 unit Wellness
3.0 units Mathematics	1.0 unit Foreign Language	4.5 units English

Students must enroll in at least 7 course units and pass 5.5 units each year in order to be promoted. Students must pass the Massachusetts Comprehensive Assessment System exams in order to receive a diploma. **Credits are earned when (a) the student earns a passing grade, and (b) the student is in compliance with the attendance policy. A student who does not pass a required course must retake the course.**

In order to participate in the DHS Graduation Ceremony, students must fulfill all the above requirements by the end of the senior final examination period that year. Any senior who has not met these requirements may appeal his/her situation to DHS administration for review. Appeals will only be heard if the student is capable of attaining graduation status by completing summer school. Typically this is a maximum of two (2) credits.

REPORT CARDS & PROGRESS REPORTS

Report cards and Progress Reports are each distributed four times a year in the student's Homeroom. Midterm and final exam grades are also included on the report cards, as well as the number of absences, tardies, and dismissals. Letter grades are used to evaluate student progress. Underclassmen will receive their final report cards approximately one week after the closing of school for the summer recess.

The option of summer school is allowed only if a student completes the course during the school year, and passes at least two quarters, and receives the principal's approval.

GRADES

A+ (97-100)	C+ (77-79)	M	Medically Excused
A (93-96)	C (73-76)	W	Withdrawn
A- (90-92)	C- (70-72)	I	Incomplete
B+ (87-89)	D+ (67-69)	E	Enrolled, no credit
B (83-86)	D (63-66)	NG	No Grade
B- (80-82)	D- (60-62)	S	Satisfactory (Pass)
F (00-59)		U	Unsatisfactory (Fail)

NG - No Grade. Student has a passing grade but has exceeded the Attendance Policy. Contact your child's Guidance Counselor.

RANK IN CLASS

The rank in class is computed on the basis of college preparatory subjects taken by the student in grades 9 through the end of the first semester of grade 12. Subjects with levels (Advanced Placement, Honors, and College Preparatory I) are weighted in the rank in class. The selection of the top 20 senior scholars including the class Valedictorian and Salutatorian is based upon the class rank calculations at the end of the first semester of the senior year. The following chart delineates the weighting system:

GRADE	ADVANCED PLACE- MENT	HONORS	COLLEGE PREPARATORY I
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
D-	1.7	1.2	0.7

2010 - 2011 MCAS TEST DATES

English Language Arts	Grade 10	March 22 - 24
Mathematics	Grade 10	May 17 & 18
Science and Technology	Grade 10	June 1 & 2

ATTENDANCE

PHILOSOPHY

Dracut High School encourages regular and punctual attendance because these are requisites to being successful in academics and being productive in college, your career and your professional life. Classroom participation and discussions are important and it is important that you be in class to take advantage of these discussions. This learning experience from your peers and direct teacher interaction cannot be substituted. Parents and guardians share in your responsibility for consistent and punctual attendance.

CARNEGIE UNITS

Academic credit at Dracut High School, and most other high schools in the United States, is based on Carnegie Units. Units are based on the number of hours that students are in their classes. Carnegie Units are required by universities and colleges as evidence that students have fulfilled all requirements towards high school graduation. It is very important for students to be present and accountable for each course they take.

ATTENDANCE POLICY AND ACADEMIC CREDIT

Credit for coursework is based on attendance as well as academic achievement. It is the policy of Dracut High School that students are required to be in attendance for 91% of their class time in order to earn credit for the course. This means no more than 16 days absent for a full year course and no more than 8 days for a half year course. If you miss 5 days in any one quarter your grade will be NG.

Students must be on time and present for the entire school day to be eligible to participate in any co-curricular or interscholastic activity. This includes, but is not exclusive of, athletic events, practices, rehearsals, performances, dances, proms, semi-formals. Participation in weekend activities or during school holidays requires that the student be in school the day preceding the event(s) with the same stipulations as stated. Students suspended from school (in school or out of school) may not participate in or attend any school related function, whether or not the site is Dracut High School or off campus.

- **All** absences count toward the 16 for the year
- Students exceeding this policy will receive a failing grade for the quarter
- Students absent more than 8 times for semester courses or 16 times for year long courses will not receive credit for the course even if they have a passing grade
- Depending upon an appeal students may earn credit back through summer or night school or an alternative agreed to by the principal.

Incomplete work due to absences must be made up within 10 school days. **Course work not completed will be graded 0 (zero).** Any work missing at the end of a quarter must be made up within 10 school days or the work will be graded zero (0). In the fourth quarter school work must be made up prior to the beginning of summer school. Work not completed by this time will be graded zero (0).

APPEAL PROCESS

There are sometimes extenuating circumstances for excessive absenteeism. In these cases it is the responsibility of the student and the parent/guardian to inform the school of unusual situations or circumstances.

- ♦ An appeal is made to the guidance counselor of the student in writing, no longer than 10 calendar days after the issuance of report cards.
 - The appeal should contain the reasons for the appeal and be addressed to the counselor and copied to the principal.
- ♦ The guidance counselor and an administrator will review the appeal and render a decision within 5 school days.
 - The administrator and guidance counselor will review all special cases and may approve a waiver for family emergencies or chronic illness with official medical documentation.
- ♦ If the decision is satisfactory there is no further action. If the decision is to be appealed the appeal must be sent to the principal for review. This responsibility rests with the parent/guardian.
- ♦ **All decisions of the principal are final.**

DISMISSALS

Students being dismissed from school **are required to bring in a written note** signed by the parent/guardian with the following: time, reason, number where the parent/guardian may be reached, and the time the student will be returning to school that day. These notes should be turned in to the dismissal (front) office before school begins. **TELEPHONE DISMISSALS ARE NOT ACCEPTED!** Plan ahead! **Forgery is a serious matter and will result in disciplinary action.**

TARDINESS

Students will earn progressive disciplinary actions as a consequence for being late. Parents may receive a communication from administrators if tardies become habitual. Each quarter will begin the process anew.

1st - 2nd offense	No disciplinary action
3rd - 5 th offense	Detention
6th offense	Progressive discipline (ISS, OSS, Saturday School, Parent meeting, etc.)

Students earning a detention for tardiness are expected to serve detentions that day. Since there are no administrative detentions on Friday these tardy detentions will be served the next school day.

Habitual offenders may repeat Saturday School or In-school suspension. Students coming in late with beverages from donut chain stores or variety stores will be required to dispose of their beverage before continuing into the school. **In-School suspensions or Saturday school may also be used for class or school truancy, skipping detentions, and other infractions. If there is no school due to holiday or inclement weather the suspension will take place on the next school day.**

SCHOOL RULES & REGULATIONS

COURTESY

Dracut High School takes pride in its students and encourages the use of common courtesy. Respect is the key. Be helpful to teachers, fellow students, visitors, and staff. Be polite and greet visitors. Offer to help them find where they are going. Avoid any behavior that may be harmful to others or yourself. Think before you speak and be aware of other peoples' feelings. Behave appropriately in assemblies, at lunch, in the hallways. You represent yourself, your school community, and the Dracut community. We expect the best from you. Make sure you live up to your own expectations and think about the essential question posted around school, "How should I live my life?"

CLASSROOM BEHAVIOR

Expectations of student behavior are established by the faculty and spelled out in the student handbook. Teachers may also establish certain codes of behavioral expectations within the context of the school rules that pertain to their class, for example, wearing goggles or not missing homework assignments. **Students are responsible to be aware of the individual differences in teaching styles, to expect these differences, and to respect these variations.**

Common sense is the measure of good behavior. Teachers have the right and responsibility to assign detentions or extra help sessions and contact parents when dealing with a variety of minor disciplinary infractions such as tardiness to class, homework not being done, and general disruptive behavior. It is expected that the student will stay with the teacher for extra help or detention. The teacher also has administrative support for more serious breaches of acceptable behavior, including but not limited to, disrespect, skipping teacher assigned detentions, swearing, and cutting class. Students must recognize that continued disruptive behavior will result in administrative disciplinary action.

GENERAL INFORMATION

ASSEMBLIES

During the school year there will be presentations by various persons to enhance your education. Attendance at these assemblies is a privilege where you are expected to behave responsibly and properly. This means paying attention and not talking, appropriate clapping without catcalls and whistling, not creating disturbances by leaving seats and entering and exiting. Respect is the key. All participants in assemblies are guests of ours and are to be treated accordingly with respect and courtesy.

ATTIRE

The Dracut School Committee adopted the following dress code policy for students in Dracut Public Schools on July 10, 2006. All DHS students are expected to dress appropriately according to the policy, and the DHS Administration will enforce the student dress code accordingly.

STUDENT DRESS CODE POLICY FOR ELEMENTARY AND SECONDARY SCHOOLS

“Clothing is a reflection of students and our school. The rules set herein are for the benefit of the entire student body. Students’ dress should be appropriate for a working environment and conducive to learning as interpreted by the Administration. Clothing and grooming habits should not be detrimental to students’ health and safety and should be weather appropriate. The School Committee, in recognizing its obligation to minimize opportunities for student distraction and/or disruption within the Dracut Public Schools, has established and adopted the following rules of dress for its Elementary and Secondary Schools:

- No hats, visors, bandanas, kerchiefs or sweatbands are permitted.
- Only prescription or medically required eyeglasses are allowed.
- Outerwear such as coats, jackets, hats, and gloves must be stored during the school day.
- No exposed midriffs, beachwear, sleepwear, halters, low-cut dresses/tops, see-through, tight-fitting or spaghetti strap tops will be permitted.
- No extremely short skirts or shorts shall be permitted. Shorts and skirts must be as long as the student’s fingertips when the student’s hands are down and at the student’s side.
- No exposed undergarments shall be permitted. Pants and shorts must be worn on or above the hips.
- No extreme side-slits on dresses and skirts shall be permitted.
- No clothing will be permitted that advertises alcohol, tobacco, drugs, violence, gang membership, sexual references, questionable slogans or double meanings.
- Jewelry of an extreme nature is not acceptable. This includes dog collars, spiked jewelry, wallet chains, metal chains, or any other potentially dangerous accessories.
- Proper and safe footwear must be worn at all times and should not damage floors. No “healeys” are allowed.
- The required footwear for physical education is sneakers.

The School Administration is charged with the enforcement of the Student Dress Code. Students who violate the Student Dress Code Policy could be subject to the following, to be determined by the School Administration:

- Warning to student
- Calling a parent/guardian to bring in a change of clothes
- Letter home to parent/guardian
- Assigning the student detention(s) or suspension(s) for repeated violations.”

BOOKS

Books are valuable resources in schools. All books belong to the Dracut School District and must be taken care of properly. Books are costly and should be covered, not written in, covered, and stored correctly when not in use. **Students are responsible for the books issued to them and will have to reimburse the school for lost or damaged books.** Storing books in your locker and LOCKING your locker will prevent loss of books and personal property.

BULLYING POLICY

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students.

Bullying of any type has no place in a school setting. The Dracut Public Schools will endeavor to maintain a learning and working environment free of bullying and harassment. Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary or unwarranted anxiety that will affect attending school, walking in corridors, eating in the cafeteria, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day. Furthermore, the Commonwealth of Massachusetts passed a law relative to bullying in schools in May 2010. Among other important points the law set the following definitions:

“Bullying”, 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

The Commonwealth further states,

“Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether 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, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or

through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

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

Bullying and harassment are also major distractions from learning. Whether it takes place inside or out of school, grades suffer and the school climate is interrupted. The perpetrator(s) is (are) the student(s) who engage in bullying or retaliation, while the target is the student against whom the bullying or retaliation is has been directed. A bystander is a witness to the bullying episode.

Examples of bullying include but are not exclusive to:

- ◆ Intimidation, either physical or psychological
- ◆ Threats of any kind, stated or implied
- ◆ Assaults on students, including those that are verbal, physical, psychological and emotional
- ◆ Attacks on property

In its effort to curb bullying in the future, Dracut High School will:

- ◆ **Provide annual instruction to students on bullying prevention in each grade that is incorporated into the curriculum;**
- ◆ **Provide ongoing professional development on bullying/cyber-bullying to staff members;**
- ◆ **Develop and update a bullying prevention and intervention plan in consultation with all DHS staff members, community representatives, local law enforcement agencies, students, parents and guardians. The entire community will be notified about annual revisions to the plan and members will be invited to make public comments within a designated time period;**
- ◆ **Update the prevention and intervention plan annually for inclusion into the DHS handbook. Post the prevention and intervention plan on the school website;**
- ◆ **Provide parents and students with annually written notice of the relevant sections of the bullying prevention and intervention plan;**
- ◆ **Provide periodic presentations to the parent community about how the bullying prevention program at Dracut High School functions, how parents/guardians can reinforce the curriculum at home and support the prevention and intervention plan, explain the dynamics of bullying, and how to practice online safety at home.**

Bullying is not simply a problem for schools. It is with the cooperation of parents, students, and educators that the bullying problem can be controlled. Initially the educational component must be addressed so that students understand why bullying is unacceptable.

Once the educational aspect is addressed clearly, then the schools' consequences can take effect on those students who continue to act inappropriately.

The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying and taking appropriate action. All students and parents/guardians should understand that bullying could lead to detention, suspension, or expulsion.

BUS TRANSPORTATION

The Dracut School Committee has instituted a **Bus Fee Program** for students in grades 7-12 who wish to ride the bus during the 2009-10 school year. The fee structure will be \$100.00 per student rider with a family cap of \$200.00. A waiver of fee program is available for those students who receive free or reduced lunch. Parents should remit payment (checks payable to Dracut Public Schools) to the Business Office, 2063 Lakeview Ave., Dracut, MA 01826.

The school day begins when the students board the school bus coming to school, and ends when the students disembark from the school bus returning home. Each student is under the jurisdiction of the school administration during this entire period. With respect to pupils being transported, a written Policy Statement is required to provide the School Committee, Administrators, School Bus Contractor,

Pupils and Parents with uniformly applied guidelines. Such a policy should be widely disseminated and clearly understood by all.

Riding the school bus is a privilege. This privilege will be taken away from any student who is not well behaved, courteous, or who endangers the health or safety of any student. Any decision revoking the privilege of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, the parent(s) or guardian(s) of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents/guardians must meet with the Principal or designee to discuss the matter.

RESPONSIBILITIES OF THE STUDENTS:

- 1) Only authorized students may ride the bus.
- 2) Obey the driver in all matters pertaining to the operation of the school bus. The bus driver is the representative of parents and teachers and is directly responsible for the safety of each student on the bus.
- 3) Exercise courtesy toward others while loading, riding, and leaving the bus. Application of this simple rule will result in a more enjoyable ride to school each day and will prevent many unpleasant situations from arising.
- 4) Arrive at the bus stop on time and wait for the bus in a safe location on the curb or shoulder off the road. There will be **NO FIGHTING AT THE BUS STOP.** If you should have a problem with someone at the bus stop inform the Principal of your school so that the matter can be resolved. Appropriate school behavior is expected at the bus stop as defined in the student handbook
- 5) Cross highways and streets only in front of the bus. Move away from the front of the bumper of the bus approximately (10) ten feet so that the driver can observe your crossing. **DO NOT RUN OR DASH INTO THE STREET OR ROAD WITHOUT LOOKING BOTH WAYS EVEN THOUGH THE BUS DRIVER HAS TRFFIC STOPPED. DO NOT WALK ALONG THE SIDE OF THE BUS OR CROSS-BEHIND THE BUS.**
- 6) Do not trespass on private property.
- 7) Approach and board the bus in an orderly manner when the bus has come to a full stop, and the driver has opened the door.
- 8) Take your seat promptly and remain seated throughout the bus trip.
- 9) Assignment of seats is left to the discretion of the bus driver with the final approval by school authorities when necessary. Priority is set for the Kindergarten and first grade students to sit in the front of the bus, but front seats are also made available when we have discipline problems. If seat assignments are made, compliance is mandatory.

- 10) Remain seated until the bus comes to a full stop, then leave in an orderly manner. **NO PUSHING OR SHOVING IS ALLOWED. ANYONE WHO IS CAUGHT DOING THIS WILL BE REPORTED TO THE PRINCIPAL, AND DISCIPLINARY ACTION WILL TAKE PLACE. BE CORTEOUS AND TRY NOT TO BUMP INTO THE PERSON IN FRONT OF YOU.**
- 11) Do not talk to the driver while the bus is in motion except in an emergency.
- 12) Avoid actions that might distract the driver.
- 13) **KEEP YOUR VOICE LOW. NO SHOUTING, WHISTLING, PUSHING, FIGHTING, OR THROWING OBJECTS ON THE BUS. THIS WILL NOT BE TOLERATED. ABSOLUTELY NO NOISE WILL BE MADE WHILE CROSSING RAILROAD TRACKS.**
- 14) Do not extend arms or any other parts of your body out the window. **DO NOT THROW ANY OBJECTS OUT THE WINDOW OR SPIT OUT THE WINDOW.**
- 15) **THERE IS NO SMOKING ON THE BUS AND AT BUS STOPS. BUS STOPS AND BUSES ARE CONSIDERED SMOKE AND DRUG FREE ZONES.**
- 16) Should ask the driver's permission before opening the window.
- 17) Help keep the bus clean and report anything damaged in the bus to the driver. **EATING FOOD AND OR CHEWING GUM ON THE BUS ARE NOT ALLOWED. NO PENCILS OR PENS SHOULD BE OUT ON THE BUS DUE TO VANDALISM OR IF AN ACCIDENT AHOULD OCCUR FOR SAFETY PURPOSES.**
- 18) Keep books/bundles out of the aisles, and do not carry heavy objects on the bus that might cause injury to other students.
- 19) Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parents, and agreement is reached between the principal and the bus driver.
- 20) Report any violation of these rules to the bus driver or to your teacher.
- 21) **ONCE THREE (3) DISCIPLINE SLIPS HAVE BEEN SUBMITTED ON ANY CHILD, THE CHILD WILL BE REPORTED TO THE PRINCIPAL OF THE SCHOOL AND PUT OFF THE BUS. UNTIL A PARENT, PRINCIPAL AND SCHOOL DEPARTMENT DESIGNEE MEET TO DICUSS ANY PROBLEM, ONLY THEN WILL A CHILD HAVE HIS/HER PRIVILEGES RETURNED OR DENIED.**
- 22) All elementary school pupils (K-6) residing more than one mile, and High School and Junior High pupils (7-12) residing more than 1 ½ miles from the school attended are entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when health of pupils makes this service essential.

RESPONSIBILITIES OF PARENTS:

- 1) Please instruct children of the important bus codes that are listed above.
- 2) Support the bus driver in maintaining discipline on the bus.
- 3) Insure children arrive at the bus stop on time. Supervise children when necessary.

- 4) Make suggestions in writing to the Principal and to the Office of the Superintendent to make any improvements to the routes.
- 5) Report any concerns or violations to the Principal of the school that your child attends.
- 6) **NO KINDERGARTEN CHILD WILL BE DROPPED OFF AT THE BUS STOP WITHOUT A PARENT/GUARDIAN THERE TO MEET HIM/HER. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN OF THE CHILD TO HAVE ARRANGEMENTS MADE IN THE EVENT THEY CANNOT BE AT THE BUS STOP. IF NO ONE IS THERE, THE CHILD WILL BE RETURNED TO SCHOOL AND THE PARENT/GUARDIAN WILL HAVE TO TRANSPORT THE CHILD HOME SAFELY.**
- 7) In the event that a child is returned to school due to misbehavior on the bus the Principal will contact the parent/guardian and it will be the responsibility of the parent/guardian to transport the child home.
- 8) Parents, or persons authorized to pick up children at dismissal time or for extenuating circumstances must have this in writing, which will be kept in the office of the Principal. Pupils who do not have written permission to either stay for after-school activities or to be transported by car will be placed on their regular bus home.
- 9) Please do not ask that we transport children of friends or relatives who may be visiting on a temporary basis.
- 10) The school should be made aware of any known health problems such as allergies that might require special assistance.
- 11) **DO NOT DISCUSS WITH THE BUS DRIVER ANY PROBLEMS THAT YOU MAY HAVE WITH THE BUS DRIVER, ROUTE, OR OTHER CHILD. PLEASE REFER ALL PROBLEMS TO THE PRINCIPAL OF YOUR SCHOOL. DRIVERS HAVE BEEN INSTRUCTED NOT TO DISCUSS ANY PROBLEMS WITH PARENTS WHILE ON ROUTE.**
- 12) **PARENTS ARE NOT ALLOWED TO BOARD THE BUS.**

RESPONSIBILITIES OF THE BUS DRIVERS:

- 1) Read, comply with and periodically review the rules and regulations as stated in the contract agreement with said contractor and residents of the town.
- 2) Become familiar with current state laws on school buses and safety procedures.
- 3) Immediately report in writing any and all accidents, even if minor, to the School Department Business Office, the Police Department and the Registry.
- 4) Avoid potential hazards. **ABSOLUTELY NO SMOKING OR EATING ON THE BUS.**
- 5) **Assume full charge of the bus and the pupils while they load, ride, and leave the bus.**
- 6) Insure the bus is fully stopped with red signal lamps flashing while loading and unloading pupils.
 - a...**The bus should not proceed until all pupils are seated and the door is closed**
 - b...When pupils are loading and unloading, do not wave vehicles to pass the school bus
 - c...Report the license plate number to your supervisor of any vehicle passing the school bus while the red signal lamps are flashing.

- 7) Take necessary disciplinary action with students riding school buses as outlined in the disciplinary procedures. Any and all violations should be written up and a copy submitted to the Principal. After three written violations students should be reported to the Principal for temporary suspension from transportation.

A driver shall not put pupils off the bus at any stop for reason of discipline. The driver will return the offending child/children back to the school of origin and inform the Principal or designee that you are returning so that they will be prepared for the child/children.

- 8) Perform routes as outlined and assigned. Make notations for any and all special requirements of your route. Be sure that there is a roster of your route in your bus at all times in the event there is a substitute driver that they may follow your route
- 9) Schedules are to be kept as neatly as possible. If the bus is on time and a pupil is not at the designate stop, the driver shall not wait.
- 10) Bus drivers are cautioned about their language. Derogatory remarks about pupils and/or others are to be withheld. Any complaint will be discussed with your Supervisor and will not be tolerated.
- 11) **IN NO WAY SHOULD THE DRIVER ENTER INTO A DISCUSSION WITH PARENTS CONCERNING THE MISCONDUCT OF A RIDER. REFER THE PROBLEM TO THE PRINCIPAL.**
- 12) Exercise extreme caution when buses pass each other in opposite directions on a narrow roadway.
- 13) Transport students only to designated points on scheduled routes. Deviations are allowed only if agreed upon by the parent, driver, contractor, and school department.
- 14) Instruct children on safety procedures in case of emergency. Conduct bus drills twice a year demonstrating the use of the emergency exit.
- 15) Place no devices for locking or securing any exit or windows while actually engaged in transporting school children.
- 16) Inspect vehicles before the start of routes each day to insure it is in safe operation condition. Inspect vehicles at the end of each day to insure that all students are off the bus and articles/ children left on the bus are taken off and brought to the proper authority.
- 17) Transport only authorized students attending public schools in Dracut the transportation of additional passengers is not allowed.
- 18) No kindergarten child will be dropped off at a designated bus stop without a parent/guardian at the stop to meet them unless other arrangements have been made with the parent or guardian. In the event no one is at the stop, the driver will contact the Principal's office by the phone on the bus and inform them he/she will be returning the child to the school and to please try to contact the parent.
- 19) **ALL DRIVERS MUST BE CPR AND FIRST AID CERTIFIED.**

RESPONSIBILITIES OF THE POLICE DEPARTMENT:

- 1) Adjust routes and bus stops if students are subject to safety hazards. Review any bus stops by the School Department.
- 2) If requested, handle disciplinary complaints.
- 3) Conduct classes to instruct bus drivers, students, patrol leaders, etc. on safety measures.
- 4) Monitor the behavior of pupils at bus stops when requested. Parents assume primary responsibility for monitoring the behavior their children at bus stops.

RESPONSIBILITIES – PRINCIPAL:

- 1) Process disciplinary reports received from the bus drivers.
- 2) If necessary, establish safety guides for the buses.
- 3) Insure prompt supervision during loading and unloading of students from the buses each day before and after school.
- 4) Clear all traffic from bus loading areas each morning and afternoon.
- 5) As appropriate, instruct students on general safety procedures observed while riding school buses.
- 6) Be available to assist any parent or bus driver if they have any problems with the school buses.

RESPONSIBILITIES – TEACHERS:

- 1) Perform duties in relation to school buses as directed by the Principal.
- 2) Assist drivers in maintaining discipline when riding the buses.
- 3) Instruct students on bus codes at the start of the school year.

ACCIDENT PROCEDURE – RESPONSIBILITIES BUS DRIVERS:

- 1) In the event of an accident involving a school bus take proper precautions to protect lives.
- 2) Turn off ignition and activate flashers and flares to warn traffic.
- 3) Check passengers for physical injury and administer any first aid if required.
- 4) Evacuate students if a fire is located. If the possibility of a fire is remote and if it is safe to do so, keep students on the bus.
- 5) Contact Police or Fire Department to report the location of the accident and to request an ambulance, if required.
 - a) Request a police officer to attend the scene of the accident.
 - b) Procure the names and addresses of any witness or other operators of motor vehicles involved in the accident.
 - c) Notify the Business Office immediately and the Principal with the names of students involved in the accident even if it is a minor accident or incident.
- 6) Fill out accident or incident reports as required.

- 7) Submit one copy of the report to the Superintendent of Schools and also to the Principal of the school building involved.
 - b) Procure the names and addresses of any witness or other operators of motor vehicles involved in the accident.
 - c) Notify the Business Office immediately and the Principal with the names of students involved in the accident even if it is a minor accident or incident.

ACCIDENT PROCEDURE - RESPONSIBILITIES – STUDENTS:

- 1) Keep calm, and follow the directions of the bus driver. Stay in your seat until the bus driver tells you what action to take.
- 2) Do not touch any emergency equipment unless told to do so by the driver.
- 3) In case of fire, leave the bus in an orderly manner, as directed by the driver and move to the nearest exit away from the fire.
- 4) If the driver is injured and unable to move, notify the nearest adult or contact the Police or Fire Department on the nearest phone.
- 5) Report any injuries to yourself or other students to the driver.

DISCIPLINARY PROCEDURE-RESPONSIBILITIES PRINCIPAL:

- 1) Evaluate disciplinary reports.
- 2) Counsel students on the nature of the violation.
- 3) Recommended necessary action:
 - a) Depending on the nature of the offense, the principal will reprimand, give a warning, or suspend the student's right to ride the bus.
 - b) No fixed number of disciplinary reports is required to take away a student's riding privilege if the offense is severe.
- 4) Inform the parents of the nature of the offense.
- 5) Advise the bus driver of the action taken.

DISCIPLINARY PROCEDURE-RESPONSIBILITIES-BUS DRIVER:

- 1) Utilize your good judgment, experience, and maturity in handling the students. Never exceed the bounds of good taste in disciplining a child and **never strike a child or use profane language.** This will only aggravate the situation severely.
- 2) Fill out disciplinary report clearly and completely as provided. Be sure to fill out this report whenever deemed necessary to do so. Action cannot be taken if this form is not filled out.
- 3) Report immediately any disciplinary reports you write out to the Principal's Office and maintain a copy for yourself.
- 4) **Never discharge students from the bus for disciplinary reasons in the middle of a run or any other time without proper authorization.** If you have a problem with students on the bus you

must bring them back to the school they are from and inform the Principal that you are taking them back because of discipline problems. The Principal will then deal with the situation.

EVACUATION PROCEDURE:

- 1) Passengers are to remain seated and pay attention to the driver.
- 2) The driver will stay at the front of the bus, indication that passengers should move out left to right.
- 3) Passengers should not take anything with them – musical instruments, athletic equipment, lunch boxes, etc. The objective of the drill is to empty the bus as quickly as possible in an orderly manner.
- 4) The driver will designate a helper to assist in leading the students to a designated location on the school grounds approximately 100 feet from the bus. Students are to walk, not run to this location.
- 5) A second helper will be appointed to stand outside the bus door to assist passengers as they leave the bus.

CAFETERIA

The cafeteria is the place for dining and being with friends. Proper behavior is expected, and inappropriate behavior in the cafeteria may result in disciplinary action. You are responsible for keeping the cafeteria neat and clean. Be respectful, talk in a normal voice. All food and drink must be consumed in the cafeteria or courtyard, not in the wind tunnel, hallways, or classrooms.

CO-CURRICULAR PARTICIPATION

A full range of co-curricular opportunities is offered. Eligibility requirements are set by Dracut High School guided by the Massachusetts Interscholastic Athletic Association. Students must pass four one (1) credit courses each quarter to be and remain eligible for co-curricular participation. Seniors, due to their scheduling, must pass courses equaling four credits. Information on sports schedules and athletic eligibility may be obtained from the Athletic Director at 978-957-1500 X 1805. Participation at dances and other co-curricular events is a privilege for those who are academically eligible according to Dracut High School standards. The Dracut School Committee has instituted an **Athletic User Fee Program** for the 2010-11 school year. The fee structure will be \$80.00 per sport, per season with a \$160.00 family cap per season. A waiver of fee program is available for those students who receive free and reduced lunch. Once the student is listed on the official roster, the parent should remit payment to the Business Office, 2063 Lakeview Ave., Dracut, MA 01826.

DANCES

Dances and other social functions are for **eligible Dracut High School** students only. Prior administrative approval must be obtained for guests to attend the Junior Semi-formal or the Senior Prom. **The Principal has final say on who attends the Dracut High Semi-formal and Prom.** Any student who has received at least one F on their previous report card must get approval from administration before purchasing a ticket.

GUIDANCE

The Guidance Department is here to assist you in making the best use of your opportunities at Dracut High School. Please make yourself familiar to your guidance counselor. Schedule appointments to peruse college material and allow your counselor to assist you in scheduling courses and selecting post high school opportunities. The Guidance Department may be contacted at any time via note or telephone (957-9710). If a parent/guardian wishes to speak to a guidance counselor about you or your schedule, please have your parent/guardian contact the Guidance office. Students are assigned counselors alphabetically, and students should check these assignments on the first day of school.

HALLWAYS

Be respectful, orderly, and quiet when in the corridors and stairways. Certain areas of the building get congested more than others. In these places **stay to the right** so there will be an even flow of traffic. Remember the tardy policy and get where you are going on time. There is ample time allotted for passing between classes. Plan ahead so that you do not have to visit your locker between each class. **Passes are required for students any time they are out of class.**

HAZING

Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or subject a person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions to the contrary, consent shall not be available as a defense to any prosecution under this action. Whoever knows that another person is the victim of hazing, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than \$1,000.00.

LOCKERS/SEARCHES

Lockers are the property of DHS and are loaned to the student while attending Dracut High. School locks are issued and should be the only lock used on the locker. Unauthorized locks will be removed. **Students will be charged \$5.00 for lost locks.** Lockers may be inspected periodically and searched according to applicable law and includes faculty, staff, administration and designees. From time to time there may be canine searches of the building, vehicles in the parking lots, and the school grounds. It is the student's responsibility to keep his/her locker neat and clean, free of vandalism, and used properly.

MEDICATION/SCHOOL NURSE

Any medication that a student needs during the school day must be brought to the school nurse. Only the nurse will be allowed to dispense medications. Medications need to be accompanied by a physician's prescription and be in the original bottle dispensed by the pharmacy. New students entering Dracut High School must present a copy of their immunization records before they can be enrolled in school according to Massachusetts Public Health Laws.

NATIONAL HONOR SOCIETY

The Francis K. Neilon Chapter of the National Honor Society is for students who achieve high academic grades, demonstrate leadership, provide service to school and community, are in good standing with school rules and attendance policies, and complete a nomination form. Students may be considered for entry into the National Honor Society their junior or senior year.

NO SCHOOL - DELAYED OPENING

Listen to local radio stations WLLH and WCAP for school closing or delayed opening and watch the local television stations. There will also be a “Connect-Ed” message.

RESTRAINT POLICIES & PROCEDURES

Physical restraint is defined as the use of bodily force to limit a student’s freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Dracut maintains a policy to ensure the proper use of restraint to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

SAFETY

The Dracut High School community prides itself upon establishing a positive learning environment. In order for this learning environment to be maximized students are expected to adhere to a few simple rules. The underlying principle is that you need to be in the proper place at the proper time and no one has the right to interfere with another persons’ opportunity to learn. Teachers have the expectation to teach in a non-disruptive classroom and students have the right to expect a positive learning atmosphere. The discipline code is written with these concerns in mind. Common sense dictates safety measures. Running in the hallways, pushing in lunch line, fooling around on the stairs and throwing things are undesirable behaviors that take away from a safe environment. Be responsible in your conduct. Students in any shop class such as technology classes or science labs must wear protective eyewear when required. Emergency procedures such as fire drills are also important for safety measures in schools. Students are required to follow emergency procedures and use exits established by the school and obey their teachers in these instances. Students refusing to comply with these rules or teacher directives will be disciplined. This is a serious safety matter. Your cooperation is expected and appreciated.

SEXUAL HARASSMENT

Dracut High School and the Dracut School Department are in compliance with state and federal laws regarding sexual harassment. Students are advised that sexual harassment is a serious offense that may involve suspension and law enforcement agencies’ interventions. Students who have questions or believe they are victims of harassment should inform the school nurse, guidance counselor, administrator, or teacher. Please refer to page 32 in this Handbook. Copies of the sexual harassment policy are also available in the office.

TUTORING

All teachers provide extra help sessions after school. The National Honor Society members act as student tutors in an after school program. Contact your guidance counselor for details.

WELLNESS

Participation in Wellness classes can be enjoyable and also foster habits for a lifetime of good health. Have your activity attire ready, be prepared, and participate fully in class. Use the locker assigned to you and do not share the combination. **You are responsible for being ready to participate in class.** Do not bring valuables to class. Students who are medically excused from participation in Wellness classes must have a note from a physician stating the reason(s), duration of inactivity, and date of return to Wellness class. These medically excused students may still be required to attend class and help out as scorekeeper, assistant, referee, etc., or may be required to do research on topics such as history and rules of sport, cardiovascular fitness, lifetime fitness activities.

RESPONSIBILITY & DISCIPLINE

As in life there are consequences for actions. The following list of actions may result in suspension from school or other disciplinary actions.

- ◆ **DISRESPECT**
Disrespect will not be tolerated. Give respect to all, especially your teachers and adults in the building.
- ◆ Harassment, Hazing, Violation of Civil Rights, Profanity
Bullying, ethnic slurs, racial epithets, sexual remarks, swearing.
- ◆ School and/or class truancy.
Skipping teacher or office detentions, excessive tardiness, leaving school or class without permission, unauthorized area
- ◆ Electronic device use during the school day
Cell phones, i-pods, beepers, taping conversations, video use, improper use of computers and internet sites, other electronic devices to record or play video and or music
- ◆ Vehicle conduct
Bus decorum, driving, parking, including field trips, sporting events
- ◆ **SMOKING** - including possession of
Tobacco, in any and all forms, other drugs, alcohol use or possession, illicit material including drug paraphernalia

DRACUT HIGH SCHOOL IS A NON-SMOKING ZONE

- ◆ Vandalism/Theft
Graffiti, destruction of school property, stealing anything
- ◆ Gambling
Card playing, coin flips, all forms of gambling or betting
- ◆ **FIGHTING**
Instigating fights, threats, causing a disturbance

- ◆ Cheating
Plagiarism, electronic or other, copying, texting, cell phone use
- ◆ Dress code violations
- ◆ DRUGS
Any and all drugs, even prescription, drug paraphernalia
- ◆ False reporting of a bomb, pulling fire alarm
- ◆ Other items not specifically covered in this list

Improper attire such as hats and headbands **will be confiscated and may not be returned.** Improper or illicit use or possession of cell phones, other electronic devices, will be confiscated and may be **returned to a parent/guardian.** Cigarettes, other tobacco products or drugs and drug paraphernalia **will be confiscated and will not be returned.**

DETENTIONS, SUSPENSIONS, & EXPULSIONS

Detentions are issued to students who have not conformed to school or class rules. Teachers will issue and administer most of the detentions a student receives for minor infractions. The responsibility is on the student to conform to the rules of expected behavior. **Detentions are to be served on the day they are issued. Students skipping assigned detentions by teachers or administrators may be suspended.**

Suspensions are a serious matter. Suspensions may be served in or out of school, thereby affecting attendance requirements. When suspended a student is not allowed to participate in school or co-curricular activities, attend school related functions, including athletic contests, for the duration of the suspension. **Students who are suspended from school may not be allowed back into school without a parental conference with an administrator.** Suspended students are expected to make up all work missed, including detentions. Repeated suspensions will result in requesting an expulsion hearing from the principal. *Students refusing to go to ISS or Saturday school will be suspended from school for three days. Students suspended from Dracut High School will not be allowed to re-enter the school without a parental conference with a Dracut High School administrator. If there is no school due to weather or a holiday the student will remain out of school the next school day(s).*

Expulsion and exclusion are most grievous matters. Under the Education Reform Act of 1993 there are circumstances which allow the principal to expel students from school. Some of these are explained under DISCIPLINE in this student handbook. Also, according to M.G.L. Chapter 71, section 37H1/2 of the Massachusetts General Laws, students charged, convicted, adjudicated, or admitted of guilt with respect to a felony or felony delinquency may be suspended and subsequently expelled by the principal. Students may also be excluded from school for an extended period of time.

HEARING/APPEALS

In all cases of discipline, a student/parent is afforded the opportunity for a hearing. Action taken by a Vice-Principal may be appealed to the Principal. Action taken by the Principal may be appealed to the Superintendent of Schools.

DISCRIMINATION

The Dracut School System does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, or disability. Students have equal access to admission to school, courses, extra-curricular activities, and employment opportunities. Questions regarding discrimination and grievance procedures should be directed to:

Special Education Director	Office of the Superintendent
Dracut Public Schools	2063 Lakeview Avenue
Dracut, MA 01826	978-957-2617

DRIVING/PARKING

Driving a car to school is a **privilege** as well as a **responsibility**. Safety rules regarding automobiles are very serious and **must be followed**. Student vehicles must be registered in the main office. Stickers/hang tags will be issued and must be affixed to the vehicle as directed by the administration. There will be a limited number of permits issued based on the number of available parking places.

Parking privileges are issued only to students who are academically eligible (passing 4 subjects). Senior *Renaissance* students will be given first priority in parking, with eligible seniors second, followed by eligible juniors (if space allows). **Ineligible students forfeit their parking privileges; an ineligible student may appeal his or her situation to DHS administration for review.**

There may be a fee for parking. Violation of safety rules, reckless driving, illegal parking, chronic tardiness, and no sticker are some examples which will result in loss of parking privileges. Spaces are limited. Students must earn the privilege of parking on campus. Some basic rules for drivers and passengers are:

- ◆ Use extreme caution when operating a vehicle on school grounds.
- ◆ Park only in designated areas, and only on paved surfaces.
- ◆ Comply with state motor vehicle laws.
- ◆ Enter school immediately after parking. Do not loiter in the car or in the lot.
- ◆ **Vehicles parked on school grounds are subject to search, including search by canines and law officials.**
- ◆ Plan ahead. Students are not allowed to go to their cars during the school day.

Failure to comply with regulations may result in towing at student's expense.

ETHICS

High standards of ethics are expected and enforced. Honesty and integrity in schoolwork is expected. Cite sources used. Anything else is dishonest and will not be credited. Ethics violations impact National Honor Society applications, acceptance, and standing.

GRADUATION & GRADUATION CEREMONY

Students must participate for four (4) years in the Dracut High School curriculum or have transferred from an approved high school and meet all required courses in order to be eligible for graduation. Students failing to meet the required academic standards in a timely fashion and failing to adhere to the disciplinary code may not be allowed to participate in the graduation ceremony. This includes suspension near graduation time and failure to achieve academic passing of required courses and amassing the proper number of credits. Any senior who has not met these requirements may appeal his/her situation to DHS administration for review.

FEDERAL & MASSACHUSETTS GENERAL LAWS

Chapter 71: Section 37H

Despite the recent changes in the Massachusetts law, the ability of administrators to discipline students who have violated the school rules will not change the administrator's responsibility to appropriately discipline the students.'

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

Weapons, Drugs, Assault (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 94C, 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, 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 the opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (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 a 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.

Chapter 37H 1/2

Felony complaint or conviction of student: suspension: expulsion: right to appeal.

Notwithstanding the provisions of section 84 and sections 16 & 17 of Chapter 76:

(1) Upon the issuance of a 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 students' 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 the principal or headmaster determines that the student's continued presence in school would have 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 an expulsion; provided, however, that the expulsion 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 guilt with respect to a felony or felony delinquency may be suspended and subsequently expelled by the principal. Students may also be excluded from school for an extended period of time.

The district will use and document multiple attempts and forms of contact with parents (telephone, written letters mailed home, as well as e-mail if available to parents) regarding parental participation in students' 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.

SPECIAL EDUCATION

All students are expected to meet the requirements and expectations set forth in this student handbook. Regulation 603 CMR 28.00 requires that additional provisions may be made available for the student who has been found eligible for special education. This determination will be done by an evaluation team. The student will then have an Individual Education Program (IEP). The IEP for each special needs student will indicate whether the student can be expected to meet the regular discipline code or have modifications. The school disciplinarian shall notify the special education office of the suspension offense of a special needs student and keep a record of such offenses. When a special needs student reaches a total of 10 (ten) school days of suspension, a review of the IEP will be held in accordance with Federal and State Laws and Regulations. The team will then determine (a) if a new or modified program is needed. The principal in collaboration with the Special Education Director may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (b) an amendment to the IEP might be written to provide for the delivery of services during the suspension, and make any modification necessary to the IEP relative to disciplinary action. In addition, the Department of Education will be notified as required by law. Parents who feel their child may need special education services should contact the Principal's office (978-957-1500). This should be done after a review by parents, teachers, guidance, administration, and the special education office to determine the degree of need of the student.

COMPUTER, INTERNET, & E-MAIL ACCEPTABLE USE POLICY FOR STUDENTS

From the Dracut School Committee

The Internet is a vast, global network linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files of educational value are available for downloading. Because of its enormous size, the Internet's potential is without boundaries. It is possible to speak with prominent scientists, world leaders, and close friends. With such great potential for education also comes the potential for abuse. It is the purpose of these guidelines to make sure that all who use the Dracut Public Schools Computer Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Dracut Public Schools Computer Network, which includes Internet access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The Dracut Public Schools computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Dracut Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Dracut Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Dracut Public Schools respects each family's right to decide whether or not their child will have access to the Internet and electronic mail at school. In making this decision, families should be aware that their child's level of access to the Internet and e-mail will depend on that child's grade level. The following is a description of the manner in which the Dracut Public Schools intends to incorporate network use, Internet access and e-mail in the schools:

- a. Grades kindergarten through four: Students at these grade levels will not have individual computer network passwords or e-mail accounts. During school time, teachers of students in grades kindergarten through four will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the Internet.
- b. Grades five through twelve: Students in grades five through twelve may be given individual access passwords and receive individual e-mail accounts, and may have the opportunity to access the Internet and conduct independent research on the internet, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

The Dracut Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Through the use of suitable technological safeguards, education, supervision, and responsible use, the Dracut Public Schools believes that the Internet can be used safely and effectively.

In order for a member of the Dracut Public Schools community to use the computer network, s/he must read the following rules and return a signed Acceptable Use Policy Agreement form to their appropriate school. Users under the age of 18 must have an Acceptable Use Policy Agreement form signed by a parent or guardian. Users need to be aware that certain course grades may be affected without the return of a signed Acceptable User Policy Agreement.

Disciplinary action by the appropriate authority may be taken if users do not follow the rules described within the AUP.

RULES:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Dracut Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension and/or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Dracut Public Schools and could also result in criminal prosecution where applicable. The Dracut Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Dracut Public Schools computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. No unauthorized use of student and/ or staff photographs, video or other electronic media including recordings using cell phones while under school conditions.
 - b. Intentionally placing unlawful or inappropriate information on a system.
 - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message using any electronic media while under school conditions.
 - d. Sending messages or posting information that would likely result in the loss of a recipient's work or system. Using the network in a manner that would violate any US or state law. This includes, but is not limited to, copyrighted material, (such as pictures, video and audio) threatening material and spreading of computer viruses. Downloading unauthorized files (including games, but not limited to Peer to Peer).
 - e. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
 - f. Participating in other types of use, which would cause congestion of the network or interfere with the work of others, including downloading music files.
 - g. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value using all electronic devices.

- h. Accessing any prohibited sites on the Internet, including sites that by-pass filtering software or devices.
 - i. Revealing one's own personal address or telephone number as such actions could pose harm to one's identity and safety while using the district network.
 - j. Revealing one's own password to anyone else, using anyone else's password or pretending to be someone else when accessing the district network and/or sending information over the computer network Using your username and password to log on anyone other than yourself onto the Dracut Public School's network. The failure to log off the computer network at the conclusion of a work session or at the request of system administrators.
 - k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
 - l. Attempting to harm, modify or destroy data of another user.
 - m. Exhibiting any other action whatsoever, which may in any way subject the user or the Dracut Public Schools to any civil or criminal action.
 - n. Discussing highly sensitive or confidential school department information in any electronic communication.
 - o. Using the Dracut Public Schools technology network to buy, sell or advertise anything without proper authorization.
 - p. Using the Dracut Public Schools technology network for game site without authorization for educational purposes.
 - q. Accessing chat rooms and social networking sites.
 - r. Using the Dracut Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
 - s. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The student/Parent or Guardian assumes all financial responsibility arising out of deliberate unauthorized use. The Dracut Public Schools assumes no responsibility for:
- a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 - b. Any cost, liability or damages caused by a user's violation of these guidelines.
 - c. Any information or materials that are transferred through the network.
4. The Dracut Public Schools makes no guarantee, implied or otherwise regarding the reliability of the data connection. The Dracut Public Schools shall not be liable for any loss or corruption of data while using the network.

5. All messages and information created, sent or retrieved on the network are the property of Dracut Public Schools. All electronic mail messages (including personal accounts via the Dracut Public School network) and other use of electronic resources by students and staff are also the property of the Dracut Public Schools and are not to be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. Dracut Public Schools reserves the right to access and monitor all messages and files on the computer system as it deems necessary. Where appropriate, communications including text and images will be disclosed to law enforcement or other third parties, upon approval of the Superintendent of Schools, without prior consent of the sender or receiver.
6. The Dracut Public Schools condemns the illegal distribution (otherwise known as pirating) of software. All users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked, restricted and will face further disciplinary action from the appropriate authorities.
7. If a user finds materials that are inappropriate while using the Dracut Public Schools Technology Network, s/he will immediately notify the appropriate authority and shall refrain from downloading and sharing this material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Dracut Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Dracut Public Schools, that user shall immediately notify the appropriate authority.
9. All accounts will be deactivated and purged, including all files prior to the start of the new school year. Users will be required to sign a new Acceptable User Policy every year to have account activated.
10. The Dracut Public Schools administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

School Committee Approved: June 25, 2001

Amended: September 9, 2002

Amended: June 22, 2009

THE FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family and Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, **except to the extent that FERPA authorized disclosure without consent**. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Dracut Public Schools as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement unit personnel); a person serving on the Dracut School Committee; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Dracut Public Schools to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behaviors or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of :

- (1) Any other protected information survey, regardless of funding;
- (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Massachusetts State law; and
- (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- (1) Protected information surveys of students;
- (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (3) Instructional material used as part of the educational curriculum.

The Dracut Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (The Dracut Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.) The Dracut Public Schools will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in collection, disclosure, or use of personal information for marketing, sales or other distribution. The Dracut School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Dracut School District will also directly notify, such as through US. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Dracut School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SEXUAL HARASSMENT POLICY

I. General Statement of Policy

The Dracut School Committee hereby adopts the following policy with regard to issues of sexual harassment within the school community in consonance with:

- (a)... The General Laws of the Commonwealth of Massachusetts;
- (b)... The Policy Guidelines on Current Issues of Sexual Harassment of the United States Equal Employment Opportunity Commission;
- (c)... The particular mandates and requirements associated with Title VII of the Civil Rights Act of 1964;
- (d)... The regulations regarding sex discrimination issued pursuant to Title IX of the Education Amendments of 1972 (Federal) and/or Chapter 622 (Commonwealth of Massachusetts).

It shall be a violation of this policy for any student, employee, volunteer, or outside provider of the Dracut Public Schools to harass a student, an employee, volunteer, or outside provider through conduct or communication of a sexual nature as defined by this policy.

The Dracut Public Schools shall proceed to investigate all complaints, formal or informal, verbal or written of sexual harassment against any student, employee, volunteer or outside provider, who sexually harasses a student, employee, or volunteer of the Dracut Public Schools. Upon receipt of allegations of sexual harassment, the District will take immediate steps to halt or prevent any behavior, which may be construed as sexual harassment.

II. Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature regardless of a person's sexual orientation when:

- 1) Submission to that conduct or communication is a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of continuing an education or education related activity;
- 2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- 3) That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- 1) verbal harassment or abuse;
- 2) graffiti or other written communication of a sexual nature;
- 3) subtle or overt pressure for sexual activity;
- 4) unwelcome touching;
- 5) intentional brushing against a student's or an employee's body;
- 6) suggesting or demanding sexual favors accompanied by implied or explicit threats concerning an individual's employment or educational status;
- 7) demanding sexual favors accompanied by implied or explicit promises of preferential treatment with regard to an individual's employment or educational status;
- 8) a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedures

In Each School Building. Reports of sexual harassment should ordinarily be reported to the Building Principal and/or Guidance Counselor at the building level. Upon receipt of a report the Principal must notify the Dracut Public Schools Title IX/Chapter 622 Coordinator or Executive Director of Special Education, within two (2) workdays. If the complaint involves the building Principal the complaint shall be filed directly with the Title IX/Chapter 622 Coordinator, or the Executive Director of Special Education.

Any alleged or perceived violation of this Policy may also be directly reported by a student, employee, volunteer, or outside provider to the Title IX and Chapter 622 Coordinator, Dr. Linda Trouville, Coordinator of Elementary Curriculum and Professional Development in the Dracut Public Schools (Telephone Number (978) 957-2617) or Mr. Steven Stone, Executive Director of Special Education

(Telephone Number (978) 957-4649) as expeditiously as possible; and this Administrator(s) has the responsibility to keep the Superintendent of Schools informed accordingly about the Complaint of Sexual Harassment.

The district will formulate, interpret, and apply its rules so as to protect academic freedom and free speech rights. Each employee, student, volunteer and outside provider in the Dracut Public Schools is responsible for: a) ensuring that his/her behavior does not sexually harass any other employee, student, volunteer or outside provider in the Dracut Public Schools, b) cooperating in the investigation of alleged sexual harassment and c) actively participating in the Dracut Public Schools' efforts to prevent sexual harassment in the schools.

Reporting procedures for employees and students provide Informal and Formal Procedures to be used to file complaints of sexual harassment. It is our hope that with increased faculty and student awareness about sexual harassment, the Informal Procedure can be utilized in most situations. In more serious cases the complainant may wish to by-pass the Informal Procedure and go directly to the Formal Procedure. The Title IX Coordinator may also decide that the complaint is more appropriate for the Formal Procedure.

District Process to Complaints

- Take immediate and appropriate steps to investigate or determine what occurred.
- Take prompt and effective steps to end any harassment.
- Eliminate a hostile environment if one has been created.
- ◆ Prevent harassment from occurring again.

Confidentiality

The School District will respect the confidentiality of the complainant(s), witnesses, and the individual (s) against whom the complaint is filed, consistent with the School District's legal obligations.

Reprisal

Any attempt by any student, employee, volunteer or outside provider to retaliate against a particular person who makes or who provides information in reference to a claim of sexual harassment is strictly prohibited.

A. Informal Procedure:

What one person may consider acceptable behavior may be viewed by another person as sexual harassment. It is therefore suggested that a complainant make clear to the person whose behavior the complainant considers inappropriate that the behavior is offensive and must cease. If the complainant is uncomfortable with confronting the person whose behavior is offensive, as suggested above, the complainant may choose to deal directly with the Title IX Coordinator, Executive Director of Special Education, building Principal and/or guidance counselor. Informal resolution of an unclear situation or misunderstanding shall be encouraged. The person named, especially if a student, and complainant should have the counsel of an adult and should be encouraged to seek out and consult with the Building Principal and/or Guidance Counselor trained to deal with sexual harassment Issues.

If the person named, the complainant, and the Building Principal and/or Guidance Counselor feel that a resolution has been achieved, then the resolution shall remain confidential and no further action need be taken. A summary report will be filed by the Principal with the Title IX Coordinator within two (2) working days of the resolution of the incident. This summary report will be maintained for one (1) cal-

end of year after the resolution in a Sexual Harassment Incident Folder separate from a student or employee personnel folder. If an Informal Complaint is not resolved within five (5) working days, then the investigation will follow the guidelines outlined under a Formal Investigation.

B. Formal Procedure:

A formal written complaint may be filed if attempts at an informal resolution are unsuccessful, or if the complaint is deemed by the Title IX Coordinator to be of a more serious nature. The formal complaint should detail the facts and circumstances of the incident as outlined on the Sexual Harassment Report Form.

If a student under eighteen (18) years of age is involved, his/her parents will be notified with the full knowledge of the student and kept abreast of the progress of the proceedings. Confidentiality shall be maintained.

The Superintendent and/or his/her designee shall take whatever steps deemed legally necessary to protect the students, staffing employees, or volunteers, including notification to and cooperation with law enforcement officials.

Investigation

In this regard, under certain circumstances, Sexual Harassment may constitute Child Abuse under the definitional provisions of the Massachusetts General Laws, Chapter 119, Section 51-A; and the Dracut Public Schools are committed to be in compliance with any existing Statutory Regulations as related to the mandated reporting of suspected or actual cases of Child Abuse.

The Title IX/Chapter 622 Coordinator, upon receipt of a Formal Complaint alleging sexual harassment, shall immediately authorize an investigation. Simultaneously, written notice shall be provided to the individual(s) against whom the complaint is filed. This investigation shall be conducted by the Dracut Public Schools Officials, or by a third party designated by the Superintendent of Schools. The investigating party shall provide a written report of the interim status of the investigation within ten (10) working days to the Superintendent of Schools and the Title IX/Chapter 622 Coordinator. In making a determination whether or not an alleged complaint constitutes sexual harassment, the Dracut Public Schools may consider the surrounding circumstances; the nature of the sexual conduct, relationships between the parties involved; the context in which the incidents occurred; and the age and maturity of the students involved.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who have direct knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may include and consist of a review of documents specifically related to the Investigation.

The Coordinator of Title IX/Chapter 622 shall submit a report to the Superintendent upon completion of the investigation, which shall be completed within a reasonable period of time.

School System Action

Upon receipt of a recommendation from the Title IX/Chapter 622 Coordinator that the complaint is substantiated, the Superintendent of Schools or school building principal, shall take action as may be appropriate, consistent with the law and any applicable collective bargaining agreements based on the results of the Investigation within ten (10) working days of the receipt of the findings from the Title IX/Chapter 622 Coordinator.

The result of the Investigation of each complaint filed under these procedures shall be reported in writing to the complainant and to the individual(s) against whom the complaint is filed by the Superintendent of Schools.

Non-Harassment

Recognizing that knowingly false accusations of sexual harassment can result in serious and irreparable harm to innocent persons, such false claims shall be prohibited.

Record keeping

All records of an informal or formal proceeding regarding a complaint of Sexual Harassment will be maintained by the Title IX/Chapter 622 Coordinator for a period of one (1) calendar year after the resolution of the complaint, at which time all said records shall be destroyed.

Harassment will be maintained by the Title IX/Chapter 622 Coordinator for a period of one (1) calendar year after the resolution of the complaint, at which time all said records shall be destroyed.

All records regarding the investigation and resolution of a Sexual Harassment Complaint will be made available only to both parties by the Title IX/Chapter 622 Coordinator, upon a written request. The intent to maintain confidentiality with respect to an investigation and resolution of a Sexual Harassment complaint will be strictly adhered to. (This procedure may be subject to state and federal regulations, and the terms and conditions of any applicable collective bargaining agreements).

The records of all Formal Complaints, which result in any disciplinary action, will be filed in the Student's, Employee's, or Volunteer's permanent and/or personnel file.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Approved: Dracut School Committee
February 25, 2002

Revision Approved: Dracut School Committee
June 26, 2006

**COMPUTER NETWORK, INTERNET, & E-MAIL
ACCEPTABLE USE POLICY**

I/We have read the Acceptable Use Policy for the Dracut Public Schools. I/We understand that this access is designed for educational purposes. I/We have discussed with my son/daughter his/her responsibilities regarding the use of the Dracut Public Schools network and internet access. My/Our son/daughter understands and agrees to follow the Acceptable Use Policy of the Dracut Public Schools. I/We understand that any violation by my/our son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her computer and internet privileges and may also result in school disciplinary action, including being removed from a course. I/We will not hold the Dracut Public Schools liable or responsible for any materials my/our son/daughter accesses, acquires, or transmits via the Dracut Public Schools computer network and/or internet connection. I/We hereby give permission for my/our son/daughter to use the network at school. I/We further agree to indemnify the Dracut Public Schools for any losses, costs, or damages, including reasonable attorney's fees, incurred by the Dracut Public Schools relating to or arising out of any violation by my/our son/daughter of the Acceptable Use Policy.

Parent /Guardian Signature

Date

RELEASE OF INFORMATION

A recently enacted law requires schools to release the names, addresses, and telephone numbers of students to military recruiters and institutions of higher learning upon request. Please indicate your desire by checking the appropriate box.

____ I AGREE to have my child's information released.

____ I DO NOT want my child's directory information, such as name, address, or telephone number released to higher learning institutions or for non-educational purposes other than those required by law.

____ I DO NOT want my child photographed or my child's picture to be used for any purpose, including videotape.

I have read and understand the policies, procedures, responsibilities, and rules in this student handbook. I have discussed these with my son/daughter. My son/daughter has read and understands the policies, procedures, responsibilities, and rules of Dracut High School.

**I/We have read and understand the student handbook rules.
Please sign all spaces for both computer use and handbook rules.**

Student Name - Printed

Student Signature

Date

Parent/Guardian Signature

Date

**Student/Parent Acknowledgment of Dracut High School's
BULLYING & HARASSMENT POLICY**

(Please sign below after reading and discussing this form with your child)

I/We have read the Bullying Policy for the Dracut Public Schools. I/We understand that this policy is designed to make Dracut High School safe for all students. I/We have discussed with my son/daughter his/her responsibilities regarding bullying and reporting of bullying or harassment. I/We understand that any violation by my/our son/daughter of the bullying policy may result in school disciplinary action, including being removed from a course. Furthermore, if my child is a target of bullying, I will inform the administration at Dracut High School. All students and parents/guardians should understand that bullying could lead to detention, suspension, or expulsion.

“Bullying”, 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether 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, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

I have read and understand the anti-bullying policies, procedures, responsibilities, and rules in the online DHS Student Handbook. I have discussed the issues with my son/daughter.

I/We have read and understand Dracut High Schools bullying policy.

Student Name - Printed

Student Signature

Date

Parent/Guardian Signature

Date



PIZZA, PASTA, SALADS, OVEN-BAKED SANDWICHES & MORE

978-452-3030
681 BRIDGE STREET, LOWELL

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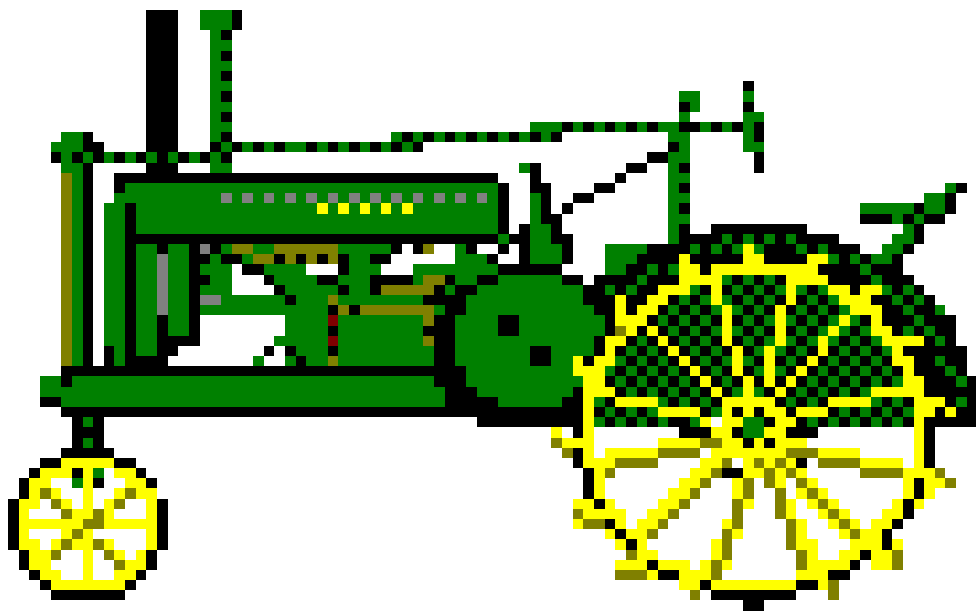


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