

FACULTY HANDBOOK

2016-2017

DOUGLAS HIGH SCHOOL
33 DAVIS STREET
DOUGLAS, MASSACHUSETTS
01516

508-476-4100



DOUGLAS PUBLIC SCHOOL DISTRICT
WWW.DOUGLASPS.NET



Kevin G. Maines, Principal

Desi Vega, Assistant Principal

INTRODUCTION

This faculty handbook is designed to provide each member of the staff with procedures and responsibilities that are necessary for the efficient operation of Douglas High School. It is to serve as the basic policy manual which will help us maintain a consistent and challenging educational program. The content consists of both specific and general information aimed at providing both new and veteran staff members with policies and procedures in place at DHS.

POLICY ON NON-DISCRIMINATION

The Douglas Public School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Douglas Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. (As mandated by Chapter 622 of the Massachusetts Acts of 1971 and Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5; and Chapter 199 of the Acts of 2011, amended statutes G.L.c. 76, & 5)

All inquiries regarding compliance with Title IX and Chapter 622 should be made to Norman Yvon, Superintendent of Schools, or may be reported directly to the director of the Office for Civil Rights, U.S. Department of Health and Human Services, JFK Federal Building Room 1875, Boston, MA 02203, (617) 565 1340, 617 565 1343 (TDD).

In addition, no person between ages three and 21 will be denied a free, appropriate, public education in the least restricted environment, as required and mandated by Massachusetts Regulation 603 CMR 28.00 and IDEA, 2004.

Section 504 of the Rehabilitation Act

Section 504 is a Civil Rights Law which prohibits discrimination based upon disabilities and requires that schools as well as other publicly funded organizations make reasonable accommodations to ensure equal participation by individuals with disabilities. The spirit and intent of the law is to remove barriers to employment, education, and communication.

Students who have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, and/or are regarded as having such impairment are eligible. Section 504 calls for a committee of individuals (parents, teachers, administrator, nurse...) knowledgeable about the student to make the determination that:

- (1) there is a disability, or it is suspected or assumed that there is a disability, and
- (2) the disability **substantially** (as opposed to mildly or moderately) limits a major life function. It is important to note that learning is considered a major life function

The student's Guidance or School Adjustment Counselor, based upon the input of the aforementioned group, writes the plan. This plan is provided to the parent and all school system personnel who will provide the accommodations outlined in this plan. A copy of this plan is placed in student record and reviewed whenever there is a significant change.



DISTRICT MISSION STATEMENT

Douglas High School District offers diverse learning experiences that meet the academic, social, physical, and emotional needs of all students. We provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth. Decisions are made in the best interest of our students.

STATEMENT OF BELIEFS

Statement of Beliefs about Student Learning

The Douglas High School community believes in a learning environment that is safe, supportive, and intellectually challenging. We maintain high expectations for all students and emphasize the skills necessary to be college and career ready. We encourage students to be informed citizens and lifelong learners.

The Douglas High School community believes:

- that all students have the ability to learn
- in providing a comprehensive, challenging, and engaging curriculum
- learning is most effective when meaningful connections are made
- students learn best when they are encouraged to think, work, and communicate effectively
- in exposing students to intellectual and cultural experiences
- in respect for diverse cultural and individual differences
- in equal opportunity to succeed academically and develop socially

21st CENTURY LEARNING EXPECTATIONS

The DHS student will:

- read critically and write effectively
- speak confidently and convincingly
- listen for understanding
- demonstrate critical thinking; gather and analyze information to solve problems
- develop skills necessary to lead a healthy and balanced physical and emotional life
- engage in creative, expressive, and innovative learning through art, music, drama, and/or technology
- demonstrate personal, social, and civic responsibility

Core Values

Respect – to consider worthy of high regard.

Perseverance – to persist in a state or undertaking in spite of opposition, counterinfluences or discouragement, steadfastness.

Excellence – of outstanding plus valuable quality; virtue; eminently good moral, legal or mental accountability; able to answer for one's conduct and obligations.

Integrity - incorruptibility; quality or state of being complete or undivided; code of moral or ethical value.

Responsibility- reliability, trust worthiness, moral and mental accountability.

1. Teacher's Day -

- Teachers are to be in the building and at assigned duties 15 minutes prior to the start of the school day (7:05 AM).
- Teachers are to be in their first Period class at 7:20 A.M. for the start of the school day.
- Classes end at 1:52 P.M.
- After school teachers are to assist students for at least 15 minutes after school as needed (2:07 PM).

2. Teacher Absences -

- The number of sick days allowed is in accordance with the DTA contract. Please read this document, which can be found in the *Douglas Teachers Association* folder on the faculty drive.
- Whenever possible, please **text or call** the Assistant Principal, (CELL PHONE: 774-482-0344) the night prior to your absence so that coverage may be arranged.
- If it is necessary to call the morning you will be absent you must call the Assistant Principal no later than 6:00 A.M.
- Professional and Personal Days also need to be reported to Mr. Vega prior to the date of the absence.

3. 1st Period -

- All teachers are to be in their 1st Period class by 7:20 A.M or at an assigned duty.
- Attendance must be taken electronically by the teacher each period and sent electronically to the main office.

- Students who report to their first Period class tardy must have a pass from the office or another teacher.

4. Teacher Mailboxes –

The high school has a mail room to provide privacy.

- Every teacher is assigned a mailbox in the main office.
- Teachers are advised to check their boxes prior to the start of the school day and at the end of the day.
- Students are not to pick up a teacher's mail as it often contains material that students should not be handling.

5. Attendance in Classrooms -

- Teachers are to take attendance at the beginning of each class period in IPass and to record the absence of any student in their class attendance book, which is a permanent record. This should also be done electronically.
- Teachers may assign a detention to students who are tardy to their class. ** If the problem becomes habitual, the student should be referred to the Assistant Principal.

6. Dismissal of Students from Scheduled Classes-

- Students should be dismissed from classes on rare occasions. It is your responsibility to verify the reason a student has requested to be dismissed.
- No classes are to be dismissed prior to the set dismissal time. Teachers dismissing classes early create problems for the entire school. Students should not be lining up at the classroom door prior to the end of the **SCHOOL DAY OR CLASS PERIOD**.

7. School Delay / School Cancellations-

- The Superintendent will issue a one call.
- The following TV/ radio stations carry delay/cancellation announcements: Channel 4; Channel 5; Channel 7; Channel 12; Channel 25; and Channel 56. Radio stations: WBZ (AM 1030); WTAG (AM580); WSRS (FM 96).
- Snow/Emergency Chain – A snow/emergency chain is set up annually. If you do not wish to be on the snow/emergency chain, please inform Mrs. McDermott and your name will be removed. We will provide you with an opportunity to also be on a phone chain where you will be contacted by a staff member as part of the chain of contacts.
- Staff will be notified by the central office through the one call system. A teacher may opt to not be notified in this manner.

8. Detention -

- Classroom teachers may keep a student after school for violation of classroom policies such as missing assignments, cheating, disrespect, tardiness or disruption. It is suggested that teachers inform parents of the detention by phone or by means of a note home.
- Students must have 24 hours notice to arrange for a ride home.
- Only the Principal and Assistant Principal assign office detentions.

9. Teacher Duties-

- Based on teacher's schedules, teachers will be assigned to A.M. duties, P.M. duties, and/or various duties within the school day. These are meant to assure coverage of key areas during the school day.
- **General Instructions for teachers on duty:**

Parking Lot

- Supervise students as they arrive or depart school, ushering them in and out of the school building.
- Assist in the orderly management of student vehicles arriving or departing school grounds.
- Do not allow students to sit in cars.
- Report any student who is seen leaving school grounds prior to dismissal.
- Report any student who drives inappropriately.
- Report cars without school parking permits.

AM/PM Duty

- Usher students to classes
- Inform the office of any unfamiliar visitors that are in the building without a pass.
- Correct any inappropriate behavior you observe.
- Have students remove their hats, earbuds and direct them to either finish their food and drinks in the café prior to 7:20 or instruct them to throw their food and drinks away if they are not going to access the cafeteria.
- Watch for students who enter and then leave the building.

- Monitor the school halls by making sweeps of the building. Please travel through out the halls; do not remain in one stationary location.
- Usher students into the main office if arriving after the 7:20 AM bell.

Duties of Cafeteria Supervisors -

- Be in the cafeteria punctually at the beginning of the lunch period you are assigned to cover. Remain there throughout the lunch period or find a replacement.
Circulate throughout the cafeteria throughout the lunch period for supervision of students.
- Insist that students be reasonably quiet and orderly in the cafeteria.
- Make sure all students clean their lunch area.
- Insist that all students in the lunch lines remain in single file. Do not permit them to break into the line ahead of others.
- Be alert and move around. Do not become involved in - or be distracted by -lengthy conversations with other teachers or students.

Monitor so that no food or drinks are to leave the cafeteria.

Directed Study Hall Supervision

- Study halls are to be silent supervised studies. Teachers are to provide assistance to students as needed.
- Teachers are not to assume this is an additional prep period. By state law, study halls must be a directed learning situation.



Study Hall Guidelines

2016-2017



Rationale: *Our goal is that study hall time is used to the best of our ability to help increase academic performance. The whole point of having a study hall is to get work done. It is everyone's responsibility that this is able to happen. Everyone in study deserves to be able to work in a quiet environment free of distractions.*

1. All students will be in class when the bell rings.
2. No electronic devices, except for calculators and Chromebooks are allowed!
3. Food or drinks are not allowed in the classroom per school policy.
4. Study Hall is a "QUIET ZONE" – it will be a quiet and stress free place to study. Please be respectful and considerate of those around you.
5. Each student will bring enough work with them to last the entire period. If there is no school work to be done, students should bring a book to read. ***Teachers may assign work if student enters without work. You will not be allowed to just sit and do nothing and that does include sleeping!***
6. Passes will not be considered until after attendance is taken.
7. Going to the library, guidance, Virtual High School, Media Room, Physical Education, etc., requires a pass from the teacher who assigned the project you need to work on. The study hall teacher has the right to limit the number of students who leave the room to go to these locations. You are not guaranteed the ability to leave the room. Make sure you bring other work to do in case you are not allowed access to the library or other locations in the building.
8. Students will not be allowed to leave the study to get a pass from a teacher.
9. Computers in the room may be used with teacher permission. All computer work must be related to a school assignment.
10. Working in pairs or small groups will be judged on an individual basis. The teacher reserves the right to allow or disallow any request that is not in the best interest of the student or does not serve an academic purpose.

******Please note:**

- *The Study Hall Guidelines will be issued to all students in the Fall as an addendum to the Student Handbook.*
- *Abuse of any privilege (going to the library, guidance, etc.) will result in loss of that privilege for a period of time, determined by the Study Hall teacher.*

All Staff – Duty Expectations:

- All teachers are on duty from the time they enter the building and must pay attention to behavior that is not acceptable. Unacceptable behavior must be addressed either by the teacher or through a referral to the office.
- Care is to be taken to ensure that classrooms are in proper condition to be used by the successive groups of teachers and students. (Erase boards, pick up papers, take care of equipment, and keep your room in order.) **Please keep student desks away from the walls.**
- Classrooms **are not** to be used by students **without** adult supervision.
- Teachers are to be especially on the lookout for defacing of school property or vandalism. All incidents of damage to school property are to be reported to the Assistant Principal or Principal as soon as possible.
- Teachers are responsible for the health, safety and welfare of the students on school premises or when supervising a school sponsored activity such as a field trip. You will never be found negligent if you follow school procedures.
- Do not tape posters on classroom walls. Posters can be posted to walls that are brick.

10. Classroom Management -

** Maintaining appropriate classroom decorum is one of the teacher's responsibilities. A teacher MUST develop and submit to their students, his or her own techniques for creating an atmosphere conducive to learning. The following are nevertheless to be observed:

- Quality instruction and student engagement are the key components of classroom management.
- Attendance **MUST** be taken by the teacher at the beginning of each class.
- Classroom rules and expectations must be made clear to each class and reviewed periodically.
- Grading policies MUST be reviewed with the students at the beginning of the year. **Students must have a course syllabus and a written copy of your grading policy.**
- Contact parents directly when classroom behaviors occur to enlist their support in correcting these disruptive behaviors.
- Teachers are expected to interact with students in a respectful and courteous manner. They must never resort to any form of physical intervention or demeaning speech to address a behavioral problem with a student.
- Teachers who engage in physical abuse of students are subject to disciplinary action.
- Teachers who engage in making derogatory remarks toward students are subject to disciplinary action.

11. Crisis Plan-

In the Event of a severe weather threat, as determined by the Superintendent of School or designee, students and staff will follow the severe weather plan outlined below.

There are pending changes coming for our Internal Lockdown procedure. Once they are approved and go into effect, you will be notified and the protocol will be entered here. In the meantime, we will continue to follow our current Internal Lockdown protocol.

*****An “External Lockdown” will be issued if there is a threat that exists outside of the school grounds, but will cause the school to take the following responses.**

- The school will continue to function as it normally does.
- Administration and office staff will maintain contact with the Douglas Police & Fire Departments as well as the State Police relative to the safety risk.
- Classes will continue to be instructed and students will follow their class schedule.
- **Students will not be released from school during an External Lockdown until administration has received confirmation from safety officials that it is safe to dismiss students.**
- Administration will endeavor to keep all students and staff informed about the threat and the status of the schools safety.

*****An “External Lockdown-Shelter-In-Place” would indicate that the threat is not on school grounds but safety officials are concerned that the school may be at risk. The school will take the following steps during an “External Lockdown-Shelter-In-Place”.**

- Students will remain in their present class.
- Students in the Halls or bathroom will need to return to their assigned classes.
- Faculty will need to ensure accurate attendance and contact the Main Office if a student(s) are missing from their classroom.
- Classes can continue, however students must remain in the classroom.
- There should be no one in the halls or moving about outside of the classroom.
- If the class period ends all students and staff will remain in the classroom until notified by the Main Office that we are “All Clear”.
- The administration and Main Office staff will be in continuous contact with local police on the status of the threat and will endeavor to keep students and staff as up to date as possible.
- Upon an “All Clear”, school will resume as scheduled.
- If the threat escalates and the school is seen as being at risk we would then move to an “external Lockdown”.
- If the police feel that the school is unsafe and needs to be evacuated, we will follow the procedures in place for an evacuation.

1. Once a determination that a severe weather threat exists, this announcement will be made from the office: **“Please implement the immediate weather drill”**.

2. All students/staff/others will remain in these locations until the “all clear” announcement has been made.

3. Office staff will secure:

- a) Office/building keys
- b) Two sets of walkie-talkies
- c) Visitor sign in sheets
- d) Personal car keys/cell phones

4. Responsibility for contacting parents /guardians will be assumed by Douglas School Department staff.

5. Important Phone Numbers

- a) Douglas Municipal Center - 508-476-4000
- b) Elementary School 508-476-2154
- c) Intermediate Elementary School 508-476-3332
- d) Douglas School Department 508-476-7901
- e) Kevin Maines - 508-735-6155
- f) Desi Vega – 774-482-0344

Douglas High School Weather Alert Plan

In the Event of a severe weather threat, as determined by the Superintendent of School or designee, students and staff will follow the severe weather plan outlined below.

1. Once a determination that a severe weather threat exists, this announcement will be made from the office: **“Please implement the immediate weather drill”**.

2. All students/staff/others will remain in these locations until the “all clear” announcement has been made.

3. Office staff will secure:

- e) Office/building keys
- f) Two sets of walkie-talkies
- g) Visitor sign in sheets
- h) Personal car keys/cell phones

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- g) Douglas Municipal Center - 508-476-4000
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- j) Douglas School Department 508-476-7901

k) Kevin Maines - 508-735-6155

l) Desi Vega – 774-482-0344

1. The weather emergency procedure will be followed as such:

- All students are to vacate their classroom and follow the evacuation to safe areas plan by reporting to their designated areas as instructed by their classroom teachers.
- Students are to remain with their group and teacher.
- All teachers will have to remain with their group.

Douglas High School Severe Weather Evacuation Chart

SEVERE WEATHER RESPONSE First Floor

| Classroom | Teacher | Location Moved to |
|------------------|----------------|-------------------------------------|
| C105 | C. Fitzpatrick | C109 |
| C104 | P. Leonard | C108 |
| C103 | B. McGrath | B112 (tech storage rm) |
| C102 | J. Stand | B112 (tech storage rm) |
| C101 | E. Pemberton | Remains in C101 (interior bathroom) |

| Classroom | Teacher | Location Moved to |
|------------------|------------------------------|----------------------------------|
| B110 | D. Sousa | Remains in B110 |
| C112 | A. Romano | C111 (I.S.S. Room) |
| C113 | B. Ginisi/A. Stand/J. Gionet | C111 (I.S.S. Room) |
| C123 | J. Waggenheim | C125 |
| C124 | L. Gaskell | C125 |
| C114 | E. Mayo | C125 |
| C122 | E. Costa | C125 |
| C119 | N. Noe | C120 |
| C118 | K. Petrelli | C120 |
| C117 | C. Lavin | C120 |
| C116 | M. Ducharme | C120 |
| B109 | Unoccupied | B108 |
| B107 & B105 | L. Coffey | B108 |
| B104 | A. DeNoncour | B108 |
| B106 | Unoccupied | Remain in B106 (interior closet) |

| Classroom | Teacher | Location Moved to |
|------------------|----------------------|--|
| Main Office | | Mailroom-Bathrooms |
| Guidance | | File Closet or Bathroom |
| Nurse | M. Gaucher | Remains in Office (Closet or Bathroom) |
| Gym | M. Sokol & B. Ginisi | |

| | | |
|---------------------------|--|--|
| D101 Café Custodian | J. Gionet Café Staff L. Beauchemin | Locker Rooms/AD Office & bathrooms Maintenance Hall Maintenance Hall Maintenance Hall |
|---------------------------|--|--|

Second Floor Response

| Classroom | Teacher | Location Moved to |
|------------------|----------------|--|
| C219 & C218 | M. Brennick | Auditorium –Balcony Seating & Aisles Exit & use Science stairwell to 1st Floor |
| C216 | K. Riordan | |
| C215 | J. Remillard | |
| C214 | C. Braney | Same As Above |
| C213 | C. Cote | Same As Above |
| C212 | Unoccupied | Same As Above |
| C211 | L. Durham | Same As Above |
| C222 | D. Mulligan | Same As Above |
| C221 | Unoccupied | Same As Above |
| C220 | S. Pierce | Same As Above |
| C210 | J. Thayer | Same As Above |
| | | Locker rooms /AD office & bathrooms |
| | | Exit down back stairwell by Library |

| Classroom | Teacher | Location Moved to |
|------------------|----------------|---|
| C209 | E. Dauer | Same as Above |
| C205 | L. Turner | Same As Above |
| C204 | E. Reber | Same As Above |
| C203 | World Language | Same As Above |
| C202 | World Language | Concession stand & supply closet Grand staircase |
| C201 | E. Lachapelle | |
| B201 | A. DeNoncour | Same as Above |
| B203 & B202 | A. Stand | Same as Above |
| C208 | Unoccupied | Same as Above |
| Library | Various Staff | Maintenance Hallway Exit back stairwell by Library |

Second Floor Response – Immediate Response

| Classroom | Teacher | Location Moved to |
|------------------|----------------|----------------------------|
| C219 & C218 | M. Brennick | C217- Math Workroom |
| C216 | K. Riordan | Same as Above |

| | | |
|------|--------------|---|
| C215 | J. Remillard | Same as Above |
| C214 | C. Braney | Same as Above |
| C213 | C. Cote | Same as Above |
| C211 | L. Durham | C220 (D. Mulligan's Room) |
| C220 | S. Pierce | C222 |
| C222 | D. Mulligan | Remains in C222 |
| C221 | J. Gionet | C222 |
| C210 | J. Thayer | C207 |
| C209 | E. Dauer | C207 |
| C205 | L. Turner | C207 |
| C204 | E. Reber | Upstairs Bathrooms outside Library |

| Classroom | Teacher | Location Moved to |
|------------------|----------------|------------------------------------|
| C203 | World Language | Same as Above |
| C202 | World Language | Same as Above |
| C201 | E. Lachapelle | B201 (A. DeNoncour) |
| B203 & B202 | A. Stand | B201 |
| B201 | A. DeNoncour | B201 Remains |
| Library | Various Staff | A202 – A203 Internal Library rooms |

Fire Drill

Please review your emergency exit route with all of your classes on a monthly basis to ensure an orderly evacuation of all students.

When the alarm sounds, please do the following:

Instructions for students:

- Stop all activity, leave all material in place, and proceed out of the building quietly as instructed.
- Remain with your class so that your teacher can take attendance.

The elevator cannot be used during a fire drill.

Instructions for teachers

- Direct students according to the posted drill instructions in your rooms.

- Close windows, doors, and extinguish lights. Stop all activity, leave all materials in place, and take your class attendance register, absent list, grade book, and laminated name placard with you to your designated gathering location.
- Once outside, hold up your name placard so students can easily find their class.
- Take attendance, and display your name placard to indicate either that all students are present, or that you have a student who is unaccounted for or an additional student is with your class.
- All missing students must be reported to the location supervisor who will report this name to the building principal and the other location supervisors.

Fire/Evacuation

- **All students are to leave the building in an orderly manner and report to the designated areas as instructed by their classroom teacher.**
- **Students are to remain with their classroom group and teacher.**
- **All teachers will have a placard to hold up so students can locate their teacher. Teachers will also be provided with a red placard to indicate that students are missing, and a green placard to indicate that all assigned students are accounted for.**
- **Please remain outside until signaled back into the building by an administrator or crisis team member.**
- **Office staff members are reminded to bring attendance/dismissal records with them outside during a fire drill.**

**For the complete Douglas Public School's Crisis Plan, refer to the faculty network drive.*

Reference Guide for Dealing with Students following a Tragedy

- Kids are going to have concerns, reservations and be worried about their safety when they return to school
- They will look to the adults in the school for guidance and perhaps quiet reassurance that everything is going to be alright
- Strive to return to "normalcy" as quickly as possible
- First priority is how we speak with our students, the way we respond to their concerns; guard against offering your opinions or point of view on the situation
- Be direct and honest
- It is important to emphasize that our school is a safe place
- Validate that their feelings and worries are okay given the gravity of the situation that has occurred
- Help them to put this tragedy into a proper perspective
- Their questions should guide the direction and depth of your class discussion
- Remember that students receive information for a variety of sources; some that are reliable some that are not

- Students are now exposed to many points of view through social media, caution them to be critical about the accuracy of the information they receive and to guard against accepting points of view that may not be creditable
- Don't feel obligated to give reasons or justifications for why things happen but rather reference a reliable news source
- Our role is not to give merit to these non-creditable sources, but rather to express that this was a tragedy with no simple explanations, but guard against supporting or endorsing suspect points of view or opinions
- Indicate that violence is simply not a viable solution to any personal problem
- Redirect their attention and try to return to business as usual within your classroom
- Encourage those who still have concerns that you and others at the school are here to help them to get their concerns addressed
- Keep a close eye on those students who, after you've addressed the concerns of the students in the class, who still appear troubled or concerned
- Let guidance/administration know of these students so additional support can be provided and families are contacted
- Limit the television and media access within your classroom
- Be aware of the conversation you may be having with another adult and be sure that students are not being exposed to these conversations that could result in the student becoming unsettled or that they are overhearing your opinion on what has transpired

Points to Express:

- School is a safe place with faculty, administration, other adults, parents and safety officials who are committed to their safety
- Remind them that the school's doors are locked for their safety and that they should never provide access to anyone that they are not positive that they belong in the building
- Remind them that we all play a role in keeping our school safe
- Keeping information that they are concerned about can be shared in anonymity, that they need to have the safety of everyone in the building as their first priority
- Senseless violence is always going to be difficult to come to grips with
- That there are times when people aren't able to handle or effectively manage their anger or unsettled emotions and that adults need to try and help people to get the help that they need in dealing with these issues
- Weapons have no place in a school and that it is okay to tell an adult if they have a concern of any kind
- Everyone's safety has to come first

12. Change of Class -

- Students are allowed to change classes in their schedule up to the issuance of 1st quarter progress reports. After that date changes will only be made with the approval of guidance and administration approval.
- It is the responsibility of the administration to assign students to classes.
- Teachers are not to tell a student that he or she may not continue in a class.

- If a teacher determines a move may be in the student's best interest, that teacher is to consult with the Director of Guidance and the Principal or Assistant Principal to determine if the move should take place. Do not discuss the move with the student.
- Parents must be contacted and be part of the change process.

13. Cheating-

ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

Academic dishonesty (cheating and plagiarism) will not be tolerated. **Cheating** includes (but is not limited to):

- Must be addressed by classroom teacher with the student as well as notifying parents.
- the use of unauthorized papers or copying from another student's paper during a quiz, test, exam, or other assignment, regardless of the subject / content
- unauthorized access to old quizzes, tests, or exams
- unauthorized access to a quiz, test, or exam given to another section of the class
- unauthorized access to a quiz, test, or exam you must make up due to an absence
- copying or turning in a photocopy of another student's homework
- paying someone else to complete an assignment of any kind (i.e. term paper, project, etc.)
- buying an assignment of any kind (i.e. term paper, project, etc.)
- using inappropriate technology to assist in the completion of an assignment (online translators, etc.)
- text messaging during exams, tests, quizzes, etc.

Plagiarism includes copying any sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.) or passing off someone else's work as your own (i.e. printing an article from an online resource and turning it in as your own). Even when paraphrasing, a complete reference must be provided to the paraphrased sentences. If two assignments show enough similarity such that the instructor has reasonable cause to believe cheating or plagiarism has occurred, both could be penalized.

The academic dishonesty policy also applies to extra credit assignments. Penalties for academic dishonesty:

- Loss of credit for the quiz, test, exam, or other assignment
- Direct notification of the student's parents by the classroom teacher
- Referral to the administration for further action if necessary
- Loss of academic honors and awards, if applicable
- Loss of National Honor Society eligibility, if applicable

14. Preparation Period-

- Each teacher is assigned a preparation period each day.
- Teachers are to use this period at their discretion.
- This is a period that may be used to meet with parents, make phone calls and prepare lessons.

15. Grading –

- All teachers are required to enter all grades into the IPass grading system - a computer-based grading program. Your quarterly averages will be submitted electronically. Training will be offered in this process should it be requested, by the teacher.
- Students are given numerical grades. All grades should be rounded up to the nearest whole number.
- A student's final grade is an assessment of their understanding and demonstration of content knowledge, academic expectations and social expectations.
- Students should be assessed on their academic expectations for quarters 2 & 4. Social expectations for quarter 3.
- The minimum grade for students during the first three quarters is 45%. This leaves the door of opportunity open to them. You are less likely to have discipline problems if the students feel they have a chance to redeem themselves.
- The passing grade at DHS is 65%.
- The semester exam grade is 20% of the half year grade.
- Students must have a 55% or better to attend summer school. Students with grades below 55% may get permission from the building administration to attend summer school.
- Students should be given many opportunities to earn grades in any given quarter. Tests, quizzes, reports, projects, portfolios, etc. should make up a student's grade.
- Consistent emphasis and attention to implementing daily formative assessments should occur within the classroom.
- New students must be added to grade sheets if their names do not appear.
- All teachers must submit the final grade of all students to guidance electronically.
- You must round up or down when recording a grade. Do not, for example, write 94.6.
- Report any students you add to your grade sheet to the guidance secretary so their name will be entered into the computer.
- If you are uncertain about assigning a grade to a student who entered your class from a special program or from another school, check with guidance and/or the principal. These students must be assigned a grade.

16. Exams- All students must take mid-term and final exams, during final exams only Senior students may be exempted from a final exam at the determination of the classroom teacher.

- Exams are given to all students at the end of each semester.
- Each exam is an hour and a half.

- The semester exam grade is **20%** of the half year grade.

17. Parent Meetings-

- Back to School Night and Parent Conference Night are scheduled each year. They provide an opportunity for direct communication with parents/guardians on classroom expectations, course content and assessments, and for student performance and conduct.
- Faculty must attend these nights. Dates are known in advance, please plan accordingly.
- Teachers are encouraged to meet with parents during the school year. Direct communication between the home and school is vital to the success of many students.
- The positive, as well as the negative, should be discussed during these meetings.

18. Announcements-

- Announcements will be made during the start of second period each day.
- In order to have an announcement made, you must fill out an announcement form and have it into the office the day before you would like it read. Please try to have any last-minute changes (such as weather-related cancellations or postponements) into the office before 1:15 p.m.. Every effort will be made to make any afternoon announcements; or emergency announcements to be made at the start of the last period to minimize disruption of the instruction.
- The form must include the date/dates you wish to have the announcement read.
- Every attempt will be made to avoid using the PA system during the school year as not to disturb classes.

19. Corridor Passes/ Lav Passes-

- Every student leaving your room must sign-out and then back in and have a DHS hall pass. Passes are available in the DHS office.
- You should discourage students from leaving your class. Movement in and out of class causes a loss in instructional time.
- You are responsible for having students record their name, date and destination on a pass sign out sheet each time they leave the room. This log must be maintained throughout the school year.

****** Students with documented medical problems may be allowed to leave your room as needed without obtaining a pass. If this situation arises, please check with the school nurse, guidance department or the administration to get clarification.***

20. Accidents-

- Whenever anyone is injured in the building, teachers should notify the nurse immediately.

- Staff members should remain with the injured student until the nurse or an administrator arrives.
- An accident report form must be completed as soon as possible, but no later than the end of the school day on which the accident occurred.

21. Attendance/Grade Book-

- All attendance and grades are to be recorded electronically in the IPASS system. It is critical to keep these records secure at all times for confidentiality.
- To ensure purposeful use of iParent, grades should be recorded in a timely manner in iPass to ensure that they are as current as possible for parental review.
- Attendance and grades are to be kept as current as possible.
- Teachers may also keep an electronic back-up copy of these documents, or should they wish; an up to date class attendance and grade book.
- Students and parents have a right to know the structure of the teacher's grading system. Each teacher must provide the grading method he or she uses to the students within the first two weeks of school.
- Since the grade book is a record of a student's achievement, care should be taken to keep these electronic records secure at all times. All teachers should take their class list/ attendance information with them when leaving the building for a fire drill or other emergency.

22. Plan Books/ Agenda Books-

- All teachers are required to keep their lesson plans up-to-date.
- Lesson plans must be made out for one week in advance.
- Plans must be specific enough for a substitute to know what text you are using and the page number/chapter you are working on.
- Administrators and department chairs reserve the right to check teachers' lesson plans periodically.

23. Emergency Plans-

- All teachers are required to turn emergency plans in to their department chairs by the end of the second week of school. These emergency plans must include up to date class lists, information on emergency procedures, location of red/green placard, location of emergency flip chart, and any students with medical concerns. This information should be secured at all times. Department Chairs are to be informed on how to access these plans when a teacher is out of school.

Emergency Sub Plan Guidelines:

1. Prepare sub folders for each of your classes, with enough work for two days. The folder should contain your attendance rosters, class lists, seating charts, and assignments from your textbook or other ancillary instructional materials that can be easily assigned by a substitute.
2. Update your sub plans as necessary throughout the year. If/when your rosters/seating plans change, put the new ones in your sub folders, and remove the old ones.

Please label your sub folders/plans, keep them in an easily accessible place, and notify the office or your department chair as to where your sub folders/plans are kept. Please complete a substitute teacher information form and leave with your sub plans prior to a planned absence.

24. Telephone and School Stationery-

- Faculty members may use the phones in their classroom and the faculty lounges for school-related calls.
- To make a call to a parent, teachers can use the phone in the conference room in the Main Office.
- School stationery may only be used for official school business. You may obtain school stationery from the principal's secretary; however, any documents that will be released on school stationery must be approved by the building Principal.

25. Student Files -

- Student academic files are located in the guidance office.
- They are available to faculty members upon request.
- All information contained in these files is confidential.
- If parents request information from these files, please refer them to the guidance office.

26. Professional Days/Professional Development-

- All teachers are to be present for professional development days. Dates are noted on the school calendar and teachers are to plan accordingly.
- Teachers are to submit a copy of the "Request for Leave of Absence" form for each conference they wish to attend, and place these copies in the principal's mailbox. A copy of the conference/workshop agenda must be included for the request to be approved.
- Following the workshop, a brief typed summary of the workshop content may be requested by the administration.

27(A). IPDP/Professional Development Plan - All teachers with Professional Status must have an approved IPDP on file in the office. The MTA form is the agreed-upon form to use. If you have questions,

please see the principal by the last week of September. The IPDP/Professional Development Plans will be reviewed jointly by the Director of Curriculum and the building principal.

28. Audio Visual Material

- Teachers must complete a “Request to Show” form for all movies, streaming videos, online video service materials and You Tube media and have them approved by the Principal.
- Review of content material for appropriateness is the responsibility of the classroom teacher and all materials must be reviewed in their entirety before submitting a “Request to Show” form.
- All classrooms have computers, VCR/DVD capabilities, a document camera, and a LCD projector. Please exercise care when operating these technological devices. It is the teacher’s responsibility to care for the equipment and to report needed repairs to the librarian or technology director.

29. Copying/Printing

- Students are not to use the copy machines.
- Please report any trouble with copying machines to the main office for servicing.
- Faculty room #C106 is equipped with both a digital copier and a RISO for staff copying needs.
- Copying projects requiring large numbers of copies should be done on the RISO.
- Please exercise professional judgment and do not waste paper.

30. Health Services-

- When a student becomes ill, he or she should be referred to the nurse’s office.
- The nurse will determine the needs of the student.
- Do not send a student alone to the nurse if they exhibit any signs of instability or express feeling dizzy or faint.

31. Assemblies-

- All faculty members must attend school assemblies with their assigned class.
- All teachers are expected to provide active supervision of students while attending the assembly.
- No assemblies are to be scheduled without the permission of the administration.
- No speakers are to be brought into DHS without first receiving approval from the administration.

Use of the auditorium must be arranged, in advance of the assembly, with the Principal or Assistant Principal.

32. Field Trips-

- Field trip request forms must be completed prior to arranging a field trip.
- Field trips must be approved by the administration.
- Anyone who will be serving as a chaperone on a school-sponsored field trip must have an approved CORI form on file with the District.
- A list of chaperones must be provided two days prior to the field trip. The ratio of students to adults must be at least 10:1.
- A list of students taking part in the field trip must be provided to faculty and administration no less than one day prior to the trip.
- Only educational trips will be approved.
- Overnight and out of state field trips require school committee approval.
- When planning a field trip, it is important for advisors to plan in advance in order to ensure that needed documentation is submitted in a timely manner to the District and school administration for approval.

33. Guest Lecturers -

- DHS encourages guest lecturers to speak with classes.
- Teachers are to notify the principal in advance as to the name of the speaker and purpose of the visit. Please also provide to the principal in advance a copy of the guest lecturer's biographical resume, as well as prior recommendations or references to ensure the quality and appropriateness of the presentation. A brief biography of the speaker and of the program must accompany a request for a guest speaker.
- Guest lectures must sign in at the office and wear a visitor pass at all times.

34. Collection of Monies-

- All money collected from students is to be deposited with the principal's secretary the day it is collected. All advisors/teachers will need to conduct a count of money to be deposited with the principal's secretary and sign-off on the total for deposit.
- All money must be accompanied by a money deposit form available in the office.
- Each student is to receive a receipt when paying class dues. Advisors must maintain control of the receipt book.

No checks will be issued to students. Checks will only be issued to advisors/teachers.

35. Keys-

- Keys will be issued by the principal or assistant principal. Students should not have access to keys.
- Report lost or missing keys to the office immediately.

36. Elevator-

- No one should use the elevators unless it is absolutely necessary. Faculty members are to use the stairs unless a medical need exists or materials need to be brought upstairs. This will increase coverage of the school during passing time.
- Only students with permission are allowed to use the elevator. Students with medical needs will be issued a pass to use the elevator. Only the nurse or the administration will issue elevator passes.

37. Sexual Harassment - See the Student Handbook.

The Douglas School Committee (the “Committee”) depends upon an environment of tolerance and respect for the achievement of its goals. The Committee is committed to provide an environment that is free of all forms of abuse or harassment. The Committee recognizes the right of all employees as well as students to be treated with respect and dignity. (For purposes of this policy the word “employee” means anyone in the service of the Committee, either on a paid or volunteer basis.)

Sexual harassment is a form of behavior that adversely affects the employment and/or student relationship. It is prohibited by State and Federal law. The Committee also condemns and prohibits sexual harassment by any employee or student.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee or student, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee or student to function normally.

Sexual harassment includes such unwelcome actions as:

- sex-oriented verbal abuse;
- sexual remarks or jokes;
- physical contact including patting, pinching, or constant brushing against another’s body;
- demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s status as an employee or student; and assaults or molestation.

It is, therefore, against the policies of the Committee for any employee or student of the school department, male or female, to harass another employee or student, sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either implicitly or explicitly a term or condition of an employees’ employment or a student’s status;
- submission to, or rejection of, such conduct by an individual is made the basis for employment or student status decisions affecting the employee or student;

- such conduct has the purpose or effect of interfering with an individual's work or student performance;
- retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his/her work or school performance; or
- a hostile or intimidating environment is created for the employee or student.

Any employee or student violating this policy will be subject to appropriate discipline, including possible discharge for the employee by the Superintendent.

The Committee has designated Sexual Harassment Grievance Officers. The current Sexual Harassment Grievance Officers are as follows:

Norman Yvon, Superintendent of Schools
 Alternate: Nealy Urquhart, Director of Student Support Services
 High School: Kevin Maines, Principal
 Alternate: Desi Vega, Assistant Principal

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any incident of alleged harassment. The employee or student should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the Committee to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the charge. Employees or students will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

On receiving the complaint, the Sexual Harassment Grievance Officer or Alternate will promptly have a confidential preliminary investigation made into the matter. If, after the completion of this preliminary investigation, it is determined that there is reasonable cause for finding a violation of this policy, the committee will notify the complainant and the charged employee or student of the finding orally. The charged employee or student will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.

After the response of the charged employee or student has been made and any further investigation that may be warranted has been carried out, the superintendent will make a final decision. If the Superintendent finds that the allegations in the complaint have been established by the investigation, the superintendent will initiate discipline of the charged employee or student. Discipline will be appropriate to the offense and employees or students involved, and may include discharge or expulsion.

The complainant will be notified of the disposition of the investigation.

Staff and students will acknowledge receipt of this policy by signing a receipt card or form stating "I Acknowledge receipt of this policy from the Douglas School Committee, and I have read its contents." Students acknowledge this policy by signing off that they have read the student handbook. The receipt card/form will be kept in the principal's office.

38. Disciplinary Referrals-

- Teachers are expected to take the appropriate steps to handle disciplinary problems both in their classrooms and within the school in general. Teachers should make contact with a student's parent/guardian if initial interventions are not successful in modifying the student's classroom behaviors. Teachers should consult with the assistant principal if they are experiencing non-compliance from a student regarding classroom management, in order that both parties may work together to begin an intervention plan for this student.
- Referral of students to the office for discipline should be done only when you have tried unsuccessfully to correct the inappropriate behavior or if the situation creates a safety concern.
- When sending a student to the assistant principal for discipline, please contact the main office that the student is being sent out of class. A "Student Discipline Referral Form" must be completed electronically and emailed to the Assistant Principal, preferably before the end of the period. If you feel the student will not report to the office, call the office for assistance. If a student's behavior is so disruptive that conducting your class properly becomes impossible, please call the office and ask for assistance from an administrator. If a student has been sent to the office, the administration will address the issue with the student and issue a disciplinary response. If time permits, the administrator will make contact with a parent/guardian, but the teacher should also try and make contact with the parent/guardian to discuss the issues with their child and hopefully rectify any future classroom disruptions. If the student returns to class, and continues to be disruptive, please contact the administration and measures of a more severe consequence will be immediately issued.
- Once a referral has been made to the office the administration will determine the action to be taken. The teacher will be apprised of the action either verbally or in writing by the administrator.

Situations such as the following should be referred to the office immediately:

- Threats, either verbal or written, against a student or an adult
- Suspicion of drug or alcohol use or possession
- Use of vulgar language directed at a student or an adult

39. Books/Teacher's Responsibility-

- All books must be numbered and stamped prior to being issued to students. This is the responsibility of the subject area department chair. If there is no department chair or if the books are not stamped and you wish to issue them, it is your responsibility to stamp and number the books. Books cannot be issued until they are stamped, preferably by the department chair.
- All teachers issuing books must fill out book inventory sheets for each class.
- Teachers are responsible for checking the condition of each book issued. Students should also check their books as soon as they receive them and report any damage.

- Book inventories are to be kept current as students are dropped and added.

40. Lost Books -

- When a student loses a book, the teacher must fill out a lost book form and turn it into the assistant principal.
- Whenever possible, a replacement book will be issued, but it is expected that students make restitution for the lost book.

41. COMPUTERS - ACCEPTABLE USE POLICY (Quoted from DHS Handbook for Students and Parents)

COMPUTER AND INTERNET ACCESS

The Douglas Public School District offers a multitude of computer technology resources and Internet access points in each school and classroom. The purpose of this technology and the Internet access is to enhance education and research by providing students and faculty with a means to access online resources and increase communication. The use of all computer technology resources and Internet access must be consistent with the educational objectives of the school district and within guidelines detailed in our Internet Safety & Acceptable Use Policy (AUP) which is compliant with the Children's Internet Protection Act (CIPA). All users who use the Douglas Public School's computer technology and/or Internet access are expected to read the AUP and then sign and return the agreement page. Adherence to the AUP and the return of a signed agreement page is a condition for the privilege of computer usage and/or Internet access.

The Internet is a global network linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential will assist in preparing your child for success in life and work.

Since the Internet contains a broad spectrum of resources, there are many avenues for potential misuse and abuse. As a result, Congress passed the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) in December 2000. CIPA and N-CIPA are federal guidelines for establishing a minimal Internet Safety and Acceptable Use Policy for the protection of minors in school and library facilities. Our school district has revised our AUP to comply with the FCC's CIPA and N-CIPA rules. By complying with CIPA and N-CIPA, our district will continue its eligibility to receive federal (ERATE) funding for Internet access. In brief, the CIPA rules state that an Internet Safety Policy is established which enforces monitoring online activities of minors and that a technology protection measure is implemented which blocks or filters visual images that are:

- Obscene
- Child Pornography
- Harmful to Minors

The N-CIPA rules further state a policy must also address the following:

- Address and restrict access to materials on the Internet "inappropriate for minors," which is determined by the local school district.
- Safety and security "monitoring" of minors using E-mail, Chat rooms, instant messaging, etc.
- Unauthorized access, including hacking, and other unlawful activities on-line.
- Unauthorized disclosure, use, and dissemination of personally identifying information about minors.

- Measures designed to restrict minors' access to "materials harmful to minors."

The Douglas Public School District has implemented a network firewall solution that will provide URL content filtering/blocking using the Cyberpatrol® database, port filtering and/or blocking plus monitoring of internet traffic. No content filtering solution can claim it blocks 100% of the "harmful" material on the Internet, but our district is trying to provide the safest possible computer environment through the use of technology with systemic updates and faculty supervision of your child.

We would like to encourage you to use this as an opportunity to discuss computer and Internet safety with your child. The Massachusetts Attorney General's Office has published two helpful publications on Internet Safety: *The Internet, Your Child and You: What Every Parent Should Know* and *Internet Safety: Advice from Kids Who Have Faced Danger Online*. These publications may be found online at: <http://www.ago.state.ma.us/> or you may request a copy from any administrative office.

You have the opportunity to request restricted access to the computer technologies and/or Internet for your child. To exercise this option, please notify the district technology director and your child's school principal in writing. You and your child must sign the enclosed Internet Safety & Acceptable Use Agreement before your child is allowed to utilize the computer resources provided.

Please contact your child's building Principal if you have any questions or concerns.

INTERNET SAFETY AND ACCEPTABLE USE AGREEMENT FOR THE DOUGLAS PUBLIC SCHOOL DISTRICT

Revised April 2008 *File: IJNDB*

Introduction

The purpose of the Douglas Public School's Internet Safety & Acceptable Use Policy is to provide guidelines for using computer technology while complying with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act. Throughout the course of this document, both of the protection acts will be referred to jointly as CIPA. The Internet Safety & Acceptable Use Policy will be referred to as the AUP.

The Douglas Public School District offers access to computer technologies, the Internet, and electronic communication to students, employees, and patrons, provided that these resources are used in a responsible, legal and ethical manner to enhance educational learning.

The term "user" includes - but is not limited to - students, teachers, staff members, administrators, and members of the community who use the District's computer resources.

It is the policy of the Douglas Public School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

"Inappropriate Material", materials "harmful to minors" and the technology protection measure will be further defined within this AUP in section *B - Access to Inappropriate Material*. Prevention of unauthorized access and other unlawful online activity will be further defined within this AUP in section *C - Network Usage - Part 4 - Illegal Activities*.

Prevention of unauthorized online disclosure, use, or dissemination of personal identification information of minors will be further defined within this AUP in section *C - Network Usage - Part 1 - Personal Safety, Security and Privacy*.

Computer Technologies and Internet Access

Access to computer technology resources and the Internet are **privileges, not rights** offered to users at the discretion of the school and District administrators. Only authorized users may log on using the District's computer technologies and/or

Internet access connections.

Any technology connection physically on district premises, remote connections (RAS, VPN, etc.) or wireless technologies which utilize district resources and/or an Internet connection are subject to the policies stated within this AUP and CIPA.

A. Educational Purpose

1. Computer technology resources and Internet access have been implemented for the purpose of educational enhancement. The term "educational enhancement" includes support of classroom activities, assignments, curriculum development, enrichment, and career development, as determined by the classroom teacher or administration.
2. The computer technology resources and Internet access have not been established as a public access service or a public forum. The District has the right to place reasonable regulations on the material accessed or posted through these resources.
3. The Internet may not be used for non-authorized commercial purposes; therefore, non-authorized products or services must not be offered, provided, or purchased through the Internet.
4. Computer technology and/or the Internet may not be used for political lobbying. However, resources to communicate with elected representatives and to express opinions on political issues may be utilized.
5. Computer technology and/or the Internet may not be used for any unlawful or criminal activities, including violation of any criminal or civil laws or regulations.

B. Access to Inappropriate Material

1. Technology Protection Measures

- a. To the extent practical, technology protection measures shall be used to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to:
 - i. visual depictions of material deemed obscene as the term is defined in section 1460 of title 18, US Code
 - ii. child pornography, as the term is defined in section 2256 of title 18, US Code
 - iii. Material deemed "harmful to minors"
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts (refer to section 2246 of title 18 US code), or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
 - 4.
- b. In addition to blocking of materials that are "harmful to minors" as described above and within CIPA, the District will enable blocking protection measures for additional web sites and materials that are not within the District's educational curriculum. Blocking protection shall be applied to materials that are illegal, promote violence, profanity, intolerance or violates District/school policies. This may include any site that does not contribute to educational pursuits.
- c. Blocking of additional websites will be maintained by the Technology Director.
- d. The technology protection measures may be temporarily bypassed when requested by staff only for bona fide research or other lawful purposes. Only the District technology administrators will have the authority to disable filters for adult bona fide research.
- e. District administrators may request proof of age identification for users before disabling filters for "adult bona fide research."

- f. Inadvertently blocked web sites that conform to the policies stated in this AUP and CIPA may be unblocked by the technology administrators after a thorough review by school and District administration for educationally suitable, age appropriate content.

2. User Policies Concerning Access to Inappropriate Material

- a. Computer technologies and/or the Internet may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people.
- b. If a user mistakenly accesses inappropriate information, he/she should immediately notify the technology administrators and appropriate faculty members in order to be protected against a claim of intentional policy violation.
- c. Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate and inconsistent with family, religious or ethnic values. Any web site or e-mail message that is inappropriate or inconsistent with these values should be promptly disclosed to faculty or school administration.

C. Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Douglas Public School District's computer technologies and Internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

1. Personal Safety, Security and Privacy

- a. Users will not disclose, use and disseminate personal identification information regarding minors. Personal identification information includes: address, telephone, {photograph, and school records.}
- b. Users will not post personal information about another person. This includes physical or sexual harassment or cyber-bullying.
- c. Users will not agree to meet with someone met via the Internet.
- d. Users will promptly disclose to faculty or school administration any Web site or E-mail message that is inappropriate or makes them feel uncomfortable.
- e. Passwords are not transferable. A user account is limited to use by the person to whom it is issued. Use of another person's account or providing unauthorized access to one's account constitutes grounds for termination or restriction of access privileges. Users should take precautions to keep their passwords confidential.

2. E-mail & Electronic Communications

When using E-mail, chat rooms or other forms of electronic communication; users should be aware that their messages are the property of the Douglas Public School District. All messages are archived. They may also be copied, printed or forwarded by recipients. E-mail users should use professionalism and maturity in composing or distributing messages. Under Massachusetts law, all electronic messages received or sent by school employees are considered public records and are subject to the requirements of the Public Records Law. M.G.L. Chapter 66.

The technology administrators will assign E-mail accounts to employees at the request of school administration. Student E-mail accounts will be allowed only if an account is needed to perform communications for a currently enrolled course. Faculty members offering courses that require student E-mail addresses must provide the technology administrators with a formal request for an account.

Students must request consent from faculty before each usage of E-mail, chat rooms, blogs, instant

messengers, or other forms of electronic communications. **Students are not to use electronic communications unsupervised.**

Any user who observes another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or an administrator.

3. **Use of Personal Computer Technology**

- a. Students may not use any personal accounts to communicate on the Internet unless the accounts have been assigned by District faculty or the technology administrators.
- b. Students may only use District-approved computer resources to access the District's network or Internet connection(s). Students must request approval for each connection time when the computer equipment being connected to the District's resources is not owned or leased by the District. Approval will be determined by the Technology Director. This equipment must be used in accordance with network security policies established by the District technology administrators.
- c. Employees, students, and visitors who wish to use personal equipment or accounts to communicate through the district's Internet access must also comply with the policies stated within this AUP, CIPA and any other network security policies established by the District technology administrators. This includes - but is not limited to - cell phones, personal music devices, handheld computing devices, and other evolving technologies.
- d. The use of any recording devices to record or broadcast the activities of any person on school property without the express knowledge and consent of the subject is strictly prohibited. This prohibition does not apply to performances, sporting events, and other publicly attended events.

4. **Illegal Activities**

- a. **Hacking** - Users will not attempt to gain unauthorized access or go beyond their authorized access when connecting to technology resources available in the Douglas Public School District or to any other computer system through the use of the Internet so called "hacking".
- b. **Eavesdropping / Wiretapping "sniffing"** - Users will not listen to or decrypt any electronic communication that is not meant for their attention.
- c. **Spoofing** – Users will not attempt to use the computer technologies to illicitly impersonate or assume the name of another computer system.
- d. **Port Scanning** – Users will not generate an attack on any host for the purpose of finding vulnerabilities in active ports.
- e. **Viruses** - Users will not make deliberate attempts to disrupt the computer system or destroy data by uploading, downloading or spreading computer viruses by any other means. The District has implemented virus protection software; users must not uninstall or disable this software. District virus protection procedures must be followed in order to prevent the inadvertent spread of computer viruses.
- f. **Denial of Service (DOS)** – Users will not generate an attack by monopolizing system resources so that other users can not gain access to technology resources and the Internet.
- g. **Other Illegal/Non-authorized Activities** - Users will not use the District's computer resources to engage in any other illegal/non-authorized acts such as - but not limited to - arranging for a drug sale or the purchase of alcohol, entering into criminal gang activity, threatening the safety of a person, and gambling.

5. **System Security**

- a. Users must immediately notify a technology or school administrator if they have identified a possible security problem. **USERS MUST NOT** intentionally search for a security problem because this activity may be construed as an illegal attempt to gain access.

6. **Dial-In Access**

- a. VPN, RAS or any other dial-in means is restricted to Douglas Public School District employees and authorized students for the purpose of distance learning.

D. Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Users must not post information that could cause damage or a danger of disruption.
4. Users must not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users must not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. **If a user is told by another person to stop sending him/her messages, the user must stop!**
6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

E. Supervision and Monitoring

1. It shall be the responsibility of all members of the Douglas Public School District to supervise and monitor usage by a minor of District computer technologies and the access to the Internet through District resources in accordance with this policy and CIPA.
2. In addition to supervising and monitoring usage by a minor, the District will continue to monitor District computer and Internet usage of students until the student is no longer enrolled in the District.
3. The technology administrators may install and enable devices for the purpose of routinely monitoring network resources and activities.

F. Data and System Resource Limitations

1. Users must not change copy, delete, read or otherwise access data or software programs without the permission of the owner or the technology administrators.
2. Users must not download or save files that will consume large amounts of data resources.
3. Users must not post chain letters or engage in "spamming". Spamming is sending or replying to irrelevant or inappropriate messages to a large number of people which may lead to the disruption of services.
4. Users must not modify or change computer settings which may affect the functionality or navigation of software when accessed by other users.
5. Users must not install software on any computer system without permission of the technology administrators. Software installations must conform to the said vendor's copyright agreement. Software licensing agreements must be provided to the technology administrators.
6. Users may neither install nor have access to any unauthorized executable files.
7. Users must not vandalize or intentionally damage any computer technology.
8. Users must not remove computer technologies without the consent of the technology director and school or District administration. This includes hardware, software and data.

G. Plagiarism and Copyright Infringement

1. The user must not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them without giving proper credit.
2. The user must respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. For example, copyrights may apply to software, documentation, music, video, and graphics. If a work contains language that specifies appropriate use of that work, the user must follow the expressed requirements. If a user is unsure about whether or not he/she may use a particular work, permission must be requested from the copyright owner.

3. Any and all sources used, including multimedia, must be cited in the proper format.

H. **User Rights**

1. **Free Speech**

A user's right to free speech applies to his/her Internet communications. Use of technology resources and the Internet from the Douglas Public School District is considered a limited forum, similar to any school publication, and therefore the District may restrict a user's free speech for valid educational purposes.

2. **Intentional Violations**

The Douglas Public School District is aware that policy violations may occur when a user is involuntarily routed to sites that contain inappropriate material. Therefore, disciplinary action shall only result when the policy is willfully and intentionally violated. The Douglas Public School District reserves the right to discipline any user for violations of this policy when it is apparent that the user knew, or should have known, that a policy violation was likely to occur as a result of the actions or inactions of the user in question.

3. **Privacy, Search and Seizure**

- a. The District retains ownership and control of its technology resources. Accordingly, all users possess no rights to privacy in regard to their use of District technology resources, including – but not limited to – District computers, the computer network, the electronic mail system (e-mail), the Douglas website, and Internet access. The District does not guarantee - and users should not expect - confidentiality, privacy, security, or ownership of the content of any information accessed, sent, received, created or stored, using technology resources, with the exception of databases storing confidential information. All users should be aware that electronic communications and other information sent via the Internet are accessible by third parties, specifically the Internet Service Provider.
- b. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

4. **Due Process**

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District's technology resources and the Internet.
- b. In the event there is a claim that a user has violated this policy and/or the disciplinary code in using the technology resources and/or Internet, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- c. If the violation also involves other violations of the disciplinary code, it will be handled in a manner described in the student or faculty handbooks. Additional restrictions may be placed on a user's use of the technology resources and/or Internet, which may include cancellation of privileges.

5. **Disciplinary Action**

Student violation of this policy and/or other Douglas Public School District policies shall result in one or more of the following consequences:

- a. Restriction, suspension or revocation of access privileges;
- b. Removal from a class activity;
- c. Removal from a course;
- d. Removal from an extracurricular activity;
- e. Detention, suspension or expulsion;
- f. Referral to the appropriate legal authorities for possible criminal prosecution;
- g. Civil liability

Staff violations of this policy shall be addressed by the District Administration.

I. **Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the computer technology resources and/or Internet will be error-free or without defect. The District will not be responsible for any damage a user may suffer - including but not limited to - loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

J. Adoption

This Internet Safety Policy was adopted by the Douglas School Committee on: 06/26/2002. In compliance with CIPA, a public meeting was held on 05/22/2002, following normal public notice. The policy was revised by the Director of Technology/Technology Vertical Curriculum Team in April 2008, and brought before the Douglas School Committee on May 7, 2008, and again on May 21, 2008. This updated policy was approved by School Committee on June 18, 2008.

K. Signed Agreement

All employees and students must return a signed agreement page. Students must return the signed agreement page to their homeroom teacher within three days of the school year's start date or time of enrollment.

L. Glossary

Cite – To attribute the source of information
Copyright infringement – Use of copyrighted work without permission or in violation of copyright law.
Cyberbullying – Use of technology such as e-mail, chat rooms, blogs, etc., to harass someone.
Executable file – File that runs or starts a program
Plagiarism – Presenting the work or ideas of others as one's own.
RAS – Remote Access Server
VPN – Virtual Private Network

42. Teachers' Contract-

Health benefits, grievance procedure, salary scales and other information is available in the teachers' contract, located in the *Douglas Teachers Association* folder on the faculty drive. Copies of the contract may be obtained through the DTA president or the DHS building representative.

43. Faculty Meetings-

Douglas High School is committed to continuous improvement in every aspect of teaching and learning. Students come first at Douglas High School and our vision is to create a school where all students will achieve at the highest levels. Most importantly, decisions are made in the best interests of our students.

- **All faculty members are to attend all meetings.**
- **While they will generally last approximately one hour, they will on occasion run longer than an hour. Please plan accordingly.**
- **The dates of these meetings are provided to staff at the beginning of the year. Please make all necessary personal arrangements in advance of these meeting dates so all faculty members can attend the meetings in their entirety.**

Faculty meetings will be held on the following days in Room #C208:

Faculty Meetings (2:00 Room C208)

Tuesday, Sept. 6, 2016

Monday, Oct. 3, 2016
Monday, Nov. 7, 2016
Monday, Dec. 5, 2016
Monday, Jan. 9, 2017
Monday, Feb. 6, 2017
Monday, March 6, 2017
Monday, Apr. 3, 2017
Monday, May 1, 2017
Monday, June 5, 2017

44. Movie Procedure-

Major Points (“R”-Rated Movies):

- All movies, videos, etc. must comply with the district’s policy and be formally approved prior to be presented to classes.
- Only movies that have an educational benefit are to be shown in the classroom.
- “R” rated movies are not to be shown at DHS.
- Please exercise your professional judgment regarding the appropriateness of showing a full-length movie in order to ensure that there is a clear curricular tie-in, and that instructional time is used to maximum advantage.

JOB DESCRIPTIONS

These job descriptions outline the duties and responsibilities for members of the staff.

ADMINISTRATORS

PRINCIPAL:

1. Reports to the Superintendent.
2. Supervises all personnel serving in assigned school.
3. Coordinates the various skills of staff members.
4. Utilizes human and material resources available in the school.
5. Creates and sustains a wholesome working and learning environment that fosters mutual respect between and among students, teachers, and other personnel.
6. Maintains a cooperative relationship with parents and community agencies by serving as a school/parent/community liaison. Undertakes a planned public relations program for the school.
7. Maintains effective student control and exercises appropriate discipline practices
8. Guides school personnel toward continuous professional growth. Promotes and creates in-service/staff development opportunities.
9. In keeping with shared decision-making, works with teaching staff and other school personnel in a planned program of continuous evaluation, monitoring, assessment, and improvement of the educational program. Provides for ongoing professional dialogue through frequent and well-planned faculty meetings, curriculum committees and study groups.
10. Provides for the effective use, handling, storing and disbursement of equipment, supplies and materials.
11. Exercises watchful care over all school property.
12. Provides for the proper assignment and promotion of students.
13. In conjunction with the school custodial personnel, supervises school grounds, buildings and equipment to ensure proper care, cleanliness and neatness of the premises.

14. Supervises non-professional personnel in the building, specifying their job responsibilities and seeing that their assignments are properly carried out.
15. Informs personnel of changes in general administrative policy.
16. Maintains an effective student and staff accounting system.
17. Ensures that the proper officials investigate and report questionable absences and tardiness. Serves as a liaison between school and human resource agencies.
18. Institutes provisions for an effective orientation program for new teachers.
19. Provides an effective safety program, such as fire drills, school traffic, etc. Enforces appropriate regulations.
20. Makes a particular effort to identify students with learning and special problems and bringing the resources of the school and cooperating agencies to bear in coping with/ correcting these problems. Serves as administrative representative for pre-special education referrals, and as a liaison between regular and special education.
21. Screens and establishes priorities and justifications and carefully formulates the school budget in conjunction with staff and department chairs.
22. Adheres to all school committee policies, rules, and regulations regarding the operation of the school and conduct of students. Disseminates to faculty, students and support staff those pertinent policies and rules.
23. Evaluates all staff in accordance with the established school committee policy.
24. Keeps abreast of current research and practice in education and related fields, visiting other school systems, attending professional meetings and conferences, and pursuing advanced graduate course work.
25. Assigns above duties to the vice principal on an ongoing basis.
26. The principal may assign his/her assistant any other responsibilities he/she sees as appropriate.

ASSISTANT PRINCIPAL:

1. Reports to the principal.
2. Administers the code of discipline.
3. Participates in the development of the school's budget requests.
4. Assists the principal with the development of the master schedule.
5. Communicates clearly through the written and spoken word.
6. Demonstrates evidence of wide reading and current knowledge in the educational field and related areas.
7. Demonstrates good human relations skills.
8. Provides both educational and administrative leadership in conjunction with the principal.
9. Assists in the evaluation of personnel through observation, along with pre- and post- observation conferences.
10. Assists teachers in developing goals and objectives.
11. Develops staff through in-service training.
12. Generates programs which will positively impact student-learner outcomes, and develops teacher strategies.
13. Shares responsibility with the principal as administrator in-charge at after school activities.
14. Coordinates substitute teachers in the building.
15. Accepts additional assignments as made by the principal.

CONTENT TEACHER:

1. Prepares his/her classes conscientiously, preparing interesting, scholarly and challenging presentations to the students in a professional manner; promotes the acquisition of skills and knowledge.
2. Takes attendance at the beginning of class.
3. Begins classes promptly at the designated time.
4. Never dismisses a class before the allotted time or cancels the class without the express permission of the principal, or in his/her absence, of the vice principal.
5. Makes it a point to be available to students for extra help.

6. Is willing to confer with parents when conferences are requested or deemed necessary.
7. Takes care of all school equipment.
8. Is assiduous and faithful in completing all requested reports, class lists, and report cards and in submitting them to the appropriate administrative personnel.
9. Makes use of teaching aids for the purpose of creating interest and variety in lesson presentation.
10. Corrects exams, quizzes and reports in a timely manner and returns work to the students.
11. Considers attendance at faculty meetings, departmental meetings and other functions of a professional nature a part of his/her duty as a teacher.
12. Presents his/her requests for classroom materials to the appropriate curriculum coordinator.
13. Accompanies and supervises classes at all student-body assemblies.
14. Takes a particular interest in helping students who are struggling, seeing this assistance as part of his/her duty as a teacher.
15. Structures the classroom to enhance learning and to ensure the safety and well being of students.
16. Communicates with teachers and counselors when a student has academic difficulty, is poorly motivated, etc.
17. Monitors and controls the use of all equipment in a classroom or the library.
18. Maintains the daily cleanliness of the classroom.
19. Cooperates with the department chairs and administration in preparing curriculum revisions, NEASC reports, and any changes relative to the educational environment.
20. Carefully maintains attendance roster for the office.
21. Responsibly grades the student according to criteria and general school policy, and frequently updates students as to their progress.
22. Issues deficiency/academic progress reports at the appropriate times.

Department Chair:

1. Meets with department members once a month for the purpose of reviewing curriculum, preparing budget requests, reviewing textbook requests, making suggestions for school-wide change to the academic standards committee.
2. Submits changes in policy to the academic standards committee. All suggestions should be written out and given to the principal.
3. Prepares minutes of each department meeting and distributes a copy to department members, the principal, and the vice principal.
4. Meets periodically with the principal and the vice principal.
5. Submits requested changes in course offerings to the administration by January.
6. Is available to teachers within the department for encouragement and advice and assists them in carrying out their professional responsibilities. Assists teachers in creating sub plans and is responsible for where they are located.
7. Maintains a file of books and catalogs containing material pertinent to the department.
8. Submits budget requests to the principal when the following have been completed:
 - The budget requests have been justified to the department chair
 - The proper form has been completed with current information
 - The department chair has verified that the prices quoted are accurate by calling the company and obtaining validation of the price
 - The department chair includes shipping and handling charges (10%)

ATHLETIC DIRECTOR:

1. Is directly responsible to the principal.

2. Is responsible for the management of the athletic budget.
3. Is responsible for instructing all athletic personnel concerning MIAA standards.
4. Is responsible for instructing all athletic personnel of their responsibilities as coaches at DHS.
5. Working with the health coordinator, organizes Chemical Health Night for all students taking part in co-curricular activities.
6. Coordinates the use of the gym with the vice principal and coaches.
7. Arranges all interscholastic athletic activities and the printing of schedules for public relations purposes.
8. Assumes responsibility for public relations in connection with athletics.
9. Determines the recipients of athletic awards and organizes assemblies and/or banquets for the distribution of those awards.
10. Is responsible for the preparation and presentation of the athletic budget to the principal.
11. Assures all transportation connected with athletic activities is coordinated with the principal's secretary.
12. Assures that the principal is kept informed of all schedules and schedule changes.
13. Assures that the principal is kept informed of any problems that occur.
14. Attends all varsity, and junior varsity basketball games and varsity soccer games as the game administrator.
15. Ensures that all students have current physicals and meet eligibility requirements.
16. Oversees the proper issuing and collection of all athletic equipment and its cleaning and storing when not in use.
17. Oversees the proper use and care of all athletic equipment and facilities.
18. Attends all conferences and meetings called by the DVC and MIAA that are appropriate.
19. Arranges for the proper care of injured participants in any athletic activity.
20. Performs any other duty deemed appropriate by the principal.

GUIDANCE DIRECTOR:

1. Supervises the testing programs at DHS.
2. Acts as college placement counselor.
3. Prepares and updates the school academic profile.
4. In conjunction with the principal, periodically reviews the academic records of seniors, ensuring the successful completion of academic requirements for graduation and/or promotion.
5. Is responsible for organizing academic awards for awards night and graduation.
6. Is responsible for the guidance department budget.
7. Meets with the principal and assistant principal to plan the process for building the master schedule.
8. Assists in developing school to career programs.
9. Oversees all admissions and scheduling concerns.
10. Meets with all students either individually or in groups for the purpose of reviewing credit needs for post secondary study.
11. Assists with crisis intervention.
12. Meets with parents, teachers and students as needed.
13. Is the resource person for students applying to colleges.
14. Maintains college information - both electronic and print.
15. Is available to substitute for the administration as needed.
16. Is available to hold evening programs for students and parents. Meets with guidance staff to create a schedule of meetings for all grade levels during the school year, to include presentations for students, direct instruction, and public presentations for parents/community members.
17. Accepts any additional responsibilities assigned by the principal.

LIBRARIAN:

1. Supervises students in order to maintain a quiet atmosphere for individual study and research.
2. Is responsible for classifying and cataloguing all new material and equipment.

3. Maintains records of book circulation.
4. Orders books, periodicals and software for the library.
5. Is responsible for the general upkeep and organization of books on the shelves and the card catalog associated with them.
6. Is responsible for scheduling of audio-visual equipment use and its maintenance.
7. Teaches basic library and Internet skills in conjunction with teachers.
8. Works with the department chairs and teaching staff to keep their respective sections in the library current and supportive of subject material being taught in class.
9. Supervises and coordinates the services of cable television.
10. Accepts any additional responsibilities assigned by the principal; including teaching classes when necessary.

ADVISORS AND COACHES

9TH GRADE ADVISOR:

1. Conducts a meeting in September for the purpose of electing officers.
2. Establishes a method for the collection of dues. Ensures that all students are issued a receipt for dues payments. You must maintain control of the receipt book.
3. Oversees participation in Winter Carnival.
4. Sets up ring orders in May for fall delivery.
5. Determines the fund raising activity for Oktoberfest and establishes a list of workers and times. Supervises this activity.
6. Is directly responsible to the principal.
7. Supports the philosophy and policies of the school.
8. Clears all events and dates of events with the principal, and ensures that these events are formally recorded on the master calendar in the main office.
9. Deposits all monies collected with the principal's secretary with the correct form filled out.
10. Supervises an activity area before, during, and after meetings and activities. Must be present when students assemble for a class activity.
11. At the conclusion of the event or activity, the advisor is to remain until all have left and to check the lights, the general condition of the area, and see that the doors are locked when leaving.

10th GRADE ADVISOR:

1. Holds a meeting in September for the purpose of electing officers.
2. Oversees participation in Winter Carnival.
3. At the end of the sophomore year, begins to organize the Jr. /Sr. Prom.
4. Organizes the Harvest Ball that is held at DHS. Ensures dues are current prior to students purchasing tickets.
5. Schedules monthly meetings and forms committees for specific functions.
6. Determines the fund-raising activity for Oktoberfest and establishes a list of workers and times. Supervises this activity.
7. Initiates fund-raising activities throughout the year.
8. Is directly responsible to the principal.
9. Supports the philosophy and policies of the school.

12. Clears all events and dates of events with the principal, and ensures that these events are formally recorded on the master calendar in the main office.
10. Deposits all monies collected with the principal's secretary with the correct form filled out.
11. Supervises an activity area before, during and after meetings and activities. Must be present when students assemble for a class sponsored activity. At the conclusion of the event or activity, the advisor is to remain until all have left and to check the lights, and general condition of the area, and see that the doors are locked when leaving.

11th GRADE ADVISOR:

1. Completes arrangements for the Jr. /Sr. Prom, keeping the senior advisor informed.
2. Oversees participation in Winter Carnival.
3. Works closely with the class treasurer to ensure all dues are current prior to students purchasing tickets to the prom. (Start this early in the year.)
4. Schedule monthly meetings and form committees for specific functions.
5. Determine the fund raising activity for Octoberfest and establish a list of workers and times. Supervise this activity.
6. Establishes fund-raising activities throughout the year.
7. Is directly responsible to the principal.
8. Supports the philosophy and policies of the school.
9. Clears all events and dates of events with the principal, and ensures that these events are formally recorded on the master calendar in the main office.
10. Deposits all monies collected with the principal's secretary, and completes/submits the accompanying form.
11. Supervises an activity area before, during and after meetings and activities. Must be present when students assemble for a class-sponsored activity. At the conclusion of the event or activity, the advisor is to remain until all have left, check the lights and general condition of the area, and make sure that the doors are locked when leaving.

12th GRADE ADVISOR:

1. Assists the 11th grade advisor in planning the Jr. /Sr. Prom. This includes providing a list of students who have paid their dues and helping to obtain chaperones if needed.
2. Organizes the baccalaureate ceremony with members of the local churches.
3. Assists the principal in preparing for graduation.
4. Assists in planning any and all senior week activities.
5. Organizes the senior class trip after approval from the administration.
6. Schedules monthly meetings and forms committees for specific functions.
7. Determines the fund-raising activity for Octoberfest and establishes a list of workers and times. Supervises this activity.
8. Oversees class participation in Winter Carnival activities.
9. Establishes fund raising activities throughout the year.
10. Is directly responsible to the principal.
11. Supports the philosophy and policies of the school.
12. Clears all events and dates of events with the principal, and ensures that these events are formally recorded on the master calendar in the main office.
13. Deposits all monies collected with the principal's secretary, and completes the accompanying form.
14. Supervises an activity area before, during and after meetings and activities. Is present when students assemble for a class activity. At the conclusion of the event or activity, the advisor is to remain until all have left, check the lights and general condition of the area, and see that the doors are locked when leaving.

STUDENT COUNCIL ADVISOR:

1. Coordinates student activities that are not an integral part of the academic curriculum, the athletic program, or do not have assigned faculty advisors.
2. Informs the principal of all planned activities as far ahead as possible, and ensures that these activities are formally recorded on the master calendar in the main office.
3. Coordinates all of its own activities and is responsible for the supervision of all events sponsored by its members.
4. Supervises funds raised by its members.
5. Works with class advisors in coordinating class activities promoting school spirit and community involvement.
6. Schedules one activity each year for members of the community.

YEARBOOK ADVISOR:

1. Oversees all aspects of the production of the yearbook.
2. Edits all proofs, wording, student writing, and graphics, prior to approval.
3. Directs the raising of funds to defer the cost of the yearbook. Is responsible for turning all funds into the principal's secretary, accompanied by the correct form.
4. Selects and oversees a staff of high school students.
5. Instructs students in how to produce layouts, write copy, crop pictures, etc.
6. Develops and oversees fund-raising activities during the year.
7. Clears all activities with the administration prior to holding an event.
8. Supervises an activity area before, during and after meetings and activities. At the conclusion of the event or activity, the advisor is to remain until all students have left, check the lights and general condition of the area, and see that the doors are locked when leaving.

NATIONAL HONOR SOCIETY ADVISOR:

1. Directs the peer tutoring program.
2. Evaluates, along with the faculty, the present and future members of the National Honor Society.
3. Coordinates the National Honor Society induction in the spring.
4. Coordinates members of the NHS to serve as guides for parent Open House Night, graduation, etc.
5. Takes part in community service activities.
6. Deposits all money raised with the secretary.
7. Monitors the academic standing of its members.