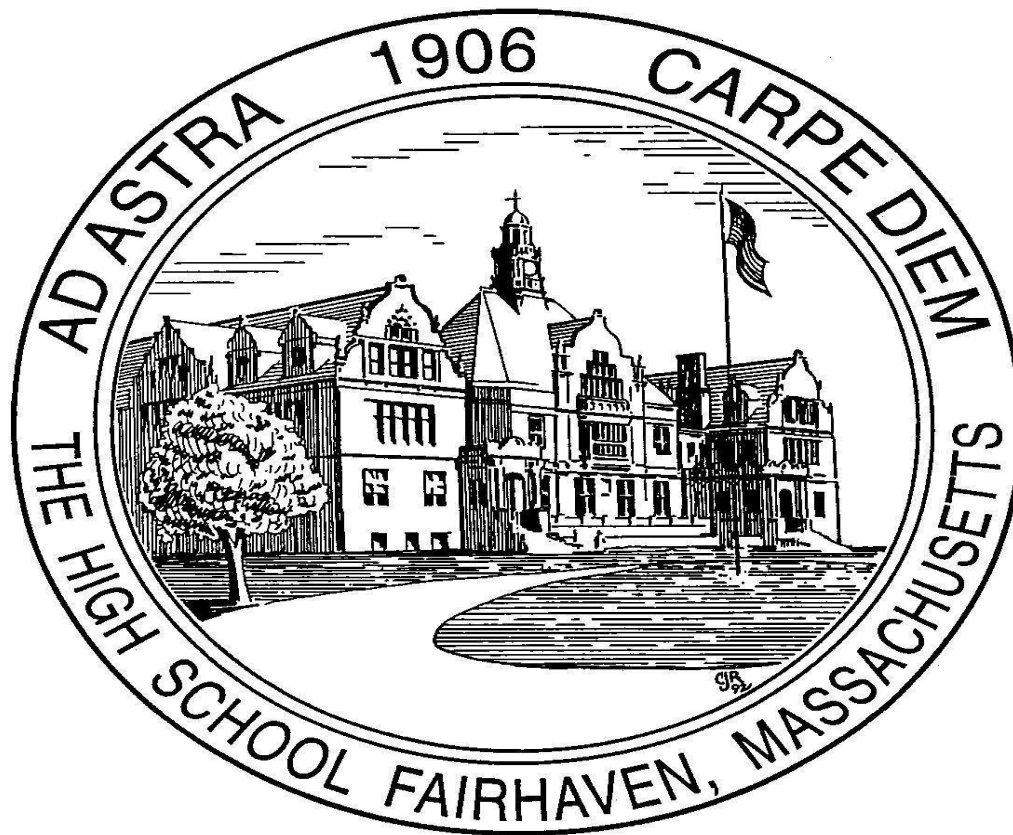


**Fairhaven High School
Student Handbook
2021 – 2022**



**Huttleston Avenue
Fairhaven, MA 02719
508-979-4051**

www.fairhavenps.org

STUDENT HANDBOOK

2021 – 2022



FAIRHAVEN HIGH SCHOOL

Superintendent, Tara M. Kohler

Assistant Superintendent, TBD

School Business Manager, Nicole V. Potter

Early Childhood Education and Out of District Coordinator, Diane Sullivan

Director of Student Services, Jennifer Castanhinha

Assistant Principal of Teaching and Learning K-12, Tracy A. Higgins

Fairhaven School Committee

Brian Monroe, Chairperson

Pamela R. Kuechler, Vice Chairperson

Kyle Bueno, ***TBD***,

Donna McKenna, Colin Veitch

Principal: Andrew Kulak

Assistant Principal: Lauren Millette

Assistant Principal: Nicole Giannandrea

Reception – 508 979-4051, ext. 13000

Main Office – 508-979-4051, ext. 12217

School Counseling Office – 508 979-4051, ext. 14000

Nurse – 508 979-4051, ext. 14006

FAX – 508 979-4140

This handbook belongs to:

Name_____

Address_____

City/Town_____State__Zip Code_____

Phone_____Homeroom_____

This handbook was developed through the efforts of faculty, staff, students, administrators and parents/guardians

****Please note: All new or revised sections of the 2021-2022 Handbook will be in bold and italics.***

*The Halls of Ivy
(School Song)*

*Oh we love the halls of ivy that surround us here today
And we will not forget though we be far, far away
To the hallow'd halls of ivy, every voice will bid farewell
And shimmer off in twilight like the old vesper bell.
One day a hush will fall, the footsteps of us all
Will echo down the hall and disappear
But as we sadly start our journeys far apart
A part of every heart will linger here
In the sacred halls of ivy where we live and learned to know
That through the years we'll see you in the sweet afterglow.
School Colors: Blue and White*

School Mascot: Blue Devil



FAIRHAVEN HIGH SCHOOL STUDENT HANDBOOK

PARENT/GUARDIAN SIGNATURE FORM

Dear Parent/Guardian:

This student handbook was developed by students, teachers, administrators and parents/guardians. It outlines the rules, regulations and expectations of student behavior and student participation in all activities sponsored by Fairhaven High School. This student handbook contains important information about the school's code of conduct, discipline policies and procedures, and students' rights. The rules that you read in this handbook, supplement or are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority. Familiarizing yourself with the contents of this handbook will enable you to help your son or daughter become a caring and responsible member of the FHS community.

The administration and staff of Fairhaven High School invite you to join us as an active partner in providing high quality schooling and educational experiences for your child. If you have any questions about any of the provisions in these handbooks, feel free to call the principal or athletic director.

Please access the handbook from www.fairhavenps.org/fhs_home.cfm and click on "Student Handbook" on the left-hand side of the page. If you are unable to view this document online, please contact reception at 508-979-4051, ext. 13000 to request a hard copy.

Your signature below indicates that you have reviewed the handbooks and are familiar with its contents.

Specific enclosures, M.G.L. Chapter 269, Sections 17-19, regulations prohibiting the practice of hazing.

STUDENT NAME (PLEASE PRINT)

Homeroom:

Signature of Student

Signature of parent/guardian

Date

Date

Attention Student: This page must be signed by you and your parent/guardian and returned to school or you must sign electronically via the school website.

This handbook, or any other document, can be translated into another language. Please contact reception at 508-979-4051 ext. 13000 if this applies to you.

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Appendix E – Demonstrate respect for themselves and others (Habits of Mind)

FHS Academic Schedule

STATEMENT OF NON DISCRIMINATION BY PROSPECTIVE EMPLOYERS

As the undersigned I confirm my knowledge and responsibilities under applicable federal and state laws prohibiting discrimination in hiring or employment practices.

Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(b)(1),(2); Title IX: 20 U.S.C. 1681; 34 CFR 106.38; Section 504: 29 U.S.C. 794; 34 CFR 104.4 (b)(1)(v), 104.37(a); Title II: 42 U.S.C. 12132; 28 CFR 35.130(b)(1)(v); M.G.L. c. 76, s. 5; 603 CMR 26.07(5)

Name: _____

Company/Organization: _____

Event: _____

Date: _____

Note to Parent/guardian: This form is required of any prospective employer or college/university providing information to our students.

CORI REQUIREMENT:

It is the policy of the Fairhaven Public Schools to obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board of prospective employee(s) or volunteer(s).

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

Title VI of the Civil Rights Act of 1964

COORDINATOR: Jennifer Castanhinha

128 Washington St. Fairhaven

508-979-4000

This statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 DSC S200Od). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

COORDINATOR: Jennifer Castanhinha

128 Washington St. Fairhaven

508-979-4000

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State Law requires Massachusetts' employers to have a policy against sexual harassment (M.G.L. Ch. 151B, S3A)

Section 504 of the Rehabilitation Act of 1973

COORDINATOR: **Joan Tracey**

128 Washington St. Fairhaven

508-979-4000

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

Americans with Disabilities Act of 1990

COORDINATOR: Jennifer Castanhinha

128 Washington St Fairhaven

508-979-4000

The regulations implementing the ADA provide that, "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34CFR 35.107)

Equal Educational Opportunities Act of 1974

COORDINATOR: Jennifer Castanhinha

128 Washington St. Fairhaven

508-979-4000

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede participation by its students in its instructional programs. (20 USC S1203 (f))

Massachusetts General Laws Chapter 76.85 (also known as Chapter 622)

COORDINATOR: Jennifer Castanhinha

128 Washington St. Fairhaven

508-979-4000

This state law provides that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation."

Title I of the Elementary and Secondary Education Act of 1965

COORDINATOR: Nicole Potter

12 Huttleston Ave. Fairhaven

508-979-4051

Title I is designed to help disadvantaged children meet challenging content and student performance standards.

Homeless Educational Liaison

COORDINATOR: **Marybeth Callahan**

128 Washington St. Fairhaven

508-979-4000

Students without a permanent place to live have the right to: go to school, including public preschool; obtain free lunch (and breakfast if offered); receive transportation; participate in school activities; receive the same support and services provided to all other students as needed.

Chapter 688

COORDINATOR: Jennifer Castanhinha

128 Washington St. Fairhaven

508-979-4000

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.

FREQUENTLY ASKED QUESTIONS

1. How do we find out about FHS Happenings?
Visit www.fairhavenps.org to access information. If you are able to receive Channel 9, view school bulletins and watch BD-TV (7:43 a.m.)
2. What time is the school day?
7:35 a.m. – 2:07pm.
3. What is the daily schedule of classes?
Refer to the schedule at the end of the handbook.
4. What is the attendance policy? (Absences/tardies/dismissals)
See pages 12-16 (including calling in a student absence).
5. How many units does my son/daughter need to graduate?
22 cumulative units
6. How many units does my son/daughter need to be promoted to the next grade?

To become a sophomore	5 units (English and Math) Class of 2025, 3 units (English and Math) Class of 2024
To become a junior	10 units (English and Math) Class of 2025, 8 units (English and Math) Class of 2023
To become a senior	15 units (English and Math) Class of 2025, 13 units (English and Math) Class of 2022
7. What is the SAT/PSAT/AP/ACT schedule for 2021-2022?
Please refer to collegeboard.org for the most updated information and specifics on centers and center closures
8. **AP exams will be administered during the weeks of May 2 - May 12**
Please refer to collegeboard.org for the most updated information and specifics on individual exams
8. What is the MCAS schedule for 2021-22 (Math, ELA and Science/ Technology & ELL)
ELA session 1- 3/22, ELA session 2- 3/23, Math session 1- 5/17, Math session 2- 5/18, Biology session 1- 6/7, Biology session 2- 6/8
9. What is the cell phone/communication and electronic device policy?
Refer to pages 21 and 27.
10. What kind of clubs and activities are offered at FHS?
Refer to pages 16-18.
11. What is our dress code policy?
Refer to page 22.
13. What is the best way to contact a teacher?
Via e-mail (use the first initial and last name of the teacher) Example: thiggins@fairhavenps.net
14. What parent/guardian involvement activities are there at FHS?

PTO	After Prom Committee	NEASC Committee
School Council	Handbook Committee	
15. Who do I contact about the Parent/guardian Portal?
Kerrie Oswald, (508) 979-4051, ext. 14000 or koswald@fairhavenps.net
16. Who do I contact about School Merchandise?
Christopher Carrig, ext. 13005 athleticdirector@fairhavenps.net

WHERE TO GO LIST

The following list is designed to help with some of the questions asked most frequently by new students. We hope that this list will help point you in the right direction to the people who can help answer a question or solve a problem.

Attendance	Reception Desk
BD-TV	TV Studio Room 004M
Bus Problem	Main Office (1 st floor)
Change of Address/Telephone	Student Services (1 st floor)
Clubs and Activities	Refer to your Student Handbook, pages 16-18
College and Career	Student Services (1 st floor)
Computers	Main Office (1 st floor)
Chromebooks	Library Help Desk
Discipline Issues	Assistant Principal's Office (Main Office)
Dismissals	Reception Desk (see the nurse for dismissals due to illness)
Driver's Education	Reception Desk
Free & Reduced Price Lunch	Main Office (1 st floor)
Illness/Medications	Nurse's Office (1 st floor)
Late to School (Tardiness)	Reception Desk
Library	Ground Floor, Old Building, Room 030
Locker Problem	Assistant Principal's Office (Main Office)
Lost & Found	Reception Desk
Parking	Main Office (1 st floor)
Promotion & Graduation	Student Services (1 st floor)
Schedule Issue	Student Services (1 st floor)
School Resource Officer	Officer Jerome Penha, Ext. 13004
School Store	2 nd floor, Room 216
Social and Emotional Concerns	School Counselor (1 st floor), Social Workers (Rm. 114M & 015M)
Special Education	Student Services (1 st floor) and (Main Office)
Sports	Athletic Director Christopher Carrig (2nd floor, Room 216)
Student Government	Mr. Hevey, Room 309M
Academic Leads	TBD
Theft/Damage Reports	Assistant Principal's Office (Main Office)
<u>Principal's Office/Principal: Mr. Kulak</u>	
Located next to Student Services	Curriculum and Instruction
(508)979-4051 ext 13002	
<u>Assistant Principal's Office/ Mrs. Millette & Ms. Giannandrea</u>	
Located in the Main Office	Tardiness, Student Discipline, Theft/Damage Reports, Questions about the Student Handbook, Word of the Month, School Dances, Free & Reduced Lunch, Parking, Bus Problems
(508)979-4051 ext 12217	
<u>Student Services Office</u>	
Located on the 1 st Floor, Room 102	Change of Address/Telephone, College, Career or Armed Services, Social and Emotional Concerns, Promotion & Graduation, Schedule Problem, Special Education, Community Resources/Referrals
(508)979-4051 ext 14000	
<u>Reception</u>	
Located on the 1 st Floor	General Information, Attendance, Tardiness, Dismissals, Lost & Found, Driver's Education
(508) 979-4051 ext 13000	
<u>Nurse's Office</u>	
School Nurse	Illness, Medications
Located on the 1 st Floor	
(508)979-4051 ext 14006	

FHS CALENDAR 2021-2022

2021-2022 FAIRHAVEN PUBLIC SCHOOLS YEAR CALENDAR

AUG. - SEPT. 2021

M	T	W	T	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 30-First Day Teachers PD
August 31-First Day Students

Sept. 6 - Labor Day

22 Days

FEBRUARY 2022

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Feb. 21 - President's Day
Feb. 21-25 Winter Vacation

15 Days

109 Days Cumulative

OCTOBER 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct. 11 - Columbus Day
Oct 8 - PD for Teachers

19 Days

41 Days Cumulative

MARCH 2022

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23 Days

132 Days Cumulative

NOVEMBER 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Nov. 11 - Veteran's Day
Nov. 24 Early Release
Nov. 25-26 Thanksgiving

19 Days

60 Days Cumulative

APRIL 2022

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Apr. 15 - Good Friday
Apr 18-22 Spring Vacation

15 Days

147 Days Cumulative

DECEMBER 2021

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec. 23-31
Christmas Vacation

16 Days

76 Days Cumulative

MAY 2022

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May 30 - Memorial Day

21 Days

168 Days Cumulative

TBD-Early Release (FHS Only)

JANUARY 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jan. 17 - MLK Day
Jan 14 - PD for Teachers
Jan 18 - PD for Teachers

18 Days

94 Days Cumulative

JUNE 2022

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24

June 16 - 180th Day
12 Days 180 Accrued

June 23-185th Day

TBD-Early Release (FHS Only)

PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION AND HATE CRIMES

The Fairhaven School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Fairhaven School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, or disability and ensures that all its students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying or harassment of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy. Students who believe they have been discriminated against should contact the principal or designee.

NON-DISCRIMINATION STATEMENT – File: AC

The Fairhaven Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. This commitment to the community is affirmed by the following statement:

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

The Superintendent of Schools will develop and direct the implementation of regulations which will insure adherence to this statement of nondiscrimination. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the appropriate compliance officer.

“EVERY STUDENT SUCCEEDS ACT”

The Every Student Succeeds Act (ESSA) is an opportunity to take stock of Massachusetts' policy framework. While in many respects ESSA rebalances the federal-state relationship, the reauthorized Act largely continues Congress' interest in ensuring that the nation's investment in elementary and secondary education is in service of our most vulnerable youth.

The Every Student Succeeds Act removes the highly prescriptive, one-size-fits-all Adequate Yearly Progress (AYP) metric that existed under the No Child Left Behind (NCLB) version of the Elementary and Secondary Education Act. Nonetheless, the reauthorized act maintains the requirement for statewide assessment in reading/English language arts and Mathematics in grades 3-8 and once in high school as well as in science once each in the following grade spans: 3-5, 6-8, and high school.

In addition, ESSA requires states to:

- set progress measures and long-term academic and graduation goals for all students as well as for each group of students, with greater progress expected for groups that are further behind;
- report annually on school and district progress and achievement toward those goals;
- identify and intervene in the lowest performing schools; and
- evaluate and report the degree to which “low income and minority students... are not served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers.”

ACCREDITATION STATEMENT

Fairhaven High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
209 BURLINGTON ROAD BEDFORD, MA 01730-1433
781-271-0022

GUIDING PRINCIPLES

WELCOME TO FAIRHAVEN HIGH SCHOOL

Fairhaven High School is a school of beauty, tradition, and quality. By graduation, you will have admired its unique architecture and become a part of its tradition and history. Join the school community by participating in sports, music, art, extracurricular activities, and most of all, by participating wholeheartedly in your classes. Involve and apply yourself, and you will always remember your high school days as among the best and most rewarding of your life.

Fairhaven High School is a school that creates a culture in which academic excellence is supported and rewarded. Every student has the right to learn. Every teacher has the right to teach. In our school, learning is valued, student performance is rewarded, and academic achievement is promoted. Unique partnerships are built among administrators, teachers, students, parent/guardian, and the community. Fairhaven High School supports the pursuit of excellence. We will continue to find ways to reward and recognize academic excellence and outstanding character.

MISSION STATEMENT

The faculty, staff, and administration of Fairhaven High School believe that we must motivate, inspire, and empower our students to fulfill their potential to become independent, curious, creative, life-long learners prepared to succeed in an increasingly diverse and global society. We regard the successful development of each individual as a responsibility shared by the student, the school, the family, and the Fairhaven community. We believe all students must be engaged in a rigorous academic program enriched by fine arts, technology, athletic, and co-curricular activities in a safe and secure environment that encourages, nurtures, and promotes the development of every student to become a respectful, tolerant, responsible, healthy, and civic-minded citizen.

21st CENTURY ACADEMIC EXPECTATIONS

Students will:

1. Write effectively
2. Problem solve
3. Read critically and effectively
4. Speak effectively
5. Connect and apply technology to learning

21ST CENTURY CIVIC AND SOCIAL EXPECTATIONS

Students will:

6. Demonstrate respect for themselves and others
7. Participate in a personalized program to ensure connection to the world beyond school.

For a complete set of Rubrics: See Appendices 1-7 and F.H.S. Website www.fairhavenps.org



SCHOOL COUNSELING OFFICIAL MISSION STATEMENT

At Fairhaven High School, the school counselors work proactively with students by delivering a counseling curriculum that systematically reaches all students in an effort to maximize student potential and academic achievement. The program is based on the Massachusetts School Counselor Association Comprehensive Model. It is a standards-based program that is aligned with the Department of Elementary and Secondary Education Guidance Counseling Frameworks. The mission of the Fairhaven High School counseling department is for counselors to work together in partnership with the families and community at large to promote the development of each student's academic, personal/social, and career potential. The goal of counseling is to take a proactive and preventative approach when possible, but also to work with students to resolve current issues that impact personal growth and achievement. Through a comprehensive counseling program that is developmentally appropriate, counselors assist all students in realizing their abilities, interests, and goals as they transition through the educational process to become successful members of society and life-long learners. By providing grade level seminars in the classrooms, small groups, and in individual meetings, all students have access to the information they need to develop in the academic, personal/emotional, and college/career domains.

SOCIAL WORKERS

Two full-time School Social Workers are on staff to provide crisis intervention and help students manage issues that interfere with their ability to succeed in school. This may include conflicts with friends or family, alcohol or drug use, dating violence, thoughts or feelings that worry them, depression, anxiety, or grief and loss. The School Social Workers can also help students and their families locate community resources. In addition to direct work with students, the School Social Workers collaborate with families and other caregivers, other school staff, and community providers. Referrals can be made to a school-based therapist/counselor and other community-based providers.

ACADEMICS -- GRADUATION REQUIREMENTS

Fairhaven High School currently uses "Carnegie Units" as a measure for course credit. A "Carnegie Unit" was developed in 1906 (coincidentally the same year that the high school began operation) as a measure of the amount of time a student has studied a subject. It is considered a "standard unit" among colleges and universities. A full year course is considered 1 unit and a semester based course is considered 0.5 unit. Exceptions to this is School Service, which is 0.25 units; grade 9 Ramp Up To Literacy program, which is 2.0 units; and select School to Career options.

In order to graduate from Fairhaven High School, students are required to earn a minimum of 22 units. Students must also satisfy the requirements of competency determination on the English Language Arts, Mathematics and Science MCAS tests, in order to receive a diploma.

I. All students must enroll in and pass the following subjects as a fulfillment of the graduation requirements:

<u>Discipline</u>	<u>Units</u>
English (English 1-4)	4
Mathematics (must complete the study of Algebra I, Geometry and Algebra II)	4
History (includes U.S. Part 2)	3
Science (Biology, Chemistry, other lab science preferred)	3
World Language (2 years of consecutive language)	2
Health and Physical Education	1.5
Media/Visual/Performing Arts	1.5

Note: All students are expected to carry a full course load. There are circumstances in which a waiver is possible for a reduced course load or a change in unit requirements. Students and parents should consult school counselors for these situations. All waivers must be approved by the school principal. Seniors must carry a schedule with a minimum of 3 units of core courses

GRADE PROMOTION

Students in grades 9 and 10 must successfully complete and pass English, Algebra I and Geometry course work as a grade promotion requirement to be promoted to the next grade and be assigned a homeroom in that grade.

A student must have earned the following number of units to be promoted:

To become a:

<u>Sophomore</u>	3 units	<u>Junior</u>	8 units	<u>Senior</u>	13 units (Class of 2022-2024)
<u>Sophomore</u>	5 units	<u>Junior</u>	10 units	<u>Senior</u>	15 units (Class of 2025)

A student's year of graduation shall be determined no later than September of each year. The principal may approve exceptions to this policy.

COMPUTATION OF CLASS RANK

WHAT IS CLASS RANK?

A student's rank in class is a measure of his/her overall academic achievement relative to the achievement of others within the same graduating class. Class rank serves the following purpose: (1) as a factor in college admissions decisions, (2) as one eligibility factor considered for nominations to the National Honor Society, and (3) as qualifications or entitlement to certain awards, recognitions, and scholarships.

What is included?

Rank is calculated using term grades in all academic subjects taken at Fairhaven High School. Failing grades are included. Not included in computation of rank are all unlevleed courses. Courses taken by students for enrichment or courses taken voluntarily by students outside of Fairhaven High School are not included in the computation of the class rank.

When is it Computed?

Rank in class is computed at the close of each term. A student may obtain their class rank from the school counseling office.

GRADING SYSTEM

A+	97-100	B-	80-82	D	65-66
A	93-96	C+	77-79	F	50-64
A-	90-92	C	73-76	F-	Below 50
B+	87-89	C-	70-72	Minimum passing grade D.	
B	83-86	D+	67-69		

WEIGHTED VALUES BY GRADE AND LEVEL

Letter Grade				
Earned	AP	Honors	CP	Specialized Instruction
A+	5.7	5.0	4.3	3.6
A	5.4	4.7	4.0	3.3
A-	5.1	4.4	3.7	3.0
B+	4.8	4.1	3.4	2.7
B	4.5	3.8	3.1	2.4
B-	4.2	3.5	2.8	2.1
C+	3.9	3.2	2.5	1.8
C	3.6	2.9	2.2	1.5
C-	3.3	2.6	1.9	1.2
D+	3.0	2.3	1.6	0.9
D	2.7	2.0	1.3	0.6
F,F-	0.0	0.0	0.0	0.0

Sample of a Class Rank Computation
Steps 1 & 2:

Weighted

Course	Level	Grade	Grade Value	Units
Eng. 4	H	C+	3.2x	1=3.2
An/Ph	CP	A+	4.3x	1=4.3
AP Calc	AP	B+	4.8x	1=4.8
French 5	H	A-	4.4x	1=4.4
Physics	CP	A	4.0	1=4.0
Health	UL	A	0.0x	1=0.0
Chorus	UL	P	0.0x	0.5=0.0
			Total =	20.7

Step 3: Sum of Products 20.7
Units Attempted 5
G.P.A. $20.7 / 5 = 4.14$

Step 4: Place G.P.A. in rank order with others in class.

CRITERIA FOR THE DETERMINATION OF AN HONORS GRADUATE:

GPA	
4.3+	Highest Honors
3.8 – 4.2	High Honors
3.4 – 3.7	Honors

PREPARATION FOR COLLEGE

MASSACHUSETTS STATE UNIVERSITY SYSTEM AND UMASS MINIMUM ADMISSIONS REQUIREMENTS

Freshman Applicants

The admissions standards for freshman applicants have two main parts:

1. 16 required academic courses.
2. A minimum required grade point average (GPA) earned in college preparatory courses completed at the time of application.

Applicants must also submit an SAT or ACT score.

Academic Course Requirement

Sixteen* college preparatory courses distributed as follows are required. (A course is equivalent to one full school year of study. Courses count toward the distribution only if passed.)

* Effective with the college freshman class entering fall 2016, the number of required courses will increase to 17 with the additional year of math.

Minimum Required Grade Point Average (GPA)

The GPA must be achieved based on all college preparatory courses completed at the time of application and should be weighted for accelerated (Honors or Advanced Placement) courses. The required minimum weighted high school GPA is 3.0 for the four-year public campuses.

State University GPA	University of Massachusetts GPA
3.00	3.00

SAT Scores

Applicants who meet the GPA requirement do not have to use the sliding scale for admission, but still must submit SAT or ACT test scores for consideration if they are applying to a state university or UMass within three years of high school graduation.

Sliding Scale (used when GPA is lower than the minimum required GPA)

If an applicant's GPA falls below the required minimum, a sliding scale will apply. This scale should be used only when an applicant's GPA falls below the required 3.0 minimum for admission to the state universities or UMass.

Scores on the new writing section of the SAT will not affect the sliding scale for freshman applicants to the Massachusetts state universities and to the University of Massachusetts at this time. The sliding scale, used in making admissions decisions for students with high school grade point averages falling below the required minimum, will continue to be based upon the combined critical reading (verbal) and math sections.

Sliding Scale for Freshman Applicants to UMass

Weighted High School GPA	Combined SAT-I V&M Must Equal or Exceed (ACT Equivalent in Italics)
2.51-2.99	950 (20)
2.41-2.50	990 (21)
2.31-2.40	1030 (22)
2.21-2.30	1070 (23)
2.11-2.20	1110 (24)
2.00-2.10	1150 (25)

NO APPLICANT WITH A HIGH SCHOOL GPA BELOW 2.00 MAY BE ADMITTED TO A STATE UNIVERSITY OR UNIVERSITY OF MASSACHUSETTS CAMPUS.

Sliding Scale for Freshman Applicants to a State University

Weighted High School GPA	Combined SAT-I V&M Must Equal or Exceed (ACT Equivalent in Italics)
2.51-2.99	920 (19)
2.41-2.50	960 (20)
2.31-2.40	1000 (21)
2.21-2.30	1040 (22)
2.11-2.20	1080 (23)
2.00-2.10	1120 (24)

CULTURE OF X2 AND EMAIL (www.fairhaven-x2.org)

Fairhaven High School utilizes the Aspen X2 Information System to host student information, contact information, grades, and often detailed class information and coursework. Both students and parent/guardian have individual web-based accounts to X2. If a student or parent/guardian has a problem with their account, they should visit or contact the School Counseling Office via phone or email. Furthermore, the X2 student and parent/guardian accounts have a valuable notification feature that will notify students and parents/guardians via email if a student receives a low grade in a class; this feature needs to be activated and a grade percentage must be set to begin receiving notifications.

FHS is a "Google School", where students and staff all have access to school-based Google accounts (including email, calendar and Drive). Email is commonly used at FHS by students, teachers, counselor, and administrators. At the beginning of the year, parent/guardian should complete the Email Contact document. This builds the database that will be used to share important information about academics, programs, and student life activities.

COLLEGE VISITS AND CAREER EXPERIENCES

Junior and senior students are permitted (2) excused college visit or career experience days. Career experience days primarily involve job shadowing, career interviews, and other pre-approved experiences. Students must communicate their desire to use a college/career day with their school counselor prior to the day of the visit/experience; this must include written documentation from a parent/guardian.

DUAL ENROLLMENT

Dual Enrollment is a program in which high school juniors and seniors with a required GPA of 3.0, may take college courses and receive credit towards both high school and college graduation from a Massachusetts State College or University (Current participation with: UMASS Dartmouth, BCC, Cape Cod Community College). Please check with your school counselor to see if you are eligible.

ENRICHMENT COURSES

Any student who wishes to enroll in a course outside of the regular FHS schedule must first have the course reviewed and approved by the principal or his/her designee prior to taking the course. As a general rule, courses taken outside of the regular schedule of FHS will not be included in a student's record of credit, calculation of class rank, and/or cumulative record. (See School Counselor with any questions).

EXAMINATIONS

Teachers may administer tests, quizzes and/or other exams at their discretion during the school year. Term/Benchmark and final exams will be administered during a scheduled time period. All students are required to take these benchmark exams, unless they are granted an exemption. Exemption forms will be distributed prior to the exam or can be picked up in the main office or assistant principal's office. Students who fail to take a scheduled exam, without an approved excuse, will receive a failing grade. Benchmark and final exam percentages and calculations will be established at the start of the school year. Students who are tardy to the exam will not be admitted to the testing area without administrative approval.

EXEMPTIONS

Students must have a 93 or higher cumulative average to be eligible. Grade 9: no exemptions; Grade 10: no exemptions, all AP courses: Grades 11 and 12: one (1) exemption, all AP courses and one (1) for Honor Society (if 6 majors).

HOMEWORK POLICY

The educational community of Fairhaven High School recognizes that student learning is directly related to the amount of time and effort spent in the mastery of a subject or skill. It further recognizes that regular homework is a proven method in helping students increase their achievement and become more self-directed and independent learners.

Homework:

1. Develops a command of fundamental processes (e.g. reading, writing, thinking) through practice in basic skills;
2. Gives students an opportunity to review, practice, interpret, apply and explore material and concepts presented in class;
3. Helps students identify areas of difficulty or confusion and to formulate questions to ask in class;
4. Encourages students to make judgments, apply concepts, and solve problems and thereby be more responsible for his/her own learning;
5. Reinforces the importance that learning is a life-long process, not confined to the school classroom or fixed blocks of time;
6. Stimulates inquiry and encourages discovery and the pursuit of personal interests;
7. Helps develop responsibility and self-discipline;
8. Provides an opportunity for a parent/guardian to become involved in and aware of their children's learning.

I. Students are expected to:

1. Know and write down homework assignments before leaving school, and bring home textbooks and materials needed to complete the assignment;
2. Do the homework themselves, unless directed or encouraged to work collaboratively;
3. Do not let employment, technology, sports, or any other activity keep them from doing their homework correctly and completely.
4. Pass their homework in on time;
5. Ask questions if they do not understand the homework assignment;
6. Plan for the completion of long-term projects.

II. Parents/guardians are encouraged and expected to:

1. Establish routines for regularly monitoring homework assignments (i.e. checking what has been assigned) and ensure its completion;
2. Provide to the extent possible, a quiet, well-lit place away from distractions, in which homework can be completed;
3. Encourage the child to accept homework as a valuable and essential part of his/her education;
4. Assist the child if some misunderstanding arises, but under no circumstances do the assignment for the child;
5. Insist that the child assume responsibility for completion of the assignment;
6. Confer with the teacher about concerns with homework;
7. Establish contact with the teacher (please see Frequently Asked Questions number 13-Preface Page)

III. Teachers are encouraged and expected to:

1. Give homework assignments that are:
 - a. clear and precise;

- b. of reasonable length so as to make accomplishment possible;
 - c. challenging but not discouraging to the student;
 - d. varied so as to create and maintain interest;
 - e. related to and illustrative of work done or to be done in class.
2. Modify assignments to accommodate the varied level of student learning.
 3. Integrate homework into their instructional program, expect that it will be completed, and establish routines to follow-up with students who do not complete their homework.
 4. Assess and evaluate homework on a routine basis and provide students with frequent feedback as to their performance.
 5. Notify parent/guardian if homework assignments are repeatedly neglected or of poor quality.

LIBRARY

The library web page is meant as a home page from which to begin research or to find their next great book (through our catalog). You can get to the library website by following the FHS Library link from the Fairhaven High School homepage or you can go directly to the library homepage at <http://fhslibrarytech.weebly.com/> . You can access these resources with any computer.

Library Rules:

- *The library is a quiet study area with an academic atmosphere. Students should respect others and act accordingly.*
- *All materials borrowed from the library must be checked out with the librarian.*
- *Library books can be checked out of the library for 2 weeks but can be renewed as many times as needed, unless someone is waiting for it*
- *All school rules apply to the library*
- *Not following the rules may result in the loss of library privileges for a period of time.*

MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)/PARCC

The MCAS is a number of tests designed to measure the extent to which students have acquired the skills, concepts and knowledge outlined in the curriculum frameworks in specific subject areas. All students are required to pass the Grade 10 English Language Arts and Mathematics, and Grade 9 Science MCAS tests as a requirement for graduation. For more information about MCAS: Massachusetts Department of Elementary and Secondary Education website www.doe.mass.edu/mcashome.html.

EDUCATIONAL PROFICIENCY PLAN

An EPP is an educational planning tool to be developed by a school counselor for a student who achieved a passing score of at least 220 but did not achieve a proficiency score of at least 240 in each of the subject areas of ELA and Math. *There is no EPP for science and technology/engineering.*

Includes:

- o A review of the student's strengths and weaknesses based on MCAS and other assessment results, coursework, grades, and teacher input;
- o The courses the student will be required to take and successfully complete in grades 11 and 12 in the relevant content area(s); and
- o A description of the assessments the school will administer to the student annually to determine whether s/he is making progress toward proficiency.

School districts have the option of including additional EPP requirements for individual students, such as school day attendance and participation in academic support programs.

A student with disabilities who continues in school after grade 12 and is projected to remain enrolled until 22 is not required to be on an EPP.

The principal approves the successful completion of all EPPs.

MCAS FOR REPEATING 9TH GRADE STUDENTS

At Fairhaven High School, students are scheduled to complete the MCAS Science assessment in the 9th grade and the MCAS ELA and Math assessments in the 10th grade. In order to be prepared for the MCAS Math assessment, students should have completed both Algebra 1 and Geometry.

Students repeating the 9th grade will not complete the MCAS ELA and Math assessments. State requirements identify these tests as 10th grade only assessments. This ensures that all students complete the necessary course requirements to be most prepared for these high-stakes state assessments. These students will have multiple opportunities to complete the MCAS assessments in future years. Please contact your student's school counselor with questions regarding this information.

NATIONAL ART HONOR SOCIETY

SELECTION/MEMBERSHIP PROCEDURES

In this climate of high academic expectations, the arts are critically important in developing the habits of mind that nurture human potential and prepare our students for success in today's world. NAHS recognizes our creative leaders and magnifies the innovation, skills, and scholarship that our art program brings to our school and community. Participation in NAHS provides our students, faculty, school, and community with invaluable benefits including peer recognition, leadership growth opportunities, college and career preparation, recognition of our art program, and so much more. With the NAHS chapter, our students have the opportunity to publish their work in NAHS News (a semi-annual, full-color digital publication), on the NAHS Pinterest page, and in the National Art Honor Society Online Gallery powered by Artsonia. Additionally, our students can participate in valuable community service projects, be eligible to apply for scholarships and awards, and graduation recognition

MEMBERSHIP ELIGIBILITY

Membership is based on scholarship in the visual arts, service to the school community, and personal and academic character. FHS NAHS bylaws state that to remain a member in good standing, a member must pay dues and complete 8 hours in community service projects either run by the club, or approved by the advisor. Eligibility for membership in this chapter requires previous or current enrollment in the equivalent of two full-year or four semester-long courses in the visual arts program. Eligibility for membership in this chapter is limited to upperclassmen (junior and senior students) with a minimum B+ average in the visual arts who also maintain a 3.0 GPA for the current year in all other subjects. This level of achievement will remain fixed. Attendance is required at meetings to maintain membership and privileges. Moral and ethical attributes must be demonstrated by all applicants. High school faculty members from all departments will be asked to review the list of applicants. To graduate with NAHS honors and earn the right to a cord, pin, or tassel at graduation, a member must remain in good standing until the graduation date. Any candidate with a documented history of violating school rules as outlined in the student handbook will not be offered induction regardless of grade point average.

FHS NAHS officers have additional responsibilities. Officers of this chapter include president, vice president, and secretary. All officers are responsible to preside at each of the meetings of this chapter, as well as ensuring that chapter's activities and procedures follow school policy and regulations. The chapter's president will serve as the official representative at school and community functions. The president will keep a record of members' contributions to leadership and service. The president will keep a record of any business expenses or financial transactions of the chapter. The chapter's vice president will preside whenever the president is unavailable. The vice president will assist in keeping a record of members' contributions to leadership and service. The chapter's secretary will keep minutes of meetings and record of all students who participate in events. The secretary will also handle all public relations and promotions. Any officer not performing required duties is subject to probation or removal from office, disciplinary action will be decided by the FHS NAHS Faculty Council may be required.

In the event of an infraction of rules, standards, or requirements of this chapter a member may be considered for probation or dismissal from the Fairhaven High School Chapter. This applies to all community laws as well as school and chapter rules. Members who have violated the moral code of ethics expected of National Art Honor Society membership will be considered for probation or dismissed from the society at the discretion of the Fairhaven High School Chapter Faculty Council.

NATIONAL HONOR SOCIETY

SELECTION/MEMBERSHIP PROCEDURES

For many students, selection as a member of the National Honor Society (NHS) is the pinnacle of their achievements in school. The honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Selection to the National Honor Society is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. The by-laws of the Fairhaven Chapter of the National Honor Society stipulate that membership is open to sophomores, juniors, and seniors who meet the criteria for membership. Membership is granted only to those students selected by the Faculty council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. The National Honor Society is more than just an honor roll. The other components of the selection process (leadership, service, scholarship and character) should be carefully included in the selection process guidelines.

To be eligible for admission to the F.H.S. Chester Downing Chapter one must have achieved a G.P.A. of 4.0 (reviewed at the end of Term 2). However, membership is never considered on the basis of grades alone. Each scholastically eligible student must fill out a fact sheet which attests to his/her leadership, service experience and to his/her good character. The fact sheet and the most recent terms grades are then reviewed by the Faculty Council, who makes the final decision regarding selection for membership. In addition, candidates for selection to the N.H.S. must have been in attendance at Fairhaven High School for the equivalent of one semester. N.H.S. members who transfer to Fairhaven High School with a letter from their former principal or advisor shall be automatically accepted into the Fairhaven Chapter. The letter should include information that exemplifies that student's character, leadership, scholarship, and service qualities. At that time, if the student has the required 4.0 G.P.A. and completed the Student Information Form, the Faculty Council for induction into the Fairhaven High School National Honor Society can officially consider him/her as a candidate.

To retain their membership in the National Honor Society, all members must maintain a G.P.A. of 4.0. Failure to do so will result in review by the council. A warning letter will be issued. If the student fails to regain the required G.P.A. the next term, he/she will be reviewed by the council and will face dismissal from the society.

The dismissed member may appeal under the rules governing disciplinary appeals in the Fairhaven School System. In the matter of dismissal, the N.H.S. member is entitled to a hearing. Furthermore, dismissed members have the right to appeal the Faculty Council's decision, according to the rules of disciplinary appeal. In the case of dismissal appeals, the principal is generally the first recipient of the appeal. The National Council and the NASSP shall hear no appeals in dismissal cases.

All issues of academic dishonesty and behavioral issues could result in dismissal from the honor society.

NATIONAL HONOR SOCIETY NON-SELECTION

Schools are not obliged to share with parent/guardian and students information concerning non-selection of specific students. According to the National Association of Secondary School Principals (the governing body of National Honor Society) legal counsel, no constitutional due process requirements apply in non-selection cases. "In regards to the National Honor Society, then, the law would seem to be clear. Certainly, selection for membership is a benefit. If it were not there would be little desire to achieve in and little honor in receiving it. Conversely, failure to be selected may be regarded as a denial of that benefit. This does not mean, however, that such a denial is a deprivation or abridgment of a legal right. The courts have required only that all must have a fair and equal opportunity to be considered, not be chosen." Parent/guardian and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society, and that the Faculty Council is entrusted with making selection decisions. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding non-selection of individual members to local chapters. Students or their parent/guardian contesting non-selection are not entitled to a hearing or to an explanation of the non-selection, as due process does not apply in such cases.

PROGRESS REPORTS, REPORT CARDS

Progress reports are issued to students half way through each of the four terms. The first three report cards are issued in early November, late January, and early April. The first three report cards must be signed by the parent/guardian and returned to the homeroom teacher. The fourth and final report card is mailed directly to the home. Students in Grade 9 must return their progress report signed by a parent/guardian.

STUDENT AT-RISK MEETINGS/LETTERS FOR SENIORS

School Counselors assess senior students' progress quarterly after the distribution of report cards. A parent/guardian will receive an at-risk letter by mail when their child earns a failing or near failing grade(s). This letter identifies the academic areas where students should focus their efforts to improve and seek extra support (staying after school with a teacher, access X2, etc). Based upon the quarterly at-risk letters, seniors in jeopardy of not graduating will meet with the principal, counselor, and parent/guardian after the end of Term 2. This team will develop a plan for the successful completion of all requirements. Student progress will continue to be monitored through the remainder of the year. Additional senior at-risk meetings will be scheduled as needed.

Freshman At-Risk meetings with a parent/guardian, counselor, and principal will occur throughout the year as recommended by the Counselor and Freshman Collaborative team of teachers.

SCHOLASTIC ASSESSMENT TEST (SAT) INFORMATION/ACT

For information about the SAT contact FHS school counselors. Additional information is available at www.collegeboard.org

SCHOOL-TO CAREER (Grades 11-12)

The School-to-Career program is an internship based option for students in grades 11-12. Students are placed within the community, based on interest, experience, abilities and employer needs. Students can select from a variety of career clusters (see course of studies descriptions). Students must adhere to all school rules and policies. Failure to do so could result in disciplinary action, which could include removal from the program.

SCHOOL-TO-CAREER ON CAMPUS

Students will be placed in a school-based internship with the Fairhaven Public Schools based on interest, experience, abilities and supervisor needs. Students can select from any of the career clusters such as Education, Technology Support, Technology Design and Marketing, Sports Management, Office Management and other occupational areas identified in school.

FHS SUMMER SCHOOL ELIGIBILITY

Only attempted and failed courses can be taken. Students must have taken a course and received a grade of 50 or higher or approval from the principal to be eligible to take that subject in summer school. Summer School programs are offered through local area high schools (New Bedford High School, New Bedford Voc, Wareham High School, and others). Summer school courses are at cost to the individual student, and transportation must be provided by the student/family. Contact the school counseling office for more information. At the end of the academic school year, school counselors will make recommendations for credit recovery options in summer school to students through the mail with end of the year report cards.

WORK PERMITS

Work permits are required until the age of 18. For Fairhaven residents: work permits can only be obtained from the Fairhaven School Department, 128 Washington Street, Fairhaven, MA. A birth certificate and/or driver's license is required along with a **parent/guardian signature**. Also, please note that if employment is in a food-related industry, the student must also go to the Board of Health. For Acushnet residents: work permits can only be obtained from the Acushnet School Department.

ATTENDANCE – DISTRICT REGULATIONS – FILE JH

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents/guardians of children attending our schools have special rights as well as responsibilities. One is to ensure that their children attend school regularly in accordance with state law.

Therefore, students may be excused **temporarily** from school attendance for the following reasons:

- Illness or quarantine
- For a school sanctioned activity.
- Bereavement or serious illness in family.
- Weather so inclement as to endanger the health of the child.
- For observance of major religious holidays.
- For all legal issues (documentation from court required)

A child may also be excused for other exceptional reasons with approval of the school administrator.

It is the policy of the Fairhaven Public Schools and a law of the Commonwealth of Massachusetts that every child between the ages of six and sixteen must attend school. (MGL Chapter 76, Section 2) (Chapter 76, Section 1B and Chapter 76, Section 18).

A student's understanding of the importance of day-to-day school work is an important factor in the shaping of his/her character. Parent/guardian can help their children by refusing to allow them to miss school needlessly.

Accordingly, parent/guardian will provide an explanation either in writing, by phone, or in person for the absence, tardiness or an early dismissal of a child. Failure to comply with this regulation could result in disciplinary action.

In instances of **chronic** or **irregular** absence reportedly due to illness, the school administration **may request a physicians' statement**, certifying such absences to be justifiable.

STUDENT ABSENCE NOTIFICATION PROGRAM (Chapter 76, Section 1B)

Each principal or designee will notify the parent or guardian within three (3) days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to three (3) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the principal and/or designee, the student, and the student's parent/guardian. Those involved may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing and nonprofit agencies.

DROPOUT PREVENTION (Chapter 76, Section 18)

No student who has failed to graduate from high school shall be considered permanently removed from school unless the principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of the unexcused absences. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate that the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed fourteen (14) days. The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent or designee has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

MAKE-UP OPPORTUNITIES:

All children enrolled in the Fairhaven Public School system shall be given the opportunity to make-up work missed. (refer to pg. 16)

SOURCE: MASC

LEGAL REFS.: M.G.L. 76:1; 76:1A, 76:1B, 76:18, 76:2; 76:16

Adopted: February 27, 2008

M.G.L. Chapter 76, Section 1A: (in part)

The parent/guardian of each pupil shall, annually, at the commencement of each school year, be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefore. Said notice shall also require such parent/guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.

M.G.L. Chapter 76, Section 4:

Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully from school, shall be punished by a fine of not more than two hundred dollars.

M.G.L. Chapter 76, Section 2 Duties of Parent/guardian: Penalty: (in part)

Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars.

Attendance, Truancy and Prevention Plan

Students are expected to attend school on a daily basis. Improving, monitoring and maintaining the attendance of every student is a major priority of the faculty, staff and administration at Fairhaven High School. We believe that impeccable attendance is an extremely important factor in a student's ability to experience academic success. A student who is committed to on-time attendance can take full advantage of classroom discussions, interactions and high-level learning.

General Information

ARRIVALS

Students are expected to enter through the front or back doors no earlier than 7:00. All car drop offs must take place in the back of the building. Students are expected to wear masks and follow COVID protocol. With parental permission and schedule permitting, some students are allowed to arrive after first period. A student arriving after 7:35 should check in at reception.

- All absences should be called into school by a parent/guardian before 9:00 a.m. on the day of the absence. (The student will be recorded as truant until the absence is verified. Failure to report to school will result in disciplinary action.)
- Truancy is an absence from school for reasons which the school does not approve and may result in disciplinary action. Some of these reasons are listed on page 15.

<ul style="list-style-type: none"> Students who are tardy to school after the 7:35 a.m. bell must report to the reception desk for attendance. Students must report through the front door after 7:35 a.m.
<ul style="list-style-type: none"> Students who are absent from school may not participate in any school sponsored events on the day of the absence, including athletic competition, without the permission of the principal or his/her designee. Students must be present in school by 8:10 a.m. and remain for the <u>full school day</u> to be considered present and eligible for participation. Students who are dismissed will be ineligible to participate unless approved by administration. (Refer to page 58).
<ul style="list-style-type: none"> Students will not be permitted to leave the school grounds without parental approval or approval from the assistant principal's office, nurse and/or principal's office.

Dismissals

Upperclassmen who have received parental permission can leave for the day when their classes are over. Please note, students cannot leave just for lunch.

<ul style="list-style-type: none"> All dismissal notes should be submitted to the receptionist before the start of last name and must include: student's first and last name, date and time of dismissal, reason for dismissal, telephone number where parent/guardian can be reached to confirm dismissal. If the telephone number is omitted and/or a parent/guardian cannot be reached, the student will not be allowed to leave school.
<ul style="list-style-type: none"> No telephone dismissals will be accepted (except in emergency situations).
<ul style="list-style-type: none"> Students who are 18 years old or older may dismiss themselves by reporting to the reception desk before homeroom with the following information in letter form: student's first and last name, place of appointment, time of appointment and of dismissal, telephone number of another household adult for verification. (Age of Majority form must be completed – see 68).
<ul style="list-style-type: none"> Dismissals will not be allowed for any of the following reasons: work, haircuts or beauty salon visits, shopping, fitting of gowns, tuxedos, etc.
<ul style="list-style-type: none"> Dismissals for non-medical reasons will be handled by the receptionist. The school shall assume that each parent/guardian has legal custody of a child unless the school principal is otherwise notified in writing by a parent/guardian having legal custody. Dismissal of a child to an individual other than a parent/guardian will not be permitted unless a written notice of permission is provided by a parent/guardian having legal custody. (The parent/guardian claiming custody will be obligated to provide legal evidence to the school principal in the case of a dispute.)

Dismissals Due to Illness

<ul style="list-style-type: none"> Students who do not feel well enough to attend class and need to see the nurse must obtain a pass from a teacher or an administrator.
<ul style="list-style-type: none"> If a student remains in the nurse's office due to illness, a phone call shall be made to inform the parent/guardian. A log shall be kept listing the time of arrival and departure of all students who leave a class due to illness. Dismissals for illness or medical appointments must be approved by the school nurse. Only those dismissals approved by the nurse will be considered a documented dismissal.
<ul style="list-style-type: none"> Dismissals for illness shall be issued through the nurse's office and can be made only to the parent/guardian or person(s) authorized on the Emergency Information Form in the nurse's office. (It is extremely important to keep data updated throughout the year.)

Medical Re-entry Meetings

<ul style="list-style-type: none"> The purpose of Medical Reentry Meetings is to support students who have had extended medical absences. If a student is absent for more than a week due to physical or emotional medical conditions, a Medical Reentry Meeting will be scheduled to discuss the student's needs upon return to school before the student returns to classes. A meeting may also be scheduled following briefer medical absences at the discretion of the school or at the parent/guardian's request. A parent/guardian, along with the student, must attend the meeting and must bring medical documentation indicating that the student is able to return to school. Medical documentation should include any accommodations that are required and services that would be helpful to the student upon returning to school. Discharge summaries and/or evaluations may also be helpful in understanding the student's needs. All of the information discussed during the meeting will be used to develop a plan that will help the student have a safe and successful transition back to school.

TYPES OF ABSENCES

- Quarantine
- Hospitalization
- Doctor's appointment requiring a full day's absence
- Death in the family
- Attendance at an approved school-related activity
- Legal Court appearance
- Religious holidays
- Pre-approved college visitations (Students must get approval from their school counselor prior to the visit;

verification from the college following the visit must be submitted to the Main Office.)

- Sickness (will require a doctor's note)
- Learner's permit; driver's test
- Other conditions approved by the principal as being appropriate for excuse.
- School-imposed absences for suspensions (OSS) out of school.

II. Unexcused Absences:

- Missing the school bus or other ride
- Haircuts or beauty salon visits
- Shopping
- Fitting of gowns, tuxedos, etc.
- Driving lessons
- Child care
- Any absence to conduct activities of business which may be accomplished or conducted during non-school hours
- Truancy (subject to the review of the principal)
- Any form of skip day

III. Family Vacations (will count towards unexcused absences)

Fairhaven High School encourages all families to plan vacations during the scheduled school year vacations. Massachusetts law requires compulsory attendance for students. (Refer to Make-up Work and Grades bullet #6, pg 16).

VI. A student is considered absent when that student misses at least three (3) scheduled class periods for that school day without approved documentation.

CHILD REQUIRING ASSISTANCE

(taken in part from MA Juvenile Court's Handbook for Parent/guardian, Legal Guardians, and Custodians in Child Requiring Assistance Cases)

Juvenile Court in Massachusetts has jurisdiction over matters related to (1) delinquent/criminal behavior, (2) care and protection cases, and (3) situations involving non-criminal behavior in which a child requires assistance.

Formerly called Child in Need of Service (CHINS), a Child Requiring Assistance court case is started at Juvenile Court by filing an Application for a Child Requiring Assistance. A parent/guardian, legal guardian, or custodian with custody of the child may file an application stating that the child is:

- A Runaway Child who repeatedly runs away from the home of the parent/guardian, legal guardian, or custodian;
- A Stubborn Child who fails to obey the lawful and reasonable commands of the parent/guardian, legal guardian, or custodian which interferes with his or her ability to care for the child.

A person who represents the school district where the child attends school can file an application stating that a child is:

- A Habitually Truant Child who fails to attend school for more than 8 days in a quarter without proper documentation;
- A Habitual School Offender who fails to obey the lawful and reasonable rules of the school.

FHS may file an Application for a Child Requiring Assistance based on excessive absences or recurrent conduct problems, including a pattern of excessive tardiness.

MAKE-UP WORK AND GRADES DUE TO ABSENCES

- Students who are absent for five or fewer consecutive days should make up all work missed at the discretion of their teachers. The accepted standard is one makeup day for each day of absence. Students who are absent for more than five consecutive days will have two calendar days for each day of absence to make up their work. Students truant from school or individual classes will receive zeroes for any work missed. To ensure continuity in instruction, it is the student's responsibility to make up assignments in a timely manner.
- Students are responsible for and must complete all work missed during any absence from school.
- Students are responsible for checking with their teachers *before or after school* to find out what work was missed.
- Students are encouraged to call or email the school, teacher or a classmate to obtain assignments they missed during the absence. You can also refer to the FHS website (www.fairhaven-x2.org) x2 parent/guardian portal.
- All work missed because of a suspension, except for tests, must be submitted within two (2) days after returning from suspension unless otherwise extended by the principal or designee. All tests missed during suspension days must be made up as soon as possible and at the discretion of the teacher's schedule. It is the responsibility of the student to see each teacher on the day of return to make arrangements for test makeup. Zeros will be assigned for any work not made up according to this provision.
- Students absent on family vacations will be allowed to make up work missed at the discretion of the teacher upon their return. The provisions of bullet #3 also apply.

CLUBS AND ACTIVITIES

The following is a partial list of the clubs and activities that have been available to students at Fairhaven High School along with a brief description of each. Note: Because student interests change, so do our offerings.

Book Club	Math Team
Creative Writing Club	National Art Honor Society
Drama Club	National Honor Society
Environmental Club	Robotics Club - TBD
FHS Media Productions Club	Science Club
Gay Straight Alliance (Spectrum)	Student Council
Interact and Community Service Club	Student Government
Diversity Equity and Inclusion (DEI)	Treble Choir
Yearbook	

BOOK CLUB

Members of this group enjoy choosing and then discussing a variety of books. They meet weekly in a casual, relaxing atmosphere, sometimes watching the movie version of their literacy selection. All are welcome to join this group in its exploration of the written word.

CREATIVE WRITING CLUB

Aspiring writers of poetry and fiction gather once a week for the Creative Writing Club. During the informal meetings, students workshop original writing, peruse pieces by famous authors, and respond to various prompts. There are no financial obligations to members, so anyone who loves reading and writing should feel free to join.

DRAMA CLUB

The objectives of the Drama Club are to promote student interest in Theater Arts, allow students the opportunity to perform in all areas of theatrical production, and to create artistically professional-like productions of musicals performed in the spring.

ENVIRONMENTAL CLUB

The Environmental Club seeks to increase environmental awareness and activism in our school community. Participation in activities such as recycling and energy conservation helps students develop a sense of stewardship and teaches them to live a more sustainable life.

FHS MEDIA PRODUCTION CLUB

Students who join the Emmy Award winning FHS Media Production Club get involved in the BD-TV (Blue Devils) Channel 9 station. Each morning the club produces and broadcasts a morning news show, The Morning Announcements. This show can be seen on Channel 9 in school and throughout the Town for Comcast viewers and on the internet at:

https://videoplayer.telvue.com/player/DZhpzN2nbLOXzm4KLOMf7mWnR8VxcE_u/stream/176?autostart=false&showtabssearch=true

It takes an entire team to produce the show, and FHS students produce this show each morning before the school day starts, with the latest in sports, clubs, and school news. After school, students can be involved by filming sporting events and concerts which will be edited and placed on the Channel 9 TV and on the internet. The club has a Film Festival and competes in State competitions including the New England Emmy Awards, and the MOVE Competition.

GAY STRAIGHT ALLIANCE(SPECTRUM)

This student-led club provides a safe and supportive place for all students to socialize, support each other, and create a welcoming school environment for all students. ALL are welcome.

INTERACT AND COMMUNITY SERVICE CLUB

The FHS Interact and Community Service Club encourages involvement in our community through volunteering. Students work together to identify needs in the community and then formulate community service activities. Each year the club participates in both large scale service projects like The Walk for Hunger and United Day of Caring, as well as smaller activities such as a local food drives, clothes drives, and road races. All students are

welcome, and students who reach a milestone of 100 community service hours over the course of the year are granted the Presidential Community Service Award. Come join us and make the world a better place!

MATH TEAM

The Fairhaven High School Math Club competes with local schools in the South Division of the Southeastern Massachusetts Math League. There are four meets per year held after school. There are teams of five members each solving three problems in a ten-minute period. Each member participates in three of the five individual rounds, in addition to the team round. There are after school practices weekly. Students who enjoy challenging competitions and mathematics are invited to join the team.

NATIONAL ART HONOR SOCIETY

The Fairhaven High School chapter of the National Art Honor Society seeks to promote excellence and appreciation of the visual arts through the refinement of artistic skill, community service outreach, and public exhibition. Membership is based on scholarship in the visual arts, service to the school community, personal and academic character. Members are eligible for regional and national exhibition, publishing, scholarships, awards, and graduation recognition.

NATIONAL HONOR SOCIETY

The National Honor Society is a recognition program for high school students who show achievement in scholarship, leadership, service, and character. A five member Faculty Council selects students for membership through an established school chapter. Candidates must meet the chapter's requirement for scholarship, service, leadership, and character in order to be selected for membership. Members must maintain the chapter's required cumulative GPA and participate in community service projects to retain membership. Members compete academically against local schools in the South Coast Conference, participate in community service projects and help with various school events and activities.

ROBOTICS CLUB

The Robotics Team program is designed to teach students problem solving and programming skills through the design, construction and competition. We implement the engineering design process in a hands-on lab environment to create autonomous and remote controlled robots that accomplish specific tasks each with its own restrictions and document designs and results along the way. Students work with various platforms including VEX Robotics and Arduino microcontrollers to build and program robots that can carry out increasingly complex tasks, including underwater robotics. The FHS Robotics team typically meets one to two days per week after school in room 208 until 3 or 4pm. The meeting times increase to up to 5 days a week until 6 pm to prepare for competitions. We also meet over some vacation days such as over Christmas break, February and April vacation.

SCIENCE CLUB

The FHS Science Club is an all-inclusive group of students who share an interest in science. Students work together to come up with different science concepts they would like to explore each year. Past experiments have included building catapults, bridges, testing glow sticks, behavior experiments with madagascar hissing cockroaches, creating different chemical reactions, and more. In addition to weekly experiments, students will also be maintaining a hydroponic garden in the classroom as well as participating in the school's recycling program. All students are welcome regardless of what science class they are currently enrolled in.

STUDENT COUNCIL

The Student Council conducts all school elections including those for class officers, Student Government Day representatives and for the two delegates to the DESE Student Advisory Council meeting held monthly at a location designated by the DESE. In addition, each May, student nominees are interviewed by the council to fill the non-voting student seat on the Fairhaven School Committee and FHS School Council. Recommendations forwarded to the principal help determine the finalist. The council often assists student delegates and other in-school groups with research and data gathering through surveys and questionnaires, working to insure student concerns are expressed. Membership is open to all students.

STUDENT GOVERNMENT/ELECTIONS

Any student who wants to be elected to either the F.H.S. Student Government or a class officer/representative position must meet the requirements set by School Administration and Student Council. They are: (also see forms pages 70-72)

1. Maintain a passing average in 6 units of classes and maintain a G.P.A. of 2.5. (cumulatively and in the most recent marking period prior to the election).
2. Complete and return the nomination papers signed by at least twenty-five (25) classmates during the nomination period and three (3) teachers.
3. Maintain an impeccable discipline record and be a good citizen in and out of school.
4. Specific dates and other instructions will be published by the Student Council, prior to each election.

TREBLE CHOIR

The Treble choir is open to any female student that would like to sing in an all female ensemble. Musical choices range from madrigals to modern acapella arrangements. Participation in the schools concert choir is recommended but not required.

DIVERSITY EQUITY AND INCLUSION

Fairhaven High School is committed to making our school a welcoming place for all members of our community. It is our collective mission and all in expectation to have very specific conversations about inequities in race, sex, gender, class, age, and ability. In this club, students will be challenged to think about and work on issues

connected to prejudice, bias, and privilege. By talking about these issues with each other in our community we hope to make Fairhaven High School a place where all school members feel valued and understood.

YEARBOOK

The Yearbook Club meets throughout the school year to produce the Huttlestonian Yearbook which is distributed to students at a pizza get-together in the cafeteria for seniors after the Junior Day exercise. Students decide the theme, ladder, and page layout. They also select the photos and create the cover art. The yearbook staff meets once a week in the fall and winter to work on deadlines and fundraising and sometimes more often as deadlines approach. The last deadline is usually the last week of March.

CLASS DUES

Class dues are paid to the class advisor. Class dues entitle you to share in all discounts and fundraiser proceeds for your class. Class dues contribute to graduation, cap and gown, class gifts, senior breakfast, Vespers Service, pizza/yearbook signing, Prom, buses, decorations and Junior Day. Class dues are \$100.00. Students have two options for payment: mandatory \$25.00 payment freshman year or \$100.00 for the full 4 years. Students are responsible for paying class dues only for the years in attendance. However, it must cover the cost of your cap and gown. Your dues will also contribute to your senior class gift to Fairhaven High School. If you choose not to participate in the class dues program, you will be required to pay full price for all activities in which you wish to participate and your graduation cap and gown. Once paid, class dues are not refundable for any reason. Class dues must be paid up prior to attending the Junior/Senior Prom or any other school dance.

GENERAL INFORMATION

APPOINTMENTS WITH STAFF

A parent/guardian wishing to make an appointment with his/her child's teacher should call or email the teacher, supervisor or school counselor.

ARRIVAL TO SCHOOL

Students are not permitted to enter the building before 7:00AM.

ASSEMBLIES

Assemblies are held periodically throughout the school year. Students will be escorted by their teachers to the assembly. At all times, students should demonstrate respectful behavior and common courtesy. ***Electronic devices are not permitted in school assemblies, unless explicit presenter permission is given.*** Students may be banned from future assemblies if they misbehave.

BATHROOM USAGE

Students can use the bathroom facilities before school, after school, during lunch periods, or during class time with the permission of a teacher. Students will use the appropriate hallway passport system to travel to and from the bathroom. Students who abuse bathroom privileges will serve a teacher detention or be put on a no hall pass. Students with medical problems should have those documented with the nurse. ***Students are expected to use the QR Code Reader system to use the restroom and post their ID when entering. There should be no more than one person (2 people by the caff) in the restroom at one time.***

BEFORE AND AFTER SCHOOL

After arriving on school grounds, students are not to leave unless permission is granted from the main office, the school nurse or administration. No student should be in the building after 3 p.m. unless requested by a teacher or participating in a supervised activity.

BULLETINS AND BULLETIN BOARDS

Announcements of interest to students and faculty are read each day and/or are broadcast on Blue Devil TV. E-mail Mr. Furtado at dfurtado@fairhavenps.net with all morning announcement information. Student Council must approve all posters/flyers and issue a sticker for each poster displayed.

CELL PHONES

Cell phones should not be used in class unless otherwise directed by the teacher. Cell phones will need to accompany the student to the restroom so they are able to scan the QR code next to their assigned restroom.

CHROMEBOOK PROGRAM

All students in grades 9 through 12 are invited to participate in this program. The intent of the program is to provide students with equitable access to modern technology in order to provide additional opportunities for academic success. It is our hope that the increased use of modern technology will improve communication and creative thinking skills, while ensuring high level learning in school and at home.

Prior to being issued a device for the first time, students and their parent/guardian must participate in an information session and complete a Fairhaven High School Chromebook Statement of Responsibility for Parent/Guardian and Student form, provided at the information session.

All students are expected to care for their school issued devices and abide by the FPS Technology Acceptable Use Policy and the Chromebook Student Handbook (pg #51). Devices are to be returned in good working order and with all accessory items. Students will be required to pay for any damaged or missing items.

EARBUDS

Earbuds are allowed during mask breaks and lunch at the teachers discretion. There should be no talking while using earbuds. Volume should be reasonable to allow for the hearing of directions and/or safety related communications.

FOOD AND BEVERAGES

Students will be eating in the cafeteria. Leaving campus just for lunch and deliveries of outside restaurant food are prohibited.

Beverages are never allowed in any computer or science lab per OSHA regulations. Beverages will not be allowed in any classroom if it causes a disruption to the learning process. ***Water must be in a closed top container. Masks can be lowered to accommodate quick sips of water during class.*** Students are expected to respect the decision of the classroom teacher to allow or not allow drinks in the classroom.

IDENTIFICATION

Students are required to have their photo ID on them and on a lanyard at all times while in the building. Students will need to make sure their ID is readily accessible when asked for it. Students must take their ID's with them when leaving the classroom. ID's will be needed in order to use the restroom.

LOCKERS

Each student will be assigned a locker. Periodic inspections will be made, if necessary, to see that they are kept neat and orderly. Use only the lock and locker assigned to you. Check to see that your lock is locked when you leave your locker. Any student found tampering with any other lock or locker will be subject to appropriate disciplinary action. Balloons are not allowed on any locker. Replacement locks are \$6.00.

LOST AND FOUND

Lost and found is located at the Reception Desk.

LUNCH

Students will be eating in one of the two cafeterias. Students are not permitted to speak while masks are off and they are eating. Students may speak to one another when masks have been placed back on properly. Students will be required to dispose of their own trash and clean the table if needed.

MASK PROTOCOL

All students and adults who enter FHS are required to wear appropriate face coverings until further notice. These face coverings are limited to masks that cover both nose and mouth. Gaiters and scarves are not allowed nor are face shields worn without a proper mask. A proper mask will have two or more layers of fabric, will cover the nose and mouth and be secure under the chin and behind the ears and should also fit snugly against the face eliminating any gaps (CDC.gov). Masks should be washed regularly. It is recommended that students keep a spare mask in their bags. A student who refuses to wear a proper mask will face disciplinary action, including suspension from school. The student will then need to be sent home. Please also refer to the approved district policy (sFile: EBCFA) for more information.

MASK BREAKS

Silent mask breaks will occur for 3 minutes every hour. If the teacher permits, students will be able to listen to music at this time. When regular class activities resume, earbuds must be removed. Additional mask breaks may be implemented at the teachers discretion.

RESTROOM USE

Students will use the restroom located within their assigned zone. Each restroom will have an appropriate QR code outside the restroom door which the student will scan upon entry. The QR code will bring the students to a Google Doc that they will need to complete. Students will gain access to the QR code that corresponds to their assigned zone. Only one student is allowed in the restroom at one time, in most cases. If using the basement restroom (Zone 2), two students are allowed in at one time. Students will be expected to hang their ID's on a hook outside the restroom when entering to alert others that the restroom is occupied.

SCHOOL CLOSINGS

"Alert Now" is used to notify families of school closings. School closings are also announced on WBSM (AM radio) and Fun107 (FM radio), as well as on the following TV stations: Channel 4 (WBZ), Channel 6 (WLNE), Channel 7 (WHDH), Channel 9 (BDTV), Channel 10 (WJAR), and Channel 12 (WPRI).

SEATING CHART

Students will be given an assigned seat. Students will arrive at school and sit directly in his/her assigned seat. Students will stay in their assigned seat for the duration of all courses in the cohort, as well as lunch. Seats will remain the same unless otherwise determined by the teacher.

TELEPHONE CALLS/TEXTING

In an effort to maintain a positive learning environment that is free from unnecessary distractions, students will not be permitted to send or receive phone calls, messages, or texts to or from parent/guardians except in cases of a true emergency. Phone calls and messages will be directed through an administrator. The school lacks the facilities and the personnel required to deliver messages or call students to the phone for routine types of communication. Students, when approved, should make all phone calls in the main office or assistant principal's office.

TEXTBOOKS

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. Students are responsible for all textbooks assigned to them and must pay for any damage or loss that occurs.

TRAFFIC PROCEDURES – AUTOMOBILE DROP-OFF AND PICK-UP

Please help us to keep students safe by following some simple traffic rules when bringing your student to school and when picking up your student at dismissal. The driveways in the front and rear of the building have one-way travel at all times.

Please abide by the following traffic procedures:

- Please be patient
- Please stay in a single line of traffic
- Please do not park for extended lengths of time
- Have your students ready to make a speedy exit from your vehicle
- Students should exit your vehicle and proceed directly in to the building
- Once your student has left your building, please proceed with caution

- Please do not drop off your student at other locations other than the main and Performing Arts Center entrances
- Drive slow and be careful of other students crossing the driveways

TRAFFIC PROCEDURES – (STUDENT MOVEMENT THROUGHOUT THE BUILDING)

1. Students traveling from one class to another class should move at a moderate rate of speed so as not to delay anyone from getting to class on time (especially on the first floor on the addition side).
2. Students are to move in an orderly manner and keep to the right in the corridors and stairways.
3. Loitering in corridors and stairways is prohibited at all times. Violations may be subject to disciplinary sanctions.
4. Conversations must be kept to a moderate tone of voice. Shouting or any other unnecessary form of noise is prohibited.
5. Public displays of affection are prohibited.
6. Inappropriate use of electronic devices are not allowed in the hallway.
7. Earbuds/headphones are not allowed in the hallway.

VISITORS

Students are not allowed to have visitors in the building at any time without first receiving permission from the principal or designee. All visitors must report to the Reception Desk to receive a visitor identification badge and are expected to sign in and designate reason for visit.

RULES AND REGULATIONS

ACADEMIC HONESTY- Cheating/Plagiarism

Fairhaven High School expects that all students will uphold the highest level of academic honesty and integrity. Any student who attempts to violate the academic code of honesty by either attempting to obtain credit or assist one in obtaining credit for work that is not one's own will be in violation of the school's policy.

Examples of academic dishonesty:

- a. Using "cheat sheets" or books during a quiz or test
- b. Obvious copying from someone else's paper, class work or homework.
- c. Using anyone else's works or ideas without adequate documentation (plagiarism), including using the internet without crediting the source.
- d. Allowing another student to copy homework, a project, research paper, report, test, notes, etc.
- e. Generally submitting for credit anything that is not your own work.
- f. Use of the internet, website, or any other online communication for the purpose of cheating.

NOTE: In all cases of academic dishonesty students will be allowed "due process".

First Offense:

- Step One: The student will receive "0" on all material submitted involving academic dishonesty and be subject to appropriate disciplinary action (Group E-4:3, page 32). The parent/guardian will be notified by the principal or designee. Please note: Academic dishonesty on a final or benchmark exam will immediately move to Step 2.
- Step Two/Second Offense: Student will receive a "0", the parent/guardian will be notified by the principal or designee and a one-day suspension or other Group E sanction will follow a second offense.
- Step Three/Third Offense: Student will receive a "0", the parent/guardian will be notified by the principal or designee and a third offense will be cause for the student to be referred to the principal for disciplinary action and for possible review before the School Committee.

ADMISSION TO FAIRHAVEN HIGH SCHOOL-SPONSORED/SUPERVISED EVENTS

Students are advised that a Passive Alcohol Screener (PAS) (i.e. breathalyzer) will be used as a requirement for admission to school dances, cruises, the prom, or other events approved by administration. This non-invasive screener will be administered by members of the high school staff or designee and requires students to speak or blow into a microphone-like device. Any student who refuses to take the screening will not be allowed to attend the event and parent/guardian will be notified. If alcohol is detected or other impairment is suspected upon screening, the parent/guardian will be notified and students will be subject to the disciplinary action described under possession, use, and/or under the influence of alcoholic beverages or drugs as outlined in this handbook's student code of conduct/discipline section.

CRISIS MANAGEMENT PROTOCOL

During the school year teachers will review with the students the protocol for evacuation and stay-put mode procedures. Students will practice these procedures so that in the event of a real crisis students will be familiar with the appropriate protocol.

Students are expected to follow directions maintaining safety, order, and discipline throughout the practice exercises. The protocol is on file in the principal and assistant principal's office.

DRESS STANDARD

At Fairhaven High School, we seek to provide opportunities for our students to become prepared for the real world and as future working professionals. The dress standard is one of these opportunities.

The principal or designee is authorized to have students change their clothing in school or send offending students home to change their clothing if such clothing is determined by the principal or designee to be inappropriate for school.

Unless approved by administration, all students are expected to comply with the dress code (i.e. weather-related conditions). Students must comply with the following guidelines:

- a. Dress must not cause destruction to school property (e.g. shoes that scratch the floors, cleats).
- b.. Clothing or apparel which depict or imply expressive, obscene, vulgar, or profane images or words should not be worn.
- c. Clothing and/or accessories which implicitly promotes or advocates drugs, alcohol, tobacco, sex, gang related affiliation, or violence should not be worn.
- d. Sleep related attire is not acceptable clothing for school, including slippers and/or pajama pants, with the exception of fundraisers and/or specialty days.
- e. Chains may not be worn or carried in school (with the exception of jewelry).
- f. Tattered clothing and/or clothing with holes (including pants) which expose areas of the body that should be covered under other provisions are not acceptable clothing for school.
- g. Exposed underwear that reveals private body parts is not an acceptable form of clothing/dress for school.

h. No sunglasses.

i. *Dress appropriately for Junior Day and Graduation ceremony.

Junior Day: white collared shirt, tie, khaki (tan) long pants (no jeans), shoes (no flip-flops) or wear all white: white dresses, white pants and white tops are acceptable (no jeans), shoes (no flip-flops).

Graduation: No shorts or jeans. Shoes must be worn (no flip-flops). Only school issued sashes are to be worn along with cap and gowns. Mortarboard caps may be decorated but must be school appropriate.

****Any student who does not adhere to the dress code will not be allowed to participate in Junior Day or Graduation. It is imperative that if there is an extenuating circumstance regarding the above, you must contact Mrs. Millette or Ms. Giannandrea immediately.***

EXTRACURRICULAR ACTIVITIES

All school rules are in effect during field trips, dances, and any other extracurricular activities. Appropriate permission forms must be completed and approved prior to the event.

FIELD TRIPS AND SCHOOL SPONSORED ACTIVITIES

Students will be subject to all rules and regulations listed in this handbook and the penalties therein. All field trips planned by a teacher, club or class must be scheduled in advance and approved by the principal. A list of names of those students who have been approved to attend the field trip must be sent to the Reception Desk. The date, time and site of the field trip should be included.

FIRE DRILL REGULATIONS - Directions for students.

A fire drill is an exercise in discipline for all students; therefore, no student is excused from participating in a fire drill. The fire alarm signal is a continual sound on the fire horn. The following directions must be adhered to at all times:

A. Prior to Fire Drill:

1. Students must know the location of the directions posted in all their classrooms.
2. Students will follow the directions as posted and evacuate the building by either the primary or alternate exits to their designated area instructed by the teacher/principal/designee.
3. Students should be aware of handicapped and/or disabled students and help provide for a safe and orderly evacuation.
4. Students should know the location of the nearest fire boxes.

B. Fire Drill - With or Without Teacher Supervision:

1. Teacher will shut off the science lab's main gas valve, shut off students' supply to their lab bench, and workshop equipment before exiting the building. Students will make certain that all the windows and doors are closed and the lights turned off.
2. Students, in a single file, will evacuate their rooms in a quiet, rapid and orderly manner.
3. Students will not run, make unnecessary noise, nor engage in any horseplay.
4. Students will not go to their lockers to retrieve personal belongings.
5. Students who first reach the outside doors to the building will hold them open (if double doors - two students) until all have cleared the building.
6. Students finding the primary exit "blocked off" should proceed to the alternate exit. Do not run or cause any commotion.
7. During lunch periods the lunchroom will be divided into two sections. Students who are closest to the Main Building side will exit by the basement ramp door and proceed to the right side of the football field for attendance. Students who are sitting on the left side of the cafeteria closest to the football field will exit the side door near the dumpsters and proceed to the right side of the football field for attendance.
8. Students who are away from their assigned rooms (at the Nurse's Office or have a hall pass) will exit by the nearest door and check in with the nearest teacher or staff member.
9. In the event that a fire drill occurs during a passing period, all students will exit the building by the nearest exit and report to the football field, line up in a straight line according to homeroom Grade 9 closest to the parking lot, Grade 12 closest to Huttleston Avenue. Homeroom teachers will then take attendance.
10. Students should stay out of the campus driveways and cross them safely to the designated area away from the building.

C. Designated area:

1. Students will assemble with their teacher.
2. Students will stand in a quiet, orderly manner while attendance is taken. In the event a teacher is not present, students should report any student who is missing to the "area coordinator"/crisis team member.
3. Under no circumstances will students be allowed to re-enter the building until directed to do so by their teacher or "area coordinator"/crisis team member.
4. Students will always stay clear of the fire apparatus and in no way interfere with the firefighters in their operations.

D. Stay Put Procedure

Students and staff will be in a stay put mode and wait for instructions.

IDENTIFICATION

Students are expected to carry their I.D. Card **with lanyard** at all times during the school day and at school sponsored activities. At any time and upon request, students may be required to show their I.D. Failure to show the I.D. card could result in disciplinary action. Students have the responsibility to report a lost I.D. card to the main office. A \$5.00 fee will be charged to replace a lost I.D. card.

MEDICATION

The following is an excerpt taken from Fairhaven Public Schools Administrative Regulation JLCD-R in regards to children bringing medication into school: "Students, for whom medication has been prescribed, and who must take medication during the school day, shall report to the Nurse before school with a parent/guardian and the medication to be taken, in a pharmacy labeled container. Prescription medication may only be administered by the school nurse with a current medication order from a licensed prescriber and a consent signed by the parent/guardian or legal guardian. Both the physician order forms and parent/guardian consent forms must be renewed at the beginning of each school year.

A medication order from a licensed prescriber must contain:

1. the student's name
2. the name and signature of the licensed prescriber and business and emergency phone numbers;
3. the name, route and dosage of medication;
4. the frequency and time of medication administration;
5. the date of the order;
6. a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent/guardian or student;
7. specific directions for administration

If the parent/guardian cannot bring in the medication, he/she may designate another adult to do so but must notify the school nurse of the name of the adult bringing in the medication and the amount of medication being brought into school.

For short-term prescription medications, i.e., those requiring administration for 10 school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, he/she may request a licensed prescriber's order." For the full policy on administering medication to students in the school and recommended order forms see:

www.fairhavenps.org/health_info.cfm

Please remind your child it is his/her responsibility to remember the time medication is to be taken and to go to the nurse's office for it at that time. Any medication prescribed to be given three (3) times a day should not be sent to school. It can be given at home before school, after school, and at bedtime, unless otherwise specified by the physician.

If a student has asthma, the nurse should be notified. If the student uses an inhaler, the nurse should also be notified. A student may carry an inhaler on his/her person. Inhalers are not allowed to be shared.

A student who requires the use of crutches should inform the nurse who will provide the student with a note authorizing early dismissal from class and the use of the elevator. If the class is on the 3rd floor, a school counselor will try to change the classroom to accommodate the student.

HEALTH AND HUMAN SERVICES

****CALL 911 IN AN EMERGENCY**

See the School Social Workers for additional resources

LOCAL

Adcare (drug and alcohol treatment)	508-999-1102
Dept. of Children and Families (New Bedford)/ Hotline	508-910-1000/800-792-5200
Greater New Bedford Community Health Center-Adolescent Health Services (including reproductive health), Primary Care, Smoking Cessation	508-992-6553
Healthy Families-Kennedy Donovan Center	508-997-1570
High Point Treatment Center (drug and alcohol treatment)	508-997-0475
New Bedford Area Crisis Center	508-996-3154
New Bedford Child & Family Services	508-996-8572
New Bedford District/Juvenile Court	508-999-9700
New Bedford Women's Center (domestic violence and sexual assault)	508-996-3343 or 508-999-6636
PACE, Inc (fuel assistance, child care, and housing issues)	508-999-9920
Seven Hills Behavioral Health	508-990-8280
Samaritan Suicide Hotline	877-870-4673
Southcoast Hospice (grief counseling)	508-973-3200
St. Luke's Hospital	508-997-1515

STATE/NATIONAL

CDC and Prevention	1-800-232-4636
Housing-homeBASE Hotline	1-617-573-1123
MA Council on Compulsive Gambling	1-800-426-1234
MA Parent/guardian Stress Hotline (parent/guardian helping parent/guardian)	1-800-632-8188
MA Substance Abuse Helpline	1-800-327-5050
National Runaway Safeline	1-800-786-2929
National Suicide Prevention Line	1-800-273-8255
National 24Hr. Suicide Hotline for Gay or Questioning Youth (The Trevor Helpline)	1-866-488-7386
The Smoker's Hotline/Quitworks	1-800-879-8678
United Way Helpline	1-877-211-MASS (6277)

HELPFUL WEBSITES

www.breakthecycle.org
www.loveisrespect.org
www.makesmokinghistory.org
www.helpguide.org
www.save.org
www.stopbullying.gov
www.teens.drugabuse.gov
www.thetrevorproject.org
www.yourlifeyourvoice.org

NO HALL PASS LIST

Students are expected to report to class on time and seek permission to leave class only for legitimate and appropriate reasons. Occasions when students are not in class on time and need to leave prior to the end of class should be few in number. When it becomes evident that a student is not being responsible and is out of class excessively, an administrator will examine the student's pattern of behavior, and where appropriate, place that student on a *No Hall Pass List* to be circulated to all faculty. Students placed on this list (to be updated regularly) will:

- be issued no passes to leave classes for student-initiated purposes (unless approved by an administrator)
- be expected to be in all classes on time
- be subject to aftersessions and/or Saturday school if unacceptable behaviors persist.

PARKING

The parking lot is reserved for the Fairhaven High School faculty and staff. Students who violate school or town parking rules may be assigned have their vehicles towed at the students' expense. Student parking is designated by the yellow marking behind the football stadium.

PUBLIC DISPLAYS OF AFFECTION (In school and at all school functions)

Any and all public displays of affection such as kissing, caressing, close contact dancing or embracing are considered to be inappropriate behaviors. Students participating in such activity will be first warned by a faculty member observing this behavior. Further occurrences will result in a referral to the assistant principal for appropriate discipline and a call to the parent/guardian of the students involved.

SBIRT – Screening, Brief Intervention and Referral to Treatment

In order to help prevent students from starting to use substances, or intervene with early use, Fairhaven Public Schools' nurses and counselors will be providing an interview-based screening for 7th and 9th grade students about the use of substances. Student screening sessions will be brief (approximately 5 minutes) and conducted confidentially in private one-on-one sessions with the school nurse or guidance counselor using the CRAFFT screening tool. For any student who reports substance use or is at risk for further substance use, they will receive feedback from trained personnel. If needed, the student will be referred for further evaluation. It is most important to note that this screening is kept completely confidential between the screener and student and the results of the screening are not included in your child's record. The results are not shared with anyone.

This is a mandatory screening per Department of Public Health, Chapter 71, section 97. However, you may opt out of this screening. Please notify the nurse in writing if you do not want your child screened. We strongly encourage all families to participate in this screening to help us reinforce your child's good decisions surrounding substance use or to give them resources in the event they are at risk for use or are currently using.

SCHOOL BUS

Students should carry their ID's on the school bus. At any time the bus driver can request to see the student's ID card. All school rules are in effect while riding the bus. Students must remain seated at all times when the bus is in motion. Students who abuse their bus privileges are subject to disciplinary action.

SOCIAL PROBATION

A student can be placed on social probation for habitual violations of the F.H.S. Code of Conduct and/or poor academic performance. Students can be banned from attending or participating in school sponsored extracurricular activities (i.e. dances, prom, clubs, plays, sporting and/or events) or eating in the lunch room for a period of time identified by administration. Students can be placed on social probation for chronic attendance and/or tardiness reasons (8 or more tardies per semester).

STUDENT PHOTOGRAPHS

A student picture may occasionally be posted on the school website depicting academic, athletic, and social achievements. A parent/guardian has the right to request that no picture of their child be used on our website. Please make this request in writing to the building principal no later than September 30. Refer to the FERPA letter on page 70 for additional information.

Parent/guardian and students should also be aware that photographs, including those that are offensive, can easily be posted on the internet with cell phones and digital cameras. Contact the Main Office or School Counseling Office for additional information about potential abuses of the internet, including cyberbullying.

STUDENTS WHO OWE MONEY

During the course of a school year, students will be held responsible for the care of equipment, texts, and school property; or to fulfill their obligation to pay their class dues or to return monies obtained through voluntary participation in fundraising activities sponsored by teams, clubs and classes. The costs are the responsibility of the student and his/her parent/guardian(s). The intent of this regulation is to underscore the responsibility and accountability that students and their parent/guardian share jointly the payment of such financial obligations.

All financial obligations incurred by students and their parent/guardian shall be paid within one week of the student and parent/guardian being notified of the outstanding obligation. With prior approval, the student and parent/guardian may enter into an agreement to pay a definite amount each week if the obligation presents a financial hardship.

Any student who has not paid the debt after one week or whose parent/guardian has not entered into a weekly payment or who has defaulted on a weekly payment schedule shall cause the following actions to be initiated:

- The Main office will phone the parent/guardian of the student to apprise them of the situation and to notify them of the non-participant letter being sent to them as well as, issued to the student. (See page 70 for letter).
- If no arrangement has been made after the passage of one week from the date of the letter, the Main office will notify all staff members of the student's placement on the Non-Participant List

- Placement of the student on the Non-Participant List will immediately exclude the student from participation in any and all of the following:
 - A) F.H.S. Athletics
 - B) F.H.S. Clubs and Activities
 - C) F.H.S. Dances, Proms, Banquets
 - D) Class Office, Student Council, Honor Society
 - E) Selected Field Trips
- Students will remain on the Non-Participant List until the debt is paid or until an agreement of weekly payments is reached.

USE OF ELECTRONIC DEVICES AND CAMERAS

Personal electronic devices – The goal of this policy is to help students learn how to manage learning, attention, and academic performance in the face of cell phone, social media and other social distractions.

Students who choose to bring electronic devices to school or school sponsored events do so at their own risk. Fairhaven High School, administration, faculty, staff, and/or the Fairhaven Public Schools will not be responsible for any damages to, or loss or theft of any such devices.

This policy is in effect from 7:35 AM-2:07 PM

All cell phones are to be responsibly used only in the halls and cafeteria. Cell phones are to be away and out of sight in the classroom. Headphones may NOT be used in the halls or classroom. Students may not charge electronic devices in school. School-issued devices are to be used for educational purposes only. Devices are not to be used for playing games, watching media or personal communication (i.e. text messaging). A student may not use a device for recording, videotaping or taking pictures without consent of a classroom teacher.

Students found in violation of policy will face the following consequences:

Progressive Sanctions:

- First offense: Student will be sent to Assistant Principal's office to turn over device. Device will be returned at 2:07.
 - Second offense: Student will be sent to Assistant Principal's office to turn over device. Device will be returned at 2:07.
 - Third offense: Student will be sent to Assistant Principal's office to turn over device. Sanctions will include suspension for repeated defiance and insubordination. Parent will be notified and will need to pick up device in the main office.
- **Failure to turn over the electronic device to an administrator will result in parent meeting and additional disciplinary sanctions.**

Acceptable Use Policy for All Internet & School Computer Users

This Technology Acceptable Use Policy for the Fairhaven Public Schools ("FPS") is enacted by the School Committee to provide the parent/guardian, students, and staff of the Fairhaven School Community with a statement of purpose and explanation of the use of technology within the Fairhaven learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Fairhaven Public Schools. Students and parent/guardian/guardians must also read and sign the accompanying Statement of Responsibilities. Students will receive a copy of the policy along with the Statement of Responsibilities. The policy can also be found on the Fairhaven Public Schools website.

STUDENT RIGHTS

RIGHTS OF EIGHTEEN-YEAR OLD STUDENTS

Once a person reaches the age of eighteen, Massachusetts's law holds that he/she is an adult and has certain adult rights. This may mean that any eighteen year old is capable of signing legal documents and entering into contracts. Fairhaven High School still requires adult verification for absences and other circumstances. The purpose is to obtain a signed statement from an adult and to establish a valid acceptable reason or explanation for a given situation. (Age of Majority form is required).

STUDENT ELECTIONS-STUDENT GOVERNMENT

Any student who wants to be elected to either the F.H.S. Student Government or a class officer/representative position must meet the requirements set by School Administration and Student Council.

They are: (also see forms 73-75)

1. maintain a G.P.A. of 2.5. (cumulatively and in the most recent marking period prior to the election).
2. complete and return the nomination papers signed by at least twenty-five (25) classmates during the nomination period and three(3) teachers.
3. maintain an impeccable discipline record.
4. specific dates and other instructions will be published by the Student Council, prior to each election.

STUDENT RESIDENCY

All students who attend FHS must be a legal resident of Fairhaven or Acushnet. A parent/guardian may be required to prove or establish residency under state law. The principal/designee can allow for exceptions as long as there is no conflict with state law or district policy.

STUDENT DISCIPLINE CODE

Fairhaven High School administers student discipline in accordance with state law, M.G.L. c. 71, §§ 37H-37H½, and the student discipline regulations, 603 C.M.R. 53.00. The following sections of this Handbook detail the consequences and procedures applicable to each of the three general categories of offenses under state law. These categories are: 1) offenses covered by G.L. c. 71, § 37H; 2) offenses covered by G.L. c. 71, § 37H½; and 3) offenses covered by G.L. c. 71, § 37H¾. Section V describes the circumstances under which a student may be removed from school on an emergency basis, as well as the procedures applicable to emergency removal. Section VI contains provisions applicable to discipline of students receiving special education services. Finally, Section VII contains a non-exhaustive list of offenses covered by G.L. c. 71, § 37H¾.

A note regarding notification to law enforcement: The principal and superintendent may notify local law enforcement if they have a reasonable basis to believe criminal charges may be pursued against a student. In making the determination whether to notify law enforcement, the principal and superintendent may consult with the school resource officer.

I. Forms of Discipline

Suspension

A. In-School Suspension.

"In-School Suspension" means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

B. Out-of-School Suspension.

Depending on the length of the out-of-school suspension, the suspension may be considered a "Short-Term Suspension" or a "Long-Term Suspension." "Short-Term Suspension" means the removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. "Long-Term Suspension" means the removal of a student from the school premises and regular classroom activities for more than ten consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. Students may not participate in school sports, extracurricular activities, or events during the term of an out-of-school suspension.

Expulsion

"Expulsion" means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under G.L. c. 71, §§37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the school staff; or d) a felony conviction or felony delinquency conviction, or adjudication or admission of guilt with respect to a felony, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½.

Teacher Aftersession

Will be held at the discretion of the teacher

Administrative Aftersession

After school sessions will be held on Tuesday's and Wednesday's.

Saturday School

Will occur weekly with the exception of holiday weekends.

II. Disciplinary Offense Category 1: G.L. c. 71, § 37H

G.L. c. 71, § 37H covers the following offenses, which may occur on school premises or at school-sponsored or school-related events, including athletic games:

1. Possession of a dangerous weapon, including but not limited to a gun or knife;
2. Possession of a controlled substance, including but not limited to marijuana, cocaine, and heroin;
3. Assault on a principal, assistant principal, teacher, teacher's aide, or other educational staff.

A student who commits any of the above offenses is subject to discipline up to and including expulsion.

Details of Procedures under G.L. c. 71, § 37H

1. Notice of Suspension/Expulsion

Before the principal may impose a suspension or expulsion for a disciplinary offense under 37H, the principal shall provide written notice to the student and the parent explaining the charge(s) and setting forth the potential consequences, including the potential length of the student's suspension or expulsion. The notice shall be sent in English and in the primary language of the home if other than English, or through other means of communication where appropriate. If the principal intends to expel or suspend a student for longer than 10 days, the written notice shall also explain the student's right to a hearing with the principal prior to the effective date of the suspension/expulsion.

1. Principal Hearing – Long-Term Suspension or Expulsion Only

If the principal intends to expel or suspend a student for longer than 10 days, the student shall have the right to a hearing before the principal prior to the effective date of the suspension/expulsion. At the hearing, the student shall have the right to representation by counsel and the right to present evidence and witnesses. After considering all evidence, including any mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense and, if so, the appropriate disciplinary consequence.

The principal shall notify the student and the parent of the outcome of the hearing. The notice shall be in writing and shall identify the length and effective date of the suspension or expulsion, as well as the date of return to school. If the principal has imposed expulsion (removal for more than 90 days), the notice shall also inform the student and parent of the right to appeal the principal's decision to the superintendent. The notice shall be sent in English and in the primary language of the home if other than English, or through other means of communication where appropriate.

1. Appeal of Expulsion (Removal for more than 90 days)

There is no right of appeal if the principal decides to impose a long-term suspension on a student based on a disciplinary offense under § 37H. If the principal decides to expel a student for a disciplinary offense under § 37H, the student may appeal the principal's decision to the superintendent. The superintendent may make factual determinations and determine the appropriate disciplinary consequence. The student must notify the superintendent of his or her intent to appeal the expulsion within ten (10) days from the effective date of the expulsion. The student shall have the right to representation by counsel at the hearing.

The superintendent shall notify the student and the parent of the outcome of the appeal. The notice shall be in writing and shall identify the length and effective date of the suspension or expulsion, as well as the date of return to school. The notice shall be sent in English and in the primary language of the home if other than English, or through other means of communication where appropriate. The decision of the superintendent shall be the final decision of the school district.

1. Academic Progress

Pursuant to M.G.L. c. 76, § 21, a student who is suspended or expelled under § 37H shall have the opportunity to make academic progress during the period of suspension or expulsion, including the opportunity make up assignments and earn missed credits. If the student's suspension is longer than 10 days or the student is expelled, the principal shall provide the student and the student's parent a list of alternative education services.

III. Disciplinary Offense Category 2: G.L. c. 71, § 37H½

G.L. c. 71, § 37H½ applies to the following:

1. The issuance of a felony charge (subject to suspension only);
2. The issuance of a felony delinquency complaint (subject to suspension only);
3. A felony conviction (subject to suspension or expulsion);
4. An adjudication or admission of guilt with respect to a felony (subject to suspension or expulsion);
5. A felony delinquency conviction (subject to suspension or expulsion).

In order to suspend or expel for the above offenses, the principal must determine whether the student's continued presence would have a substantial detriment on the general welfare of the school.

Details of Procedures Under G.L. c. 71, § 37H½

1. Notice of Suspension/Expulsion

Before the principal may impose a suspension or expulsion for a disciplinary offense under § 37H½, the principal shall provide written notice to the student and the parent setting forth:

- a. the charge(s);
- b. the reason for the suspension or expulsion;
- c. notice of the student's right to appeal the suspension or expulsion to the superintendent; and
- d. information regarding the process for appealing.

The notice shall be sent in English and in the primary language of the home if other than English, or through other means of communication where appropriate.

1. Appeal of Suspension/Expulsion

The student may appeal a suspension or expulsion imposed under § 37H½ to the superintendent. This right of appeal also applies to students who previously appealed a suspension under § 37H½(1) and subsequently wish to appeal an expulsion under § 37H½(2).

The student must notify the superintendent of his or her intent to appeal the suspension/expulsion within five (5) calendar days from the effective date of the suspension/expulsion and the superintendent shall hold the appeal within three (3) calendar days. The student shall have the right to representation by counsel and to present oral and written testimony at the hearing. The suspension/expulsion shall remain in effect pending the outcome of the appeal to the superintendent.

The superintendent may shorten or overturn the suspension/expulsion decision, or recommend an alternate educational program for the student. The superintendent shall notify the student and the parent of the outcome within five (5) calendar days of the appeal hearing. The outcome notice shall be in writing and shall identify the length and effective date of the suspension or expulsion, as well as the date of return to school. The notice shall be sent in English and in the primary language of the home if other than English, or through other means of communication where appropriate. The decision of the superintendent shall be the final decision of the school district.

1. Academic Progress

Pursuant to M.G.L. c. 76, § 21, a student who is suspended or expelled under § 37H½ shall have the opportunity to make academic progress during the period of suspension or expulsion, including the opportunity to make up assignments and earn missed credits. If the student's suspension is longer than 10 days or the student is expelled, the principal shall provide the student and the student's parent a list of alternative education services.

IV. Disciplinary Offense Category 3: G.L. c. 71, § 37H¾

This category covers any disciplinary infraction by a student involving violations of the student discipline code except for: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony conviction or felony delinquency conviction, or adjudication or admission of guilt with respect to a felony, as provided in G.L. c. 71, §§37H or 37H½.

For a list of infractions prohibited by the student discipline code, see Section VII, below.

Details of Procedures Under G.L. c. 71, § 37H¾

1. Notice of Suspension

The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including the potential length of the student's suspension;
- d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e. the date, time, and location of the hearing;
- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate; and
- g. if the student may be placed on long-term suspension following the hearing with the principal:
 - i. the opportunity for the student, in advance of the hearing with the principal, to review his or her student record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - ii. the right to be represented at the hearing by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
 - iv. the right to cross-examine witnesses presented by the school district;
 - v. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording; and
 - vi. the right to appeal the principal's decision to the superintendent.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

1. Principal Hearing – Short-Term Suspension (10 Days or Fewer in School Year)

The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At the hearing, the principal shall, at a minimum, discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice. In the event an in-school suspension is imposed, the principal will invite the student's parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior.

1. Principal Hearing – Long-Term Suspension (10 Days or More in School Year, Up to 90 Days)

The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing under section 2, above, the student shall have the following rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district; and
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording provided to the student or parent upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension.

The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a); and
5. If the principal has imposed a Long-Term Suspension, inform the student of the right to appeal the principal's decision to the superintendent or designee. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 1. the process for appealing the decision (see Section 4 below); and
 2. that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
4. Appeal of Long-Term Suspension

A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

The student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of

time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be.

The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

The student shall have all the rights afforded the student at the principal's hearing for long-term suspension, including the right, in advance of the hearing, to review the student's record and the documents upon which the principal relied in making a determination to suspend the student; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and the right to cross-examine witnesses presented by the school district.

The superintendent will issue a written decision within five (5) calendar days of the hearing, setting forth the disciplinary offense, the date of the hearing, the participants at the hearing, the key facts and conclusions reached by the superintendent, the length and effective date of the suspension, the date of return to school, and notice of the student's opportunity to receive education services to make academic progress during the period of removal from school.

If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal but shall not impose a suspension greater than that imposed by the principal's decision.

The decision of the superintendent shall be the final decision of the school district with regard to the suspension.

5. Academic Progress

Pursuant to M.G.L. c. 76, § 21, a student who is suspended under § 37H¾ shall have the opportunity to make academic progress during the period of suspension, including the opportunity to make up assignments and earn missed credits. If the student's suspension is longer than 10 days, the principal shall provide the student and the student's parent a list of alternative education services.

V. Emergency Removals Under G.L. c. 71, § 37H¾

A student may be removed from school immediately and temporarily if the student has been charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal must make adequate provisions for the student's safety and transportation prior to an emergency removal. The temporary removal shall not exceed two school days following the day of the emergency removal. In the event of an emergency removal, the principal shall:

1. Immediately make reasonable efforts to orally notify the student and the student's parent of the emergency removal and the reason(s) why such removal is necessary. The oral notification shall also provide the same information, listed above, that is contained in a written notice of out-of-school suspension pursuant to G.L. c. 71, § 37H¾.
1. Send written notice to the student and parent. Such written notice shall meet all the requirements, listed above, for written notice of out-of-school suspension pursuant to G.L. c. 71, § 37H¾.
1. Before the expiration of two (2) school days, provide the student an opportunity for a hearing with the principal and the parent an opportunity to attend. The principal, student, and parent may agree to extend the time for such hearings. The nature of the hearing will depend on the potential length of the suspension (i.e., short-term or long-term).
1. Render a decision orally on the same day as the hearing, followed by a written decision no later than the school day following the hearing. The principal's decision will meet the requirements applicable to short-term or long-term suspensions, depending which is imposed.

VI. Discipline of Students Receiving Special Education Services

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional due process provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.

2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days or cumulative school days in a given school year, building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine whether the student's behavior is substantially related to the student's disability or is due to a failure to implement the requirements of the student's IEP or 504 plan (manifestation determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs or 504 plans. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardian(s) consent to, a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

School-Wide Educational Service Plan

School-Wide Educational Service Plan applies to any student who is suspended or expelled from school for more than ten (10) consecutive days; whether in/ out of school. These individuals shall have an opportunity to receive educational access to services as well as accommodations as noted within IEP/504 plans to make academic progress toward meeting state and district requirements, through the school-wide service plan below.

During the period whether in/ out of school expelled or suspended, the Principal (or designee) shall ensure that the student has the opportunity to make academic progress. This opportunity includes the ability to make up assignments, homework, quizzes, exams, major projects in order to earn credits missed during the period of time in/ out of school. The plan will be individualized to the needs of each student and is developed in collaboration with Student Services, counselors and classroom teachers when applicable. Students and their parents/ guardians will be notified of the process for developing and arranging such educational services at the time of the suspension/ expulsion. These educational services shall be based on, and be provided in a manner consistent with the academic standards and curriculum frameworks established for all students under M.G.L. Section 21 Chapter 76. The Fairhaven Public Schools has a school-wide education plan based on the student needs, this plan will be modified accordingly.

- ***Coordination of workflow between student and teacher***
- ***Access to online coursework(if applicable)***
- ***Tutoring services***
- ***Additional services such as school adjustment counselor and/ or guidance counselor in conjunction with Principal (or designee) will facilitate this process***

Section 21. Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies, education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

Instructional costs associated with providing alternative educational services under this section shall be eligible for reimbursement under section 5A of chapter 71B, subject to appropriation. The reimbursements shall be in addition to amounts distributed under chapter 70 and shall not be included in the calculation of base aid, as defined in section 2 of said chapter 70, for any subsequent fiscal year. Instructional costs eligible for reimbursement shall include only those costs directly attributable to providing alternative educational services under this section, such as salary of educational personnel, salary of related services personnel, costs for specialized books, materials or equipment, tuition costs, if the student is receiving services from other than the local public school, consultant costs if directly attributable to the student's instructional program and instructional costs of extended day or year services if such services are a part of the education service plan. Such costs shall be prorated as appropriate to reflect group activities or costs for part-time services. Instructional costs shall not include transportation costs, administrative or overhead costs, the costs of adapting classrooms or materials that are used by

more than 1 student, the costs of fringe benefits of personnel employed by the school district, nor the costs associated with the development of the education service plan or service coordination for the student. Instructional costs associated with an education service plan shall be reported to and approved by the department and shall be reimbursed according to the formula and procedures in said section 5A of said chapter 71B.

VII. Prohibited Misconduct

The following is a non-exhaustive list of misconduct prohibited by the Fairhaven Public Schools. Students who commit any of the below-listed infractions will be subject to potential discipline, up to and including Long-Term Suspension, under G.L. c. 71, § 37H½. The level of discipline imposed on a student for any given disciplinary code infraction will depend on the specific circumstances, including the severity of the offense and the harm caused by the misconduct.

1. Cheating
2. Plagiarism
3. Forging notes or signing school documents for oneself or others when a signature is required by a teacher, staff member, or parent/guardian
4. Failure to return a warning card, report card, or other document for which a parent/guardian signature is required
5. Repeated failure to return a signed report card
6. Bullying
7. Cyber-bullying
8. Harassment
9. Discrimination
10. Hate Speech
11. Abusive or vulgar remarks directed at another student
12. Interference with a bullying, harassment, or other investigation
13. Disruption of classes, cafeteria, corridors, buses, parking lots, or school functions
14. Disrupting Saturday School
15. Arriving at school or at a school-sponsored event or function under the influence of drugs or alcohol
16. Smoking or chewing tobacco on school property
17. Possessing vaping materials, e-devices and/or vaping on school property
18. Possessing smoking materials, including cigarettes, lighters, matches, or tobacco products on school property
19. Possession of drug paraphernalia on school property
20. Refusal to follow instructions or directions of a teacher or other member of the school staff
21. Swearing or using unacceptable language, even if not directed at another person
22. The use of rude remarks directed at a teacher, staff member or administrator
23. Refusal to report to the principal's or assistant principal's office to be disciplined
24. Leaving school grounds, class, or authorized areas without permission
25. Repeated insubordination or defiance of authority
26. Truancy
27. Misuse of school computer equipment and/or internet
28. Unauthorized use of a cell phone, smart watch, earbuds, camera, or other electronic device during school hours
29. Improper care of books
30. Marking or defacing school books or other school property
31. Destruction of or damage to school property, staff property, or another student's property
32. Marking or defacing school property, staff property, or another student's property
33. Stealing or misappropriation of school property, staff property, or another student's property (regardless of intent to return)
34. Throwing any type of object in the school cafeteria
35. Throwing snowballs on or onto school property
36. Horseplay (fooling around in the classroom, cafeteria, hallways, etc.)
37. Assault on another student
38. Verbal assault against school personnel
39. Threatening another student
40. Hazing
41. Fighting in or on school property, or near the school so as to disrupt or threaten the normal conduct of school operations
42. Gambling, betting, or the booking of bets
43. Use of a laser pointer
44. Failure to show school I.D.
45. Routine student parking violation
46. Public displays of affection
47. Littering
48. Dress Code Violations
49. Use of chewing gum, candy, seeds or other snack foods outside of authorized areas
50. Violation of COVID safety protocol
51. Conduct prohibited by the criminal laws of Massachusetts

SEARCH AND SEIZURE

In regard to the questions of search and seizures, the Supreme Court of the United States of America has ruled:

1. A warrant is not required before a teacher or school administrator conducts a search of a student suspected of violating a school rule or criminal statute.

2. Probable cause is not required before a student may be searched; rather before conducting a search, the staff member or administrator must have "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school".
3. The search must be reasonable in its scope as well as its inception.

GENERAL SEARCHES

To maintain safety, order, and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student and their personal belongings, student locker, desk, or student automobile including the trunk under the circumstances outlined below. Authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures will be considered grounds for disciplinary action.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their locker. Periodic general inspections of lockers may be conducted by a school administrator or school official for any reason at any time without notice, without student consent, and without a search warrant. Important Note: It is important that students not give out their locker combinations.

PERSONAL SEARCHES

A student's person and/or personal belongings (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is made it will be conducted in private by a school official of the same sex and with an adult witness present.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the principal, unless the health or safety of the student will be endangered by the delay which might be caused by following these procedures.

POLICIES AND REGULATIONS

BULLYING PREVENTION AND INTERVENTION

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

These requirements are included in the district's Bullying Prevention and Intervention Plan ("the Plan"), which was approved by the Fairhaven School Committee in December 2010, revised December 2013 and most recently in 2015. The Plan includes the requirements of the law, and also information about the policies and procedures that the school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. In developing the Plan, the district consulted with school and local community members, including parent/guardian.

The complete Bullying Prevention and Intervention Plan of the Fairhaven Public School district can be found on the district's website at: fairhavenps.org.

Definitions

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Harassment includes, but is not limited to, conduct when related to a person's sex (gender), race, color, national origin, religion, age, handicap and/or disability and sexual orientation and when such conduct is unwelcome by the recipient. In order to give rise to a complaint, harassment must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education by creating an intimidating, hostile or humiliating environment. For a one-time incident to rise to the level of harassment, it must be severe. See FPS Policy 5147 for more information.

Hot Spot is any location in or around school grounds that tends to be a common area where bullying/harassment will commonly occur.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying or harassment, provides information during an investigation of bullying or harassment, or witnesses or has reliable information about bullying or harassment.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, custodians, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, harassment, or retaliation has been perpetrated.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

Reporting Bullying

Anyone, including a parent/guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Incident Reporting Forms can also be found in the Appendix, on the district's website and are available in each school.

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

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

The entire Bullying, Cyberbullying and Retaliation policy can be viewed in the policy section of this handbook and School Committee policy section of district website.

BULLYING PREVENTION POLICY

File: JICFB

The Fairhaven School Committee believes that preventing bullying, cyber bullying, harassment, and/or retaliation is critical for creating and maintaining a safe, secure and positive school climate and culture, which in turn supports high level learning, increases school engagement, respects the rights of all individuals and groups, and purposefully builds community.

"Bullying", as identified in M.G.L. c. 71 sec. 37O, is the repeated use by one or more students or school staff members, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families is expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Fairhaven public schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Fairhaven school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using an Incident Reporting Complaint Form which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Parent and or guardians of the victim will be informed about the Department of Elementary and Secondary Education's Problem Resolution System and the process for seeking assistance or filing a claim through the PRS.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Fairhaven Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Fairhaven Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:370

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E, cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. Deidentified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS.:IHAMB, Teaching About Drugs, Alcohol, and Tobacco GBEC
Drug Free Workplace Policy

Adopted: 4/4/2018

1:0 DRUG AND ALCOHOL REGULATIONS - PER FPS ADMINISTRATIVE REGULATIONS (5114.1)

2:0 Policy Statement

2:1 The philosophy of the Fairhaven School Committee is to foster and to assist the intellectual, social, emotional and physical development of each student. In order to fulfill this philosophy, the Fairhaven School Committee recognizes that it is in the best interest of the community to continue to promote, enhance, and maintain a drug-free school system and student body, and that along with the parent/guardian and other segments of the community, it has a role to play in helping individuals remain drug free.

The Fairhaven School Committee recognizes that the use of alcohol and other drugs and the problems associated with it are becoming increasingly commonplace in our society and among youth. The physical and psychological dependence on chemicals creates health and safety problems for not only the student who is using the substance, but for each and every student in that school setting, and is counter-productive to the goals of education.

Therefore, the Fairhaven School Committee cannot and will not tolerate the use of prohibited and/or illegal substances by students in the school setting or at school sponsored functions. The Fairhaven Public Schools will respond immediately when circumstances of substance use arise.

The Fairhaven School Committee recognizes the important strategies essential to the reduction and control of substance use:

1. Prevention - Educational programs for students.
2. Intervention/Treatment - Personal counseling and referral assistance.
3. Enforcement - Application of school disciplinary measures and legal action as required by law.
4. After Care - A prescribed plan of action for maintaining a chemical free lifestyle.

3:0 DRUG AND ALCOHOL OFFENSES

- 3:1 Any possession, dispensing, or being under the influence of drugs/alcohol must be reported to the principal. Any drugs/alcohol found on the school premises must be reported and turned over to the principal, or his/her designee.
- 3:2 In the case of apparent/guardian drug/alcohol violations, the parent/guardian of the offending student will be notified by the principal or his/her designee, by telephone and certified mail.
- 3:3 In the case where a student is found to be in possession of an illegal substance, the principal shall notify the local police immediately. School authorities shall cooperate fully with the police officials.
- 4:0 **PROCEDURES**
- 4:1 The principal shall report all instances of drugs/alcohol related offenses to the Superintendent of Schools and police authorities before the next school day and maintain a log of these offenses noting: date, student name, grade, sex, brief description of the offense, action taken, and other comments. The school will report names of students only in cases where the drug/alcohol violation involved illegal activity; i.e., possession of illegal substance and/or intent to sell or distribute.
- 4:2 All drug/alcohol abuse-related violations shall be reported to the school nurse. The nurse shall examine these students and advise the principal concerning his/her findings.
- 4:3 Any student who has been expelled pursuant to the provision of Chapter 71, Section 37H shall have the right to appeal to the Superintendent.
- 5:0 **DEFINITION OF OFFENSES**
- 5:1 **DRUGS** - Possession of drugs and/or drug-related equipment or paraphernalia, and/or dispensing of drugs.
- 5:2 **ALCOHOL** - Possession of alcohol and/or dispensing or being under the influence of alcohol.
- 6:0 **SANCTIONS** - High School Students - Grades 9 - 12 - As per Education Reform
- 6:1 The consequence of a first offense shall be:
- 6:1.1 Suspension
- 6:1.2 Appearance before the principal and/or School Committee for a disciplinary hearing, which may result in exclusion.
- 6:1.3 Probation for one full term. (Ten [10] calendar weeks commencing at the date of the offense.)
- 6:1.4 Prior to returning to school after suspension for drug/alcohol offenses regardless of the amount, a student, his/her parent/guardian(s) shall meet with the principal, counselor, and/or psychologist and other appropriate personnel to determine a plan to bring about improved behavior (which may include entry into a substance abuse treatment program).
- 6:1.5 The student shall be required to meet weekly with his/her counselor.
- 6:2 The consequences for subsequent offenses shall be:
- 6:2.1 Suspension
- 6:2.2 Recommendation for expulsion by the principal.
- 6:2.3 Probation for one full term. (Ten [10] calendar weeks commencing at the date of the offense.)
- 6:2.4 Prior to returning to school after suspension for drugs/alcohol offenses regardless of the amount, a student, his/her parent/guardian(s), shall meet with the principal, counselor, and/or psychologist and other appropriate personnel to determine a plan to bring about improved behavior (which may include entry into a *substance abuse treatment program*).
- 6:2.5 The student shall be required to meet weekly with his/her counselor.
- 6:3 It is the policy of Fairhaven Public Schools that any student affected by these sanctions shall have the opportunity to make up missed work in accordance with school policy.

BUSING:

File: EEAA

WALKERS AND RIDERS-

All riders must be dropped off in the back of the building.

The major purpose of this policy is to aid students in getting to and from school in an efficient, safe, and economical manner.

Student transportation services must comply with the Commonwealth of Massachusetts General Laws and Regulations of the Department of Elementary and Secondary Education and Registry of Motor Vehicles pertinent to transportation of students. The Massachusetts General Laws and Regulations state that all children in grades kindergarten through six who reside more than two miles from the school they are entitled to attend are considered eligible riders.

The following guidelines are utilized in the development of our districts student transportation services:

Our district utilizes a guideline of all children in grades kindergarten through twelve who reside more than one and one-half miles from the school they are entitled to attend to be eligible riders. The assigned bus number and bus stop is the only bus an eligible rider will be allowed to ride and the only bus stop an eligible rider can use.

SOURCE: MASLEGAL

REFS: M.G.L. 40:5; 71:7A; 71:68; 71B:5

Adopted: 6/7/2017

MEMORANDUM OF UNDERSTANDING BETWEEN THE FAIRHAVEN SCHOOL DEPARTMENT AND FAIRHAVEN POLICE DEPARTMENT MICHAEL MYERS, CHIEF OF POLICE

PREAMBLE

This Memorandum of Understanding ("MOU") is established between Fairhaven Public Schools ("FPS") and the Fairhaven Police Department ("FPD") regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within FPS facilities or at any school related activities. The MOU is intended to foster and ensure an environment in which students, teachers, parent/guardian, administrators, employees and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward that end, there shall be a "Zero Tolerance" policy regarding serious acts of violence, weapons, hate crimes and drug distribution within and on the grounds of the FPS. A zero tolerance policy means that such incidents will not be tolerated in the FPS and violators will be referred for disciplinary action, evaluation and/or prosecution in an expeditious fashion. Initially, this MOU will establish a protocol to foster and facilitate regular communication and cooperation between the parties in areas of mutual concern.

This MOU is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the MOU will be protected by all laws relating to privacy and confidentiality. This MOU is in addition to, and does not supplant, policies of the FPS with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in any student handbook.

The parties hereby agree that in order to provide a "safe educational zone" for the FPS the following policies will be established:

I. Procedures and Responsibilities

1. The School Superintendent designates the school principal or his/her designee as the responsible school official in each school for handling reportable acts and the Chief of Police designates the Juvenile/School Resource Officer the police official responsible for handling all reportable acts.
2. The parties and personnel referred to in this memorandum of understanding agree to the following:
 - a. The school principal or his/her designee will be responsible for reporting all reportable acts to the Juvenile/School Resource Officer as soon as possible and the parent/guardian of the students involved, both verbally and in writing.
 - b. The Juvenile/School Resource Officer will notify the principal(s) on any day he is unavailable or out of district. The principal(s) or his/her designee will on these occasions phone directly to the police department any reportable acts as soon as possible. A response will be made by the police department to the location of the incident as soon as possible.

- c. The Fairhaven Police Department will notify the School Department when they receive information that an enrolled student has been charged with or convicted of a felony.
3. A reportable act may include any of the defined behaviors included under Section II, Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution, and under Section III, Reporting of Any Illegal Activity. Reportable Acts may also reach beyond said definitions per Section IV, Roundtable Meetings.

II. Official Response to Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution

1. The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding any "serious act of violence." A serious act of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, employee or member of the school community occurring in a school facility, or on school property and/or in connection with a school function, which results in bodily injury and/or involved the possession or use of a weapon.
The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any instance where a "weapon" is possessed by or taken from a student within the school, on school grounds or surrounding area, or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws chapter 269, section 10, and any other object that FPS, in its discretion, feels warrants further attention by FPD.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function.
2. The FPD shall assign an officer to serve as liaison with the FPS. The FPD will, whenever possible, make the liaison officer available to FPS during school hours. The liaison officer shall receive reports from the FPS superintendent or his/her designee regarding serious acts of violence, the possession or use of weapons, incidents of hate crimes or the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function. The FPD liaison shall investigate such cases and, where appropriate, refer such cases for prosecution.

III. Discretionary Reporting of Any Illegal Activity

1. In addition, the FPS superintendent or his/her designee may report any illegal conduct by any student on school property or at any school-related activity to the FPD liaison, or directly to the police department whenever the liaison is not available. Such conduct may include unlawful trespassing, possession of drugs and/or alcohol, tagging, or any other illegal activity. Under these reporting procedures, students may be subject to disciplinary action and/or delinquency prosecution in the normal course, but in addition may be eligible to be diverted from prosecution in appropriate circumstances.

IV. Roundtable Meetings

1. The FPS and FPD shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.
2. Such roundtable meetings will occur quarterly, unless by a suggestion of the parties, it is necessary or appropriate to meet more frequently. The parties may also invite other officials (e.g. District Attorney's Office) to participate as appropriate.
3. To the extent permitted by law, the parties shall share information regarding the implementation of the Agreement. The parties agree that any information acquired during roundtable meetings shall be confidential and subject to privacy restrictions established by law.

5:0 STUDENTS RIGHTS

- 5:1 The procedures contained in this memorandum should be consistent with the codes for student conduct established in each school building.

DRUG SEARCHES: USE OF CANINES - PER FPS ADMINISTRATIVE REGULATIONS (5131.8)

The Superintendent may request that local police conduct a search performed with the use of canines to detect the presence of illegal drugs. The purpose of such use shall be to maintain a safe and drug free environment and to ensure the safety of all students by discouraging the possession of drugs on school property. (in the school or parking lots)

Such searches will be performed by having the students in a classroom or other areas leave their bags, backpacks or similar containers in the room. After the students have left the area it will be searched by canines trained to detect the presence of controlled substances. Searches of closed lockers may be performed at any time by the use of canines. Students will not be subjected to search by the use of canines.

Those containers indicated by the canine to contain controlled substances shall be opened and searched. The failure of the canine to indicate a particular container will not preclude the search of that container if there is reasonable cause to believe that the container is otherwise subject to search.

In the event that drugs are discovered, the principal or designee shall follow district policy– Students – Drug & Alcohol Policy as printed in the Student Handbook.

1:0 **SMOKE FREE POLICY - PER FPS ADMINISTRATIVE REGULATIONS (5114.2)**

2:0 **POLICY STATEMENT**

2:1 It is the policy of the Fairhaven School Committee that the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel shall be prohibited. Copies of this policy shall be provided to any person upon request, without cost, by the principal of every school within the school district.

This prohibition extends to all areas of school property; i.e., basements, bathrooms, hallways, parking lots, etc., and this prohibition is applicable to all personnel.

3:0 **DEFINITIONS**

3:1 Tobacco Education Group - TEG

3:2 Tobacco Awareness Program - TAP

3:3 Employee Assistance Program - EAP

4:0 **SANCTIONS - High School Students - Grades 9 - 12**

4:1 Smoking, the use of any tobacco products, such as smokeless tobacco or snuff, or the visible possession of any smoking materials (cigarette, lighter, matches, etc.) is prohibited in the buildings and on the grounds of Fairhaven High School and during any school sponsored activity or event. Students in violation of this rule may be required to participate in a Tobacco Education Group (TEG), a series of educational sessions leading participants toward a healthier tobacco-free lifestyle. For those students who voluntarily want to quit their tobacco addiction, the Tobacco Awareness Program (TAP) will provide students with an opportunity to participate in a comprehensive tobacco awareness and cessation behavior modification curriculum (if available).

1:0 **INHALANTS POLICY - PER FPS ADMINISTRATIVE REGULATIONS (5114.1)**

2:0 **POLICY STATEMENT**

2:1 It is the policy of the Fairhaven School Committee that no person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, nor possess, buys or sells any such substance for the purpose of violating or aiding another to violate this section. Due to the fact that inhalants are readily available and are not a controlled substance, potential use and abuse must be approached with prevention education for parent/guardian, staff and community members. The prevention for students must be handled by teachers and parent/guardian by demonstrating proper usage of chemicals and by discussing safety issues related to inhalable substances. Education for students concerning inhalants must be carefully designed to avoid a "how to" primer for experimenters. It should avoid discussing in detail administration and paraphernalia of inhalants and should instead reinforce personal responsibility, optimal health and well-being. Education for students will be handled as an intervention tool with offenders attending an awareness program on the dangers of inhalant use and abuse.

2:0 **SANCTION - High School Students - Grades 9 - 12**

2:1 If a student is found in violation of intentionally smelling or inhaling the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, or possesses, buys or sells any such substance for the purpose of violating or aiding another to violate this policy, the student will be subjected to:

2:1.1 A two (2) day suspension.

2:1.2 Students found in violation of this policy will be required to attend an educational awareness program on the subject of inhalants.

2:1.3 Counseling/support programs will be made available to students.

HUMAN SEXUALITY EDUCATION NOTIFICATION - PER FPS ADMINISTRATIVE REGULATIONS (5142.2)

POLICY STATEMENT

It is the policy of the Fairhaven School Committee that the implementation or maintaining of curriculum, which primarily involves human sexuality education or human sexuality issues shall ensure parent/guardian notification. Parent/guardian shall be afforded the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. To the extent practicable, program instruction materials for said curriculum shall be made reasonably accessible to the parent/guardian, educators, school administrators, and others for inspection and review.

PROCEDURES

Comprehensive Health Education teachers will present curriculum to students from grades PreK-12. The School Committee approved Comprehensive Health Education Curriculum will cover a full range of health topic areas.

The Scope and Sequence for each school year will be made available to parent/guardian, educators and school educators and school administrators. We encourage students to discuss the topics presented in class with a caring adult in their family.

The curriculum will be made available for inspection by appointment. Questions and appointments may be made by contacting School Officials during regular school hours. After reviewing the curriculum and meeting with School Officials, parent/guardian shall be afforded the flexibility to exempt their children from any portion of the curriculum primarily involving human sexuality education through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption.

PHYSICAL RESTRAINT POLICY (File: JKAA)

The Fairhaven Public Schools has an adopted physical restraint policy, has conducted a required training for all staff in each school building, and has identified key individuals from each building to take part in an in-depth staff training in the use of physical restraint. Please see our website www.fairhavenps.org and click on the School Committee link (Policies and Regulations – JKAA) for additional details.

SEXUAL HARASSMENT/DISCRIMINATION POLICY AND PROTOCOL (5147)

POLICY STATEMENT

The Fairhaven Public Schools are committed to providing an educational environment that is free of sexual harassment. Harassment is completely unacceptable and will not be tolerated in any form at any level of the school system. This policy applies to all students and employees involved in all school sponsored activities.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment, whether by words or actions. Also prohibited is any retaliation against any other person because she/he complains of sexual harassment or assists in an investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The Fairhaven Public Schools will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each complaint thoroughly and promptly investigated.

PROHIBITIONS

In order to give rise to a complaint, harassment must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education by creating an intimidating, hostile, or humiliating environment. For a one-time incident to rise to the level of harassment, it must be severe.

Prohibited conduct includes, but is not limited to, the following conduct when related to a person's sex (gender), race, color, national origin, religion, age, disability and sexual orientation and when such conduct is unwelcome by the recipient:

- Name calling, teasing, jokes, rumors, or other derogatory or dehumanizing remarks
- Pulling at clothing and other possession;
- Graffiti;
- Notes or cartoons;
- Unwelcome touching of a person or person's clothing;
- Offensive or graphic posters, pictures, book covers, or designs on clothing;
- Any words or actions which provoke feeling of discomfort, embarrassment or hurt; and
- Any of the above conduct offenses initiated through a third party.

All students and employees are prohibited from engaging in any sexual harassment of any other individual(s). In Massachusetts, the legal definition for sexual harassment means:

“Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or other staff member, or when made by a student to another student or a staff member when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational or employment environment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, humiliating, or sexually offensive educational or employment environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

INITIATION OF A COMPLAINT

If a student believes that he/she has been (1) subjected to harassment; (2) witnessed sexual harassment; (3) subjected to or witnessed the condonation of harassment; and (4) subjected to or witnessed retaliation for a complaint of harassment, the student, a parent/guardian on behalf of the student, or school personnel shall report the incident promptly to a teacher, counselor, or administrator. (Complete an Incident Report – see page 73-74). The teacher, counselor, or administrator shall thereafter report the complaint directly to the principal or assistant principal.

PROCEDURE FOR COMPLAINT AND INVESTIGATION

It is the policy of the Fairhaven Public School to have all complaints of discrimination or sexual harassment, condonation of sexual harassment, or retaliation promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment, condonation of discrimination or sexual harassment, or retaliation will be conducted by the principal or assistant principal and will include separate private interviews with the complainant, each person accused of harassment and each of the witnesses, if any. Both parties may have an advocate of their choice present during their own private interview. The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students and employees are expected to cooperate fully with any investigation of discrimination or sexual harassment, condonation of sexual harassment or retaliation.

Information provided during an investigation of discrimination or sexual harassment, condonation of discrimination or sexual harassment or retaliation will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent/guardian of a student complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisal or recriminations or any attempted intimidation or coercion of the complainant or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, and recommend an appropriate disciplinary action, which report and recommendation will be shared with both the complainant and the person or persons accused of harassment, condonation of discrimination or sexual harassment or retaliation. The recommended disciplinary action will be implemented immediately, unless the recommendation, in the event of a student, is for suspension or expulsion. In the event of a recommendation for suspension or expulsion, the student shall have the right to appeal to the Superintendent. The student, teacher, administrator or employee shall notify the Superintendent in writing of a request for an appeal no later than five calendar days following the recommendation for suspension or expulsion. The Superintendent shall hold a hearing with the student and the student's parent/guardian, within three calendar days of the request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing, and may sustain, alter, or revoke the recommended disciplinary action. Such decision shall be the final decision of the town with regard to the suspension or expulsion.

DISCIPLINARY ACTION

Any student found to have engaged in harassment, condonation of harassment, or retaliation is subject to disciplinary sanctions from a warning up to and including suspension or permanent exclusion from school, and will be reported to law enforcement officials.

GLOSSARY OF TERMS (TERMS NOT ALREADY IDENTIFIED IN THE BULLYING POLICY)

This section of the student handbook has been adapted from the F.P.S. Civil Rights Policy for Promoting Civil Rights and Prohibiting Harassment, Bullying, Discrimination, Retaliation and Hate Crimes.

DISCRIMINATION: Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

HARASSMENT: Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

RETALIATION: Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Comprehensive Civil Rights Policy, or for taking action consistent with the policy.

HATE CRIME: A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

1:0 THREAT POLICY - PER FPS ADMINISTRATIVE REGULATIONS (5131.7)

2:0 POLICY STATEMENT

- 2:1 Events on school campuses have placed a spotlight on the safety and security of schools. Raising awareness about both the problem of school violence and ways to prevent it are central components of this policy. Being aware that potential acts of violence might occur at any time and at any school is the first step that school administration must take in efforts to make their schools safe. There is no guarantee that being aware that problems might occur is enough to prevent tragedies from happening. But awareness based on information enables the school system to do all they can to prevent problems and enhance safety and security of their students and staff.

3:0 SIGNS OF POTENTIAL VIOLENCE

- 3:1 Administrators, teachers, and staff should continue to direct their efforts to detect signs of potential violent behavior in students. Disrespect for others and for oneself, extreme bullying, and changes in behavior are all possible indications of potential violence. While identifying those students most likely to engage in violent acts is essential, it is just the first step.

4:0 DEFINITION OF A THREAT

- 4:1 Expression of intent to inflict harm, aggressive or hostile words or actions intended to harm others or oneself physically or emotionally and/or destroy property.

5:0 ASSESSMENT OF A THREAT

- 5:1 Students and staff should be actively encouraged to notify a building administrator whenever they hear of a person who:
- has a weapon at school;
 - is planning to bring one to school; or
 - is planning a violent act.

While most rumors will prove false, schools must follow up on rumors or overheard conversations. It should be stressed to students that it is their duty to report what they hear regarding any threat of violence. All reports must be taken seriously. Until investigated, comments should be taken at face value. To ensure that rumors and threatening comments are dealt with properly, trained personnel will follow up on student hearsay reports.

6:0 PROCEDURES

- 6:1 When an alleged violation of this definition comes to the attention of school personnel, the building principal or in his/her absence, the assistant principal or in the event of his/her absence, central administration, shall report to the members of the "crisis intervention team." The team may consist of any combination of a number of member teachers, school counselors, staff, nurse, school social workers, central office administration, special needs teachers, school psychologist, etc.) to assess the validity of the violation.

CHAPTER 269, CRIMES AGAINST PUBLIC PEACE - SECTIONS 17 – 19 - AN ACT PROHIBITING THE PRACTICE OF HAZING

SECTION 17. – HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than (1) year, or both such fine and imprisonment. The term "hazing" as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

SECTION 18.- FAILURE TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

SECTION 19. – COPY OF SECS. 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and Section 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said Sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of Sections 17 and 18, and that group, team or organization understands and agrees to comply with the provisions of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institution, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regards to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

1:0 REGULATIONS PERTAINING TO STUDENT RECORDS - JRA

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

SOURCE: MASC
Adopted 12/8/2010

NON-CUSTODIAL PARENT/GUARDIAN RIGHTS – KBBA

As required by Massachusetts General Laws Chapter 71, Section 34H, a non-custodial parent/guardian may have access to the student record accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parent/guardian who do not have physical custody of their children ("non-custodial parent/guardian").

For more information, go to www.fairhavenps.org and click on the School Committee link Policies and Regs – KBBA.

STUDENT ACCEPTABLE USE POLICY FOR TELECOMMUNICATIONS' – PER FPS ADMINISTRATIVE REGULATIONS (IJNDB)

FAIRHAVEN PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY JANUARY 2014

INTRODUCTION

This Technology Acceptable Use Policy for the Fairhaven Public Schools ("FPS") is enacted by the School Committee to provide the parent/guardian, students, and staff of the Fairhaven School Community with a statement of purpose and explanation of the use of technology within the Fairhaven learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Fairhaven Public Schools. Students and parent/guardian, as well as all staff members of FPS must also read and sign the accompanying Statement of Responsibilities.

PURPOSE

The Fairhaven Public Schools encourages the use of information technology to assist students with academic success, preparation for the workplace, and lifelong learning. The Fairhaven Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

IMPLEMENTATION OF THIS POLICY

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Fairhaven Public Schools as well as with applicable laws and this policy.

DEFINITIONS

"Technology devices, digital resources, and network infrastructure" is defined as the Fairhaven Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

"Information technology" is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning. "Devices" refer to district owned/leased, staff owned devices, and student owned devices. Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Fairhaven Public Schools works diligently to comply with COPPA requirements. Fairhaven Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Fairhaven Public Schools will use an internal school district identification number to represent each student user.

TECHNOLOGY RELATED SERVICES PROVIDED BY THE FAIRHAVEN PUBLIC SCHOOLS

EMAIL

With email you can communicate with staff and students within the Fairhaven Public Schools domain.

FPS STUDENT EMAIL ACCOUNT SETUP

FPS student accounts are created using only student local identification numbers. The student's username is their local student ID - such as 123456

FPS STAFF EMAIL ACCOUNT SETUP

FPS staff accounts are created using the staff member's first initial and last name.

CLOUD

A cloud can allow users up to 30GB of storage space for most file formats. The cloud can be accessed from any computer with an Internet connection. The cloud allows users to access and share files from any device that has Internet connectivity.

USES FOR STUDENT EMAIL

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

STUDENT EMAIL PERMISSIONS

Fairhaven Public Schools' email system controls how emails are sent and received. FPS Students cannot send email to parent/guardian accounts or anyone outside of the Fairhaven Public Schools domain. All FPS students cannot receive email from outside of the domain. Therefore, students should not use their FPS email for setting up accounts that need to be verified via email or receive notices via email.

STUDENT EMAILS TO STAFF

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

GENERAL EMAIL AND ONLINE CHAT GUIDELINES

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- Email and online chat is to be used for school-related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

CONTENT FILTERING

The Fairhaven Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Fairhaven Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Fairhaven Public Schools will educate students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response.

MONITORING

The Fairhaven Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Fairhaven Public Schools network. The information on the network in general files and email is not private and is subject to review by the Director of Instructional Technology at the request of the Fairhaven Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Fairhaven Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Fairhaven Public Schools. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Fairhaven Public Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Fairhaven School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the FPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

USER ACCESS AND EXPLANATION OF GUIDELINE

Access to information technology through the Fairhaven Public Schools is a privilege, not a right. Students, parent/guardian, staff and substitutes shall be required to read the FPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Fairhaven Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student and staff use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Fairhaven School Committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

The Fairhaven Public Schools provides students and staff access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask an IT staff member.

ACCESSIBILITY

In the event a student does not have access to a device or internet required to complete an assignment at home, staff shall provide an alternative method to complete required work.

SCHOOL AND DISTRICT WEB PAGES

The Fairhaven Public School District will use the Internet as an effective, efficient, and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Committee authorizes the creation of school and/or District Web pages on the Internet.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District or individual schools. All information on a school or District Web page must accurately reflect the mission, goals, policies, program, and activities of the school and District. The Web pages must have a purpose that falls within at least of three categories:

1. Support of curriculum and instruction - intended to provide links to the Internet resources for students, parent/guardian and staff in the District.
2. Public information - intended to communicate information about the schools and District to students, staff, parent/guardian and the community.
3. District technology support - intended to provide and respond to instructional and administrative technology needs of students and staff.
4. Follow Regulation IJNDB-R: Webpage publishing policy.

The Superintendent shall designate an individual(s) to be responsible to maintaining the official District web page and monitoring all District Web Page activity. A building Principal shall make such designation for an individual school. As with any instructional materials or publication used by or representing the school or District, the building Principal or Superintendent, respectively, are ultimately responsible for accuracy and appropriateness of the information made available on the website. Concern about the content of any page(s) created by students or staff should be directed to the building Principal or the Superintendent's office when related to the District website. Websites developed under contract for the Fairhaven Public School District or within the scope of employment by 6 Fairhaven Public School District employees are the property of the Fairhaven Public School District.

SOCIAL NETWORKING

The Superintendent and the school principal will annually remind staff members and orient new members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
- Teachers may not list current students as "friends" on personal networking sites. Staff should create a

- professional account when interacting with students through social networking.
- All content within social networking sites shall be made available to the public.
- Staff members will not give out their private cell phone or home phone numbers to students unless they are responsible for a school-sponsored club or sport. In the event a staff member shares his/her private phone number, they must indicate on the Staff Statement of Responsibilities page located at the end of his document.
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

SCOPE OF TECHNOLOGY POLICIES

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for staff and student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Aspen (Parent/guardian/Student Access to Student Information System).

EXPECTATION OF PRIVACY

At any time and without prior notice, the FPS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students and staff who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

UNACCEPTABLE USES OF TECHNOLOGY RESOURCES

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Sharing the staff network password with students.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Posting items exhibiting or advocating use of drugs and alcohol.
- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from Fairhaven Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources
- Employing the network for commercial or political purposes.
- Using the network / Internet to buy or sell products.

- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment.
- Uses that contribute to the violation of any other staff/student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

DUE PROCESS

The Fairhaven Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form, which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Fairhaven Public Schools administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit. For students, the discipline will reflect the language in the Student Handbook and be subject to the school's discretion.

FAIRHAVEN PUBLIC SCHOOLS LIMITATIONS OF LIABILITY

The Fairhaven Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Fairhaven Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Fairhaven Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Fairhaven Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet. The Fairhaven Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parent/guardian should read this FPS Technology Acceptable Use Policy. Parent/guardian should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Fairhaven Public Schools and appropriate offices.

MODIFICATION

The Fairhaven School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation for staff, presidents of each of the bargaining units will be notified.

S.C. Adopted: August 25, 2010
Revised: 2/5/2014

FAIRHAVEN HIGH SCHOOL CHROMEBOOK STUDENT HANDBOOK

This user handbook is intended to provide the parent/guardian and student with an explanation of responsibilities, expectations, terms, and general care instructions for the appropriate and responsible use of the school issued device. This handbook is a supplement only to the FPS Technology Acceptable Use Policy for all internet and school computer users. This Chromebook Student Handbook can also be found on the Fairhaven High School website.

I. STUDENT RESPONSIBILITIES

- A.** A Parent/Student Agreement must be completed prior to the distribution of a Chromebook to any student.
- B.** Students are expected to use the Chromebooks appropriately for educational purposes in accordance with the district Acceptable Use Policy. Failure to follow instructions of District staff may result in disciplinary action and/or loss of device privileges.
- C.** Students are expected to have their Chromebooks in school each day with a fully charged battery.
- D.** Students are responsible for downloading to the Chromebook any documents, materials, apps and app updates deemed necessary for learning by the teacher, building staff or District. The District is not responsible for saving, restoring or backing up documents, music or photos that the student may be storing on their device. Wireless access is available in the building.
- E.** Students may load content onto their device, as long as all content complies with the Acceptable Use Policy.
- F.** Students may not attempt to reconfigure the Chromebook software that is restricted. If non-conforming, malicious, or inappropriate apps or software are discovered on District-owned Chromebooks, the device will be restored to the default settings and disciplinary actions may be enacted.
- G.** Students are responsible for storing documents, worksheets, notes and other files on their Chromebook and backing up or saving all work via Google Drive.
- H.** Students are not allowed to permanently mark, damage or place any stickers on the Chromebooks provided by the District.
- I.** The use of or access to the Chromebook in any unauthorized area (i.e. restrooms, cafeteria) is prohibited.

II. PARENT/GUARDIAN EXPECTATIONS

- A.** Parents/guardians are required to complete a Parent Chromebook Orientation.
- B.** Parents'/guardians' are expected to help monitor use of Chromebooks, ensuring that the device is used appropriately and that acceptable use rules are followed by the student.
- C.** Families are responsible for filling out and signing the Parent/Student Agreement Form and the Chromebook Protection Plan.
- D.** Parents/guardians are encouraged to become familiar with the Chromebook and help ensure the use of the technology and to track their child's progress. The Chromebooks allow parents/guardians and students to view teachers' assignments, track homework and monitor progress toward coursework completion.
- E.** Parents/guardians should help to ensure that only the student and family use the school assigned Chromebook.
- F.** If necessary, parents/guardians are expected to assist their child in the completion and submission of any forms needed to report theft or damage.

III. TERMS OF THE CHROMEBOOK LOAN

- A.** Chromebooks will be distributed at the discretion of the District Administration upon confirmation that the Parent/Student Agreement form has been signed.
- B.** Legal ownership of the Chromebooks remains with the Fairhaven Public Schools. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
- C.** Student Chromebooks and accessories will be checked at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are expelled will return the Chromebook and accessories at the time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- D.** The District reserves the right to repossess the Chromebook and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E.** The Chromebooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Fairhaven Schools' equipment or technology systems.
- F.** If technical difficulties arise with a Chromebook, or non-conforming content is discovered, the Chromebook will be restored by tech staff. If the tech staff need to restore a Chromebook, the District is not responsible for the loss of any content put on the Chromebook by the student.
- G.** Each Chromebook has identifying labels, which must not be removed or altered in any fashion.

IV. GENERAL CARE INSTRUCTIONS

- A.** Chromebooks screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the Chromebooks.
- B.** Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.

- C.** Students should never put weight on the Chromebooks, stack items on top of them or wedge them tightly into a backpack or case. The Chromebook should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- D.** Liquids, food and other debris can damage Chromebooks. Chromebooks should be away from food and liquids when students are eating.
- E.** Chromebooks should not be exposed to temperature extremes. Students should not leave the Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees.

V. PROTECTION PLAN

- A.** Families are highly encouraged to choose the Insurance protection plan option.

VI. SECURITY AND THEFT PREVENTION

- A.** The Chromebook may ONLY be used by the student to whom it was assigned or by the families of the student. The student may not loan it to another student or unauthorized person.
- B.** The student is responsible for the security of the Chromebook at all times. The Chromebook should never be left unsecured or unattended. When not with the student, the Chromebooks should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the Chromebook.
- C.** Students should keep personal information about themselves and others off the Chromebook. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

VII. LOST, DAMAGED, DESTROYED OR STOLEN CHROMEBOOKS

- A.** Damage or hardware issues must be reported immediately by contacting your school technology/media personnel as soon as possible. For cases of hardware failure or accidental damage, a loaner will not be provided for the student throughout the repair/replacement process.
- B.** Students/parents/guardians are responsible for the full cost of any willful, negligent or intentional or accidental damage to the Chromebook. Failure to pay may result in legal consequences.
- C.** Theft must be reported immediately to the school technology/media personnel. Students/parents/guardians will be required to fill out a theft report through the District's police liaison officer.
- D.** Insurance does not cover unexplained loss, loss from an unsecured vehicle, dishonest acts, intentional acts or wear & tear.

FHS ATHLETICS HANDBOOK

***FALL SEASON**

Cheerleading
Field Hockey
Girls Volleyball
Football
Girls Cross Country Track
Boys Cross Country Track
Girls Soccer
Boys Soccer
Golf

***WINTER SEASON**

Cheerleading
Girls Basketball
Boys Basketball
Girls Indoor Track
Boys Indoor Track
Ice Hockey

***SPRING SEASON**

Softball
Baseball
Girls Lacrosse
Boys Lacrosse
Girls Tennis
Boys Tennis
Girls Track and Field
Boys Track and Field

**FHS will follow state and federal COVID guidelines.*

“Proud to be a Blue Devil!”

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To the Parent or Guardian:

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in school sports provides a wealth of opportunities and experiences which assist students in personal adjustments.

We, who are concerned with the educational development of boys and girls through athletics, feel that a properly controlled, well-organized program meets with the students' needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct could mean exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our student athletes to compromise with mediocrity.

When your son/daughter enlists in one of our programs, our staff is committed to certain responsibilities and obligations, which are:

- a. to provide adequate equipment and facilities;
- b. to provide well-trained coaches;
- c. to provide equalized contests with skilled officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like you to take this opportunity to acquaint yourself with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Department of Athletics to make rules that govern the spirit of competition for our school. These rules need a broad base of community support which is achieved only through communication with the parent/guardian. It is our hope to accomplish our objective through this publication for students and parent/guardian.

To the Athlete:

Being a member of a *Fairhaven High School* athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at *Fairhaven High School*, you have inherited a wonderful tradition, a tradition that you are challenged to uphold.

Our tradition has been to compete with honor. We desire to win, but seek victories only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over the years, our squads have achieved their share of league championships and state tournament successes. Many individuals have set records and won All-Conference and All-State honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the Blue and White of Fairhaven High School, we assume that you not only understand our traditions, but are willing to accept the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

Responsibilities to yourself: The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your academic studies, your participation in other extra-curricular activities as well as in sports, prepare you for your life as an adult.

Responsibilities to your school: Another responsibility you assume as a team member is to your school. Fairhaven High School cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are continuing the reputation of your school.

You assume a leadership role when you are on an athletic team. The student body, the community, and other communities judge our school by your conduct and attitudes, both on and off the courts, fields, or track. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Fairhaven High School proud of you, and your community proud of your school, by your faithful exemplification of these ideals.

Responsibilities to others: As a member of a team you also bear a heavy responsibility to your family. Uphold the ideals of your family and always put forth your best effort. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you.

The younger students of the Town of Fairhaven are watching you. They will emulate you in many ways. Do not do anything to let them down. Set good examples for them to follow.

Students who are absent from school may not participate in school sponsored events on the day of the absence, including athletic competition, without the approval of the principal or designee. Students must be present in school by 8:10 a.m. and remain for the full school day to be considered present and eligible for participation. "Approved" absences will include: authorized school trips, college visitations or other absences deemed

"excused" by the principal or designee. Notification in writing for college visitations or other non-school sponsored absences must be presented to the principal or designee prior to the day of the absence. If a student arrives later than 8:10 a.m. with an excused tardy, they will be given a note from the Assistant Principal's office stating that they may participate in athletics.

School Vacation Policy

In an attempt to maintain consistency throughout athletics, the number of games an athlete will be penalized due to "vacation time" will be determined by the number of days missed, rather than game vs. practice. This policy will allow for athletes to go on vacation (while discouraged) and still remain an integral part of Fairhaven Athletics.

<u># of days missed</u>	<u>#of games/contests sit</u>
2-4	1
5-8	2
9 or more	3

THE MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION (MIAA)

All schools are voluntary members of the MIAA and compete only with member schools. As a member school district, Fairhaven High School agrees to abide by and enforce the rules and regulations of the MIAA. The primary role of the MIAA is to maintain rules and regulations that ensure equity in competition for the student athletes. The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

Some of the highlights of the rules governing athletics from the MIAA Blue Book follow:

Physical Examinations: A yearly physical examination is required prior to participation. The proper document must be completed by a physician, physician's assistant or nurse practitioner. A physical examination covers all sports for the period of thirteen (13) months from the date of the exam.

Athlete Contest Expulsions: A student who is ruled out of a contest (including a jamboree) shall not participate in the next (note that baseball, ice hockey and soccer require a two (2) game suspension) scheduled competition with a member school or in MIAA tournament play.

Transfer Students: A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which the student participated at the varsity level during the one-year period immediately preceding the transfer (except as exempted below).

For a transfer student to be eligible in a specific sport within the year of his/her transfer, the sending school principal, athletic director, and head varsity coach(es) of the sport(s) in which the student desires to participate must certify by signature that the student did not participate at the varsity level during the year prior to the actual transfer. A student who transfers after the start of the practice season is ineligible in all sports during that sport season.

Exemption to the transfer rules:

Change of residence of a student's parent/guardian: a student's transfer is necessitated by a change of residence of his/her parent/guardian(s) to the area served by the school to which he/she transfers.

Scholastic Eligibility: To be eligible for participation in athletics a student must secure during the last marking period preceding the contest a passing grade in five (5) courses (excluding study hall and school service).

Note: In addition to the MIAA Scholastic Eligibility Requirement, Fairhaven High School has implemented an additional provision. To be eligible for Fall sports for the next school year, students are required to have passed five (5) courses (excluding study hall and school service) from the previous academic term. Eligibility to participate under this provision may be subject to review by the principal.

Loyalty to the High School Team: Bona Fide Team Member: A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for 25% of the season. Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play.

Time Allowed for Participation: A student shall be eligible for interscholastic competition for no more than four (4) consecutive years after initially entering grade 9. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons.

Age Limits: A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For grade 9 competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year.

ATHLETIC PHILOSOPHY

The Fairhaven High School Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity.

ATHLETIC GOALS AND OBJECTIVES

The goal of the Fairhaven High School Athletic Program is that the student-athlete shall become a more effective citizen in a democratic society.

Our specific objectives are that the student-athlete shall learn:

1. *to work with others...*In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. *to be successful...*Our society is very competitive. We do not always win, but we succeed when we strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
3. *to develop sportsmanship...*To accept any defeat like a true competitor, knowing when you have done your best, you must learn to treat others as you would have others treat you. You need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. *to improve...*Continual improvement is essential to good citizenship. As an athlete you must establish a goal and you must constantly try to achieve that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. *to enjoy athletics...*It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
6. *to develop desirable personal health habits...*To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

ATHLETIC CODE OF ETHICS

Team membership involves discipline, whether external or self-imposed, and this in turn requires a willingness to make personal sacrifices for a cause because you accept the rightness of the cause. Team members act not only for themselves, but for others who are affected by their actions as well. An individual's mistake has ramifications for the team.

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Athletic Department. The community, school administrators and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

Athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct, in season or out of season, in school or out of school, that results in dishonor to the athlete, the team, or the school, will not be tolerated. Acts of unacceptable conduct such as, but not limited to theft, vandalism, disrespect, immorality, or violations of the law will be cause for investigation and possible disciplinary action.

When some alleged violation of this code of ethics comes to the attention of school personnel, the coach, athletic director, and principal shall meet to determine the need for a meeting. A meeting, if held, may involve the athletic director, coach, principal, the student, the student's parent/guardian, and any other pertinent party. The principal, athletic director, and/or coach will consider all facts and circumstances. A finding, including a penalty if applicable, will be rendered by the principal. A penalty may include: a warning, apology, suspension, removal from the team and/or the permanent denial of the privilege of athletic participation. When behavior involves drugs and/or alcohol the disciplinary action will be consistent with the drug and alcohol policy. The decision of the principal is final.

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

- A. Physical Examination: A yearly physical examination is required prior to participation. The proper document must be completed by a physician, physician's assistant or nurse practitioner. A physical examination covers all sports for the period of thirteen (13) months from the date of the exam.
- B. Online Athletic Registration: Each athlete's parent/guardian shall complete the Online Athletic Registration form for each season of play. This form gives permission for your child to participate in athletics at Fairhaven High School and grants permission for treatment in the case of extreme emergency in the case where a parent/guardian is not available. A copy will be kept in the medical kit for availability at all practices and games. The Online Registration Form is located on our Fairhaven High School Athletic webpage, or a direct link is: <http://fairhaven-ar.schooltoday.com> or by visiting www.fhsbluedevils.com
- C. Parent/Guardian Acknowledgment of Athletic Policies: Each athlete's parent/guardian shall read the student athletic handbook and submit their electronic signature to certify that they are aware of and understand the athletic eligibility rules and policies of the Fairhaven School District and MIAA, including the FHS Transportation Policy and newly enacted Concussion Policy.
- D. Insurance: The Fairhaven School District carries insurance to cover student athletic injuries. In addition, parent/guardian must fill out and sign the insurance section of the Online Athletic Registration form.
- E. Scholastic Eligibility: In order to participate on a Fairhaven High School athletic team, each athlete must have satisfied all of the scholastic eligibility requirements as indicated by the Fairhaven School District and MIAA prior to participation.
- F. Risk of Participation: All athletes and parent/guardian must realize the risk of serious injury which may be a result of athletic participation. Fairhaven High School will use the following safeguards to make every effort to eliminate injury:
 1. conduct parent/guardian/athlete meetings prior to the start of the season to explain the athletic policies and to advise, caution, and warn parent/guardian/athletes of the potential for injury;
 2. maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport;
 3. instruct all athletes about the dangers of participation in the particular sport.
 4. ***maintain annual education for concussion protocol for coaches, athletes, and parents/guardians***
- G. Financial Obligation: All athletes are responsible for the proper care and security of all equipment issued to them. School furnished equipment is to be worn only for contests and practices. All equipment not returned in good condition at the end of the season will be subject to financial penalty.

TRAINING RULES AND REGULATIONS

Participating in Fairhaven High School Athletics is a privilege. Conduct of all participants should be exemplary in nature and bring credit to the school, team, coaches, and the Town of Fairhaven. A student who elects to participate in athletics is voluntarily making a decision to be self-disciplined and self-sacrificing. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct could mean exclusion from the squad. This concept of self-discipline and self-sacrificing is tempered by our responsibility to recognize the right of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our student athletes to compromise with mediocrity. It is the philosophy of the Fairhaven Public Schools to establish a zero tolerance policy.

Use of Tobacco, Alcohol, Marijuana, Steroids or Any Controlled Substance – From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product, marijuana; steroids; or any controlled substance. It is NOT a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The MINIMUM penalties are:

First and Subsequent Violations:

When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility based on the minimum MIAA standard (25% of all interscholastic contests in that sport), with a maximum of and up to ten calendar weeks commencing at the date of the offense. At the discretion of the principal the student athlete may be allowed to participate.

- a. If after the first or subsequent violations the student of his/her volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities by the school principal *after a minimum of 40% of events.*
- b. Penalties shall be cumulative each academic year. A penalty period will extend into the next academic year (i.e. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.)
- c. Participants displaying conduct or uncooperative behavior deemed detrimental to the team and school will be dealt with according to the severity of the offense. Any actions not covered by this policy shall be addressed by the Code of Ethics.

Regular and punctual attendance at team meetings, practices, and contests is mandatory and only absence due to emergencies will be condoned. Exceptions are not encouraged. Those based upon extenuating circumstances such as illness and unavoidable necessity will be reviewed by the team coach and/or athletic director. Pleasure trips, parties, outings, and family vacations are not acceptable. This policy will apply equally to all athletes in all programs. Each case of an extenuating circumstance will be judged on its own merit. However, excessive absences, excused or unexcused, will result in a game suspension or dismissal from the team. If a student is unexcused for any reason from a contest, the penalty will be a contest suspension for every contest missed. For every two (2) unexcused absences from practice, the penalty will be a contest suspension.

Athletes must ride the school provided transportation to and from away games. In the event of an unusual circumstance, a parent/guardian may request, in writing, a variation from this rule. Such a request must be given to the Athletic Director or administrator in their absence, 24 hours prior to the contest **using the approved transportation request waiver, available online or in the athletic office.**

Due to the availability of practice and game facilities (fields, gyms, golf courses, rinks, etc.) teams may be assigned to practices or games at sites off campus. Additionally, due to the need for our teams to share the same facilities, some teams will practice or play immediately after school and others will practice or play later in the afternoon or evening. It will be the athlete's and/or parent/guardian's responsibility to provide transportation to and from practice and games in these situations.

Since we utilize other facilities that are not property of Fairhaven High School, we must abide by the rules established for each individual facility (i.e. Hastings Middle School, East Fairhaven and Wood School's gymnasiums, Whaling City Golf Course, etc.) The athletic department will make student athletes and coaches aware of these established rules.

The following are forms and methods of transportation our athletes use to get to practices and games.

- 1) Some athletes drive themselves.
- 2) Some athletes drive with others.
- 3) Some athletes drive other team members.
- 4) Some athletes drive with theirs or other athlete's parent/guardian.
- 5) Some athletes walk to practices or games.
- 6) Some athletes run to practice as part of their training.
- 7) Some athletes such as cross country run on the sidewalks and on non busy streets.

A Transportation Policy must be signed before the athlete participates in any sport.

All athletes are responsible for all equipment issued to them and must return it at the close of the season or make restitution.

Physical examinations are required of each athlete before the first practice session.

There is an approved formula for the awarding of letters for each sport. An athlete must complete the season to be eligible for any post-season awards.

Each coach may implement additional rules governing curfew, dress, etc. These rules, approved by the Athletic Director and the high school principal, shall be presented to each participant prior to the beginning of the season.

Participating in FHS interscholastic athletics is a privilege. Conduct of all participants should be exemplary in nature and bring credit to the school, team, coaches, and the Town of Fairhaven.

The Fairhaven Public Schools provides an All-Sports Health and Accident Insurance for all students who participate in athletics. Insurance forms may be obtained from the athletic director, the coaches, the trainer, or in the Main office and must be completed and returned to the coach as soon as possible after any accident occurs.

SOUTH COAST CONFERENCE

Fairhaven High School is a voluntary member of the *South Coast Conference*. This league was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort.

The conference was established to encourage member schools to improve co-curricular programs in athletics as well as other areas. The conference membership facilitates in the arranging of schedules, equalizing competition, conducting league meets, and determining league championships. The conference provides athletes of Fairhaven High School the opportunity for competition without excessive travel and with schools of similar size, schedules, rules, and regulations.

Member schools are:

Apponequet Regional High School	--The Lakers
Bourne High School	--The Canalmen
Joseph Case High School	--The Cardinals
Dighton-Rehoboth Regional High School	--The Falcons

Greater New Bedford Voc-Tech High School
Old Rochester Regional High School
Seekonk High School
Somerset-Berkley Regional High School
Wareham High School

--The Bears
--The Bulldogs
--The Warriors
--The Raiders
--The Vikings

Directions to SCC Schools:

Aponequet - Route 140 to Exit 8 (Chase Rd.), right on Chase Rd. to Gurney Rd., right onto Gurney Rd. to Howland Rd.; left on Howland Rd. for about 1 mile; school is on the left.

Bourne - Route 195 to 25 over the Bourne Bridge; take first exit off the rotary; follow about 1/2 mile; school is second driveway on the left.

Case - Route 195 to Ocean Drive exit; follow Route 103 to blinking light; right through Route 6 to Milford Road (left); right on School Street directly to school.

Dighton-Rehoboth - Route 140 to Taunton Center; proceed around Taunton Green to Route 44 towards Providence for 8 miles; go past the "Entering Rehoboth" sign and take left at next traffic lights; follow about 1.5 miles to school on left.

GNBVRT - 1121 Ashley Boulevard, NB

Old Rochester - Route 6, 135 Marion Road, Mattapoisett

Seekonk - Route 195 to Exit 1, right off the exit onto 114N; follow through Route 44 (lights); school is about 1/2 mile on left.

Somerset-Berkley - Route 195 to Exit 5; take MA-79N ramp toward Taunton/Middleboro; then right onto Riverside Ave./MA-138 after the bridge; the school is on the left.

Wareham - Route 195 to Wareham exit; Route 28 to Route 6; left at stop sign; school is on the right behind the town offices.

Schedules and Cancellations: All athletic schedules can be found at www.southcoastconference.org and are updated daily. You can sign up for notifications to be sent to you by email or text under the Notify Me tab on the website. Also, score updates and general information will be conveyed on Twitter. You can follow Fairhaven Athletics at [@FhvnBlueDevils](https://twitter.com/FhvnBlueDevils).

FAIRHAVEN HIGH SCHOOL LETTER REQUIREMENTS

Regulation VI Letters and Awards Interscholastic

A. The minimum playing time required for each sport to be awarded a varsity letter is:

1. Football--1/4 of the total number of minutes played. Specialty teams to be discussed.
2. Basketball--1/3 of the number of minutes played. (girls and boys)
3. Baseball--1/3 of the total innings -- pitchers at the discretion of the coach.
4. Softball--1/3 of the total innings -- pitchers at the discretion of the coach.
5. Track--2 points per regular dual meet -- other conference meets to be discussed as to number of points awarded.
6. Cross Country--Place seventh or better in one-half of dual meets or place in the top fifteen in the regional or state meets.
7. Tennis--Over 1/2 of the regular matches played.
8. Golf--Over 1/2 of the regular matches played.
9. Volleyball--Over 1/2 of the regular games played.
10. Soccer--1/3 of the total number of games played (girls and boys).
11. Field Hockey--1/3 of the total number of games played.
12. Cheerleading--member in good standing of the Varsity Squad throughout the season.
13. Lacrosse -- 1/3 of the total number of games played (girls and boys).

B. Other

Injuries and other extenuating circumstances preventing one from finishing the season to be discussed by coaches. Coaches' discretion (all squad members are expected to finish the season with their squads under normal circumstances).

- C. Special Major Awards
To be awarded by special meeting of principal, Athletic Director and Coaches.

AWARDS

1. Varsity Awards
 - a. First year award: Chenille letter "F" with gold metal insignia indicating the sport. (Note: should an athlete letter in another sport he/she will not receive a second letter.)
 - b. Second year award: Gold service bar and certificate.
 - c. Third year award: Gold service bar and certificate.
 - d. Fourth year award: Gold service bar and certificate.
2. Non-letter Awards
Certificate of participation.
3. Scholar Athlete Awards
Athletes who are listed on the A & B Honor Roll issued during the season of play will be presented "Scholar-Athlete" certificate.
4. Four Years/Three Seasons
Upon completion of the spring season in the senior year, athletes who have participated as "Athletes for All-Seasons" for four years shall be awarded a plaque for "Four Years/Three Seasons".
5. Senior Watch Awards
Any senior who has lettered three times in one sport or two times in two sports will receive a Blue Devil watch.
This award will be presented to them at Junior Day.

FAIRHAVEN ATHLETIC DEPARTMENT TROPHY AWARDS

MEL ENTIN AWARD

To be awarded to the senior male and female athletes who combine athletic prowess, academic achievement, leadership, service, and who best represent the ideals of Fairhaven High School. These athletes epitomize the ideals of Mel Entin; teacher, coach, athletic director, and friend, whose concern for a balance in personal efforts is recognized by those who played for, worked with, or coached with him. (Donated by the FHS coaches - 1985-1986).

EDMUND ANDREWS MEMORIAL TROPHY

Presented annually to the senior male athlete who, on and off the field, reflects the greatest credit on Fairhaven High School. (All around athlete) Large Revere Bowl kept in school with name of recipient on plate and a smaller bowl for the recipient with the name of the award, FHS and year on the plate. Donated by the class of 1931.

MILDRED PARKENSON TUNSTALL MEMORIAL AWARD

This memorial trophy is presented annually to perpetuate the memory of Mildred Parkenson Tunstall, FHS class of 1926, who was an outstanding athlete, student, and school leader. This award will be presented annually to the female athlete who shows outstanding athletic ability, leadership, sportsmanship, and character. The presentation shall be made at an awards assembly or athletic banquet. The recipient will have her name and year of award inscribed on the permanent trophy and will receive a smaller version of the trophy and a copy of the framed memorial.

THE PRINCIPAL'S TROPHY

Awarded annually to the varsity athlete in the senior class who displays the qualities of determination and dependability. Recipient to receive a small plaque inscribed "Principal's Trophy", FHS, year, and name of recipient. (Male and Female)

THE ATHLETIC DIRECTOR'S AWARD

Presented annually to the varsity athlete who is most outstanding as a leader and person of good character. Recipient's name to be placed on the large plaque and a smaller plaque to be presented to the recipient. (Male and Female)

FHS SPIRIT AWARD (PRESENTED BY THE FAIRHAVEN COACHES)

The Fairhaven Coaches wish to recognize the male and female athletes at FHS who best exemplify the ideals of spirit, cooperation, attitude, and concern for his and her fellow teammate and whose activities both on and off the field of play lives up to these ideals and brings credit to the team, the school, and the community.

FHS BLUE DEVIL AWARD

This award recognizes the senior athlete who has significantly benefitted from educational athletics over their four years at FHS. These athletes have matured by learning values of healthy competition, teamwork, goal setting, respect, and hard work. They have attained self-confidence, higher aspirations, respect, integrity, leadership, perseverance, teamwork, and friendship through the values of sacrifice, cooperation, overcoming defeat, and facing adversity.

SENIOR ATHLETIC AWARD -- FOUR YEARS/THREE SEASONS

A plaque for each senior who has completed four years of competition in each of the three seasons. Athlete need not have participated in the same sport for all four years of a given season. Presented by the Athletic Department (instituted 1993).

(All of the above are selected by the Head Coaches at an annual meeting in early May).

A NOTE TO PARENT/GUARDIAN

Parent/guardian of athletes have asked what to do if they have problems or questions concerning the athletic program and day to day operations concerning their children. What follows is a simple suggested procedure to follow when a question or concern may arise.

1. Contact the coach who most closely works with your child. That is, if your child is in a freshman program, see the freshman coach; if your child is primarily coached by a particular coach, see him/her. Make contact at the beginning or end of a practice day or call a school to make a daytime appointment. If the coach does not work for the school system during the day, contact the Athletic Director for a means to reach him/her.
2. If your questions or concerns are not answered at that level, contact the head coach of the program and relate the matter to him/her. If there is no "head coach" or other coaching authority, contact the Athletic Director and explain the situation.
3. If you do not receive answers at the "head coach" level, contact the Athletic Director.
4. If the Athletic Director does not answer the concern or question, contact the High School principal.

In all cases, please understand that the most important issue is TIME. Do not let a question or concern linger. Go to the source - the coach most directly involved with the athlete will most likely be the one who will best be able to answer any question.

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities' including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parent/guardian.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

1 Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parent/guardian, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parent/guardian and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

S.C. Adopted 5/23/2012

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL HANDBOOK
STUDENTS PARTICIPATING IN ACTIVITIES

STUDENT AND PARENT/GUARDIAN SIGNATURE FORM

Dear Parent/Guardian:

The student handbook outlines the rules, regulations and expectations that govern student participation in activities sponsored by Fairhaven High School. This handbook contains important information about the school's code of conduct, discipline policies and procedures, and students' rights pertaining to student participation. Familiarizing yourself with the contents of this handbook will enable both the student and parent/guardian to better understand our expectations.

The administration and staff of Fairhaven High School invite you to join us as an active partner in providing high quality educational experiences for your child. If you have any questions about any of the provisions in this handbook, feel free to call the advisor, sponsor or the principal.

Your signature below indicates that you have reviewed the handbook and are familiar with its contents and have received a copy of M.G.L. Chapter 269, Sections 17-19, an Act prohibiting the practice of hazing.

Print Student Name

Signature of Student

Date

Signature of Parent/Guardian

Date

To be returned to respective advisor or sponsor

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL HANDBOOK
AGE OF MAJORITY FORM

Date: _____

Dear Parent/guardian,

_____, having reached the age of majority, has officially requested that henceforth all school matters, academic grades, attendance, behavior, etc. be communicated directly to him/her and to no one else without their specific authorization.

Your child is now legally an adult and responsible for their own actions. This action obliges us to terminate further communication with you unless he/she withdraws their request. This request also prevents us from giving out information about him/her should you contact us.

Sincerely,

Andrew Kulak, Principal

I, _____, having reached the age of majority, hereby request that henceforth all communications from the school regarding my attendance, behavior, academic progress, records, etc. be directed to me personally and to no other person without my specific authorization, except where required by law.

Student Signature HR: _____ _____
Student Cell Phone Number (Required)

Guidance Counselor DOB: _____

Witness School Administration

Date

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parent/guardian or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parent/guardian or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Protection of Pupil Rights Amendment (PPRA) affords parent/guardian certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian; or
8. Income, other than as required by law to determine program eligibility.

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

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

Inspect, upon request and before administration or use -

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

These rights transfer to from the parent/guardian to a student who is 18 years old or an emancipated minor under State law.

The Fairhaven Public Schools has developed policies, in consultation with parent/guardian, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Fairhaven Public Schools will directly notify parent/guardian of these policies at least annually at the start of each school year and after any substantive changes. The Fairhaven Public Schools will also directly notify, such as through U.S. Mail or email, parent/guardian of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The Fairhaven Public Schools will make this notification to parent/guardian at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parent/guardian will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parent/guardian will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parent/Guardian who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL
MEDICAL EXCUSE FROM PHYSICAL EDUCATION

NAME: _____ GRADE _____

ADDRESS: _____

Dear Parent/Guardian:

We have received a request that your son/daughter be excused from participating in Physical Education, a course required by State law and a graduation requirement at Fairhaven High School.

Please sign the top section and have your physician complete the lower section. The information provided will help us properly match class activities (if any) with the student's abilities.

Parent//Guardian Signature

Date

TO BE COMPLETED BY A PHYSICIAN

Please circle activities which are appropriate for the student; cross out activities unsuitable for the student.

Aerobics	Indoor Hockey	Tennis
Baseball	Jogging	Track & Field
Basketball	Lacrosse	Volleyball
Dance	Rope Jumping	Walking
Fitness Testing	Soccer	Weightlifting
Football	Softball	Yoga
Golf	Stretching	Other _____

Nature of disability and reason for restriction

Duration of disability and reason for restriction:

Duration of exemption: From _____ to _____

Printed Name of Physician

Physician's Signature

Phone Number

Date

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL
NON-PARTICIPANT LETTER FOR NON-PAYMENT OF DEBT

Date _____

Dear _____:

This is to inform you that you currently have an outstanding debt of _____

to Fairhaven High School for the school year. As stated in the Student Handbook, all debts must be cleared from your records by either making an appropriate payment or returning outstanding items. All debts to Fairhaven High School must be paid prior to the start of the next school year. Seniors must have all debts cleared prior to graduation exercises. Underclassmen who do not fulfill this obligation will not be placed in their new Homeroom until the debt is cleared.

If you should have any questions about this issue, during the school year contact the main office at ext. 12217. During the summer break, contact Diane Martins at either ext. 13000 or 13002.

Sincerely,

Andrew Kulak, Principal

FHS CLASS OFFICER QUALIFICATIONS AND ELECTION INSTRUCTIONS

TERM OF OFFICE: MAY 2018 (OCT – FRESHMAN, ONLY) – MAY 2019

Qualifications for all office holders:

- Be a member of the Class of 2019, 2020, 2021, 2022
- Be a FHS student since the beginning of the term (Freshman) or 6 months at FHS
- Maintain a passing average in 6 units of classes
- Maintain a GPA of 2.5
- Impeccable discipline and attendance record

Office Holder's Role and Responsibilities:

- | | |
|----------------------------------|--|
| President: | <ol style="list-style-type: none">1. Attend all class meetings.2. Coordinate plans for all activities.3. Represent the school at all school events.4. Attend all leadership workshops (when applicable).5. Must be prepared to address the student body in a public forum. |
| Vice President: | <ol style="list-style-type: none">1-5. See above.6. Assume the role and responsibilities of the President in his/her absence. |
| Secretary: | <ol style="list-style-type: none">1-5. See above.6. Record and distribute minutes of each meeting for class. |
| Treasurer: | <ol style="list-style-type: none">1-5. See above.6. Maintain up to date financial records for class. |
| Public Relations Officer: | <ol style="list-style-type: none">1-5. See above.6. Update informational bulletin boards and communications to class. |
| Class Historian: | <ol style="list-style-type: none">1-5. See above.6. Produce a record of all class activities for class (scrapbook, video, etc.) |

All class officers will be evaluated by the class advisor(s) and will complete a self-evaluation to assess the status of roles and responsibilities.

Important instructions:

- A. Complete nomination form – **candidates with incomplete forms will be disqualified.**
Forms: Contract with parent/guardian approval, answers/leadership questions, nomination form with correct number of signatures.

Due date of all forms: TBA

- B. All candidates will prepare a campaign speech for a taped appearance on BDTV.
- C. Speeches will be pre-taped. See Mr. Hevey for instructions.
- D. The nominees from the same class will have their taped speeches aired on the same morning show.
- E. Election posters are limited to **4** per candidate and must be approved by the Student Council before being displayed.
- F. Votes will be counted by Student Council.
- G. Election will be held the week of (**TBA**), top vote getters for each office will be declared the winner.
- H. Run-offs will be held only if there is a tie.

CLASS OFFICER CONTRACT

I, _____ commit to the following:

Name _____

- < I will follow all the codes of student conduct as stated in the FHS Student Handbook for both behavior and attendance
- < I will, at the time of election and throughout the time of service, maintain a passing average in 6 units of classes
- < I will maintain a GPA of 2.5
- < I will be an exemplary good citizen in and out of school
- < I have included a copy of the signed Parent/guardian Signature Form from the FHS Handbook
- < I will execute assigned duties and fulfill my responsibilities as required and listed below
- < I understand that if I fail to uphold any one of the above requirements, I will face the possibility of probation, disciplinary action, or removal from office.

President:

- 1 Attend all class meetings
- 2 Coordinate plans for all activities
- 3 Represent the school at all school events
- 4 Attend all leadership workshops (when applicable)
- 5 Must be prepared to address the student body in a public forum

Vice President:

- 1-5 see above
- 6 Assume the role and responsibilities of the President in his/her absence

Secretary:

- 1-5 see above
- 6 Record and distribute minutes of each meeting for class

Treasurer:

- 1-5 see above
- 6 Maintain up to date financial records for class

Public Relations Officer:

- 1-5 see above
- 6 Update informational bulletin boards and communications to class

Class Historian:

- 1-5 see above
- 6 Produces a record of all class activities for class (scrapbook, video, etc.)

All class officers will be evaluated by the class advisor(s) and will complete a self-evaluation to assess the status of roles and responsibilities.

Student _____
Parent/guardian _____
Advisor _____

Please complete and return with your nomination forms and contract.

Class Officer Leadership Questions

1. What is the office that you are running for?
Why do you think you are capable of handling the responsibilities of that office?
2. How would you rate "you" on a scale of 1-10? (10 = highest rating)
Consider academics, athletics, spirit, extra-curricular, etc... Explain your rating.
3. Continued from questions 2...
What ideas do you have to get "you" to a 10 or beyond?
4. What is your greatest strength as a person?
5. What is an area of weakness?
6. What big ideas do you have to bring to the leadership of your class/office?
7. As a leader you will be criticized, critiqued, and scrutinized by students and staff members. Why is this something you want?
8. Why are people going to listen to you?
9. What makes you different from everyone else as a leader?
10. What are the rewards of being a leader/class officer?

FAIRHAVEN PUBLIC SCHOOLS
SAFE SCHOOLS INITIATIVE
INCIDENT REPORTING/COMPLAINT FORM
Revised – June 2013

I. Report of the Incident: *(Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)*

1. Information about the Incident:

Check:

Please identify the alleged aggressor: _____

☐ Student ☐ Staff ☐ Other

Grade _____

Please identify the person(s) targeted by the aggressor: _____

☐ Student ☐ Staff ☐ Other

Grade _____

Date(s) of incident: _____

Time when incident(s) occurred: _____

Incident location (be as specific as possible): _____

2. Witnesses: (List people who saw the incident or have relevant information about the incident):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

3. Describe the incident in detail including the name of person involved, what was said and done, specific words used.

Use additional paper if necessary.

4. Person Completing Form: _____ Check:
☐ Student ☐ Staff ☐ Other

School: ☐ East Fairhaven School ☐ Wood School ☐ Fairhaven High School
☐ Rogers School ☐ Hastings Middle School

Signature: _____ Date: _____

5. Form given to: _____ **Position:** _____ **Date:** _____

FOR ADMINISTRATIVE USE ONLY

II. Investigation

1. Investigator: _____ **Date Received** _____ **Position:** _____

2. Interviews:

☐ Interviewed aggressor Name: _____ Date: _____

☐ Interviewed target Name: _____ Date: _____

☐ Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? ☐ Yes ☐ No

If yes, has incidents involved target or target group previously? ☐ Yes ☐ No

Any previous incidents with findings of BULLYING, HARASSMENT or RETALIATION? ☐ Yes ☐ No

4. Summary of Investigation: _____

(Please use additional paper and attach to this document as needed)

III. Conclusions from the Investigation:

1. **Finding:** ☐ **Yes** ☐ **No**
- ☐ Bullying (Please complete Tracking Form) ☐ Incident documented _____
☐ Harassment (Please complete Tracking Form) ☐ Discipline referral _____
☐ Retaliation (Please complete Tracking Form)

2. **Contacts:**

- ☐ Contacted target's parent/guardian Date: _____
☐ Contacted aggressor's parent/guardian Date: _____
☐ District Equity Coordinator (DEC) ☐ Police ☐ Principal/Superintendent

4. **Action Taken:**

- ☐ Loss of Privileges ☐ Detention ☐ STEP referral ☐ Suspension ☐ Community Service
☐ Education ☐ New Bedford Youth Court ☐ Other _____

5. **Describe Safety Planning:** _____

Follow-up with Target: Scheduled for: _____ Initial and date when completed: _____

Follow-up with Aggressor: Scheduled for: _____ Initial and date when completed: _____

Signature: _____ Date: _____

Revised 6/1/13

APPENDIX A

1. Write effectively

Specific Criteria	Excellence (4)	Proficient (3)	Developing (2)	Warning (1)
Purpose				

Content	Writing consistently establishes and maintains a thorough understanding of concepts, and addresses all aspects of prompt. Uses appropriate tone addressing audience.	Writing adequately demonstrates a proficient understanding of concepts and addresses some aspects of prompt. Uses appropriate tone addressing audience.	Writing demonstrates a minimal understanding of concepts, and addresses few aspects of prompt. Occasionally uses appropriate tone addressing audience.	Writing lacks understanding of concepts, and insufficiently addresses prompt. Rarely uses appropriate tone addressing audience.
	Contains extensive, relevant details and examples supporting central idea.	Contains sufficient, effective details and examples supporting central idea.	Contains few details or examples to support central idea.	Lacks relevant details and examples to support central idea.
Organization	Writing has clear organization. Ideas flow in logical and effective way, transitions are evident. Topic sentences strongly connected to central idea.	Writing has organization. Ideas show minor inconsistencies, and transitions are generally evident. Topic sentences sufficiently connected to central idea.	Writing has some organization. Ideas show major inconsistencies, and transitions are poor. Topic sentences insufficiently connected to central idea.	Writing lacks organization. Essay is illogical and ineffective, and transitions are missing. Topic sentences missing or do not connect to central idea.
Grammar, Usage, and Mechanics	Few, if any, grammatical or usage errors relative to length and complexity.	Some errors, but writing is fundamentally solid and errors do not interfere with communication.	Writing has many errors and errors begin to interfere with communication.	Errors are so frequent and severe that they interfere with communication.
Format	Accurately cites ideas of others using MLA or APA format throughout	Generally cites ideas of others. MLA or APA format contains few errors.	Infrequently cites ideas of others. MLA or APA format contains several errors.	Does not cite ideas of others.

2. Problem Solve

Specific Criteria	Excellence (4)	Proficient (3)	Developing (2)	Warning (1)
Comprehension	Student is able to independently identify, clarify, and describe the issue and the scope of the problem.	Student is able to identify, clarify, and describe the issue and the scope of the problem with minimal assistance.	Student is able to identify, clarify, and describe the issue and the scope of the problem with assistance.	Student, given assistance, is unable to identify, clarify, and describe the issue and the scope of the problem.

Application	Student independently attains a correct solution using logical problem solving strategies, utilizing mathematical and scientific techniques when needed.	Student attains a correct solution using logical problem solving strategies with minimal assistance.	Student attains a correct solution using logical problem solving strategies with assistance.	Student, given assistance, cannot attain a correct solution using logical problem solving strategies when needed.
Analysis	Student can independently analyze the validity of a solution and makes necessary adjustments.	Student, with minimal assistance, can analyze the validity of a solution and can explain the need for adjustments.	Student, with assistance, can analyze the validity of a solution and can recognize the need for adjustments.	Student, with assistance, cannot analyze the validity of a solution or make necessary adjustments.
Communication	Student is able to effectively communicate the solution through production or written/verbal and computational explanation.	Student is able to adequately communicate the solution through production or written/verbal or computational explanation.	Student is able to moderately communicate the solution through production or written/verbal or computational explanation.	Student is not able to communicate a solution.

APPENDIX B

3. Read critically and effectively

Specific Criteria	Excellence (4)	Proficient (3)	Developing (2)	Warning (1)
Comprehension	Student consistently and effectively understands main ideas and supporting details, uses context clues, and connects learned information to prior knowledge.	Student generally understands main ideas and supporting details, frequently uses context clues and connects learned information to prior knowledge.	Student occasionally understands main ideas and supporting details, sometimes uses context clues and connects learned information and prior knowledge.	Student seldom understands main ideas and supporting details, rarely uses context clues or connects learned information to prior knowledge.

Vocabulary	Student consistently and effectively recognizes vocabulary using decoding tools.	Student generally recognizes vocabulary using decoding tools.	Student occasionally recognizes vocabulary using decoding tools.	Student seldom recognizes vocabulary using decoding tools.
Fluency	Student consistently and effectively demonstrates language recognition with grade level material with speed and accuracy.	Student generally demonstrates language recognition with grade level material with speed and accuracy.	Student occasionally demonstrates language recognition with grade level material with speed and accuracy.	Student seldom demonstrates language recognition with grade level material with speed and accuracy.
Inferences	Student can consistently and effectively distinguish fact from opinion, draw conclusions, identify the author's purpose, recognize literary devices and techniques and identify reason, causes and motivations.	Student can generally distinguish fact from opinion, draw conclusions, identify the author's purpose, recognize literary devices and techniques and identify reason, causes and motivations.	Student can occasionally distinguish fact from opinion, draw conclusions, identify the author's purpose, recognize literary devices and techniques and identify reason, causes and motivations.	Student can seldom distinguish fact from opinion, draw conclusions, identify the author's purpose, recognize literary devices and techniques and identify reason, causes and motivations.
Connections	Student consistently and effectively reads a variety of material for information, pleasure, personal growth, and global awareness.	Student generally reads a variety of material for information, pleasure, personal growth, and global awareness.	Student occasionally reads a variety of material for information, pleasure, personal growth and global awareness.	Student seldom reads a variety of material for information, pleasure, personal growth, and global awareness.
Technical comprehension	Student consistently and effectively interprets nonfiction based writing including maps, graphs, charts, statistics, and graphic organizers.	Student generally interprets nonfiction based writing including maps, graphs, charts, statistics, and graphic organizers.	Student occasionally interprets nonfiction based writing including maps, graphs, charts, statistics, and graphic organizers.	Student seldom interprets nonfiction based writing including maps, graphs, charts, statistics, and graphic organizers.
Critical Thinking	Student consistently and effectively routinely analyzes author's ideas to engage in critical thinking and decision making.	Student generally analyzes author's ideas to engage in critical thinking and decision making.	Student occasionally analyzes author's ideas to engage in critical thinking and decision making.	Student seldom analyzes author's ideas to engage in critical thinking and decision making.

APPENDIX C

4. Speak effectively

Specific Criteria	Excellence (4)	Proficient (3)	Developing (2)	Warning (1)
Purpose	Speaking establishes and maintains a clear purpose, demonstrates a clear understanding of audience and task.	Speaking establishes a purpose, demonstrates an awareness of audience and task.	Speaking attempts to establish a purpose, demonstrates some awareness of audience and task.	Speaking lacks a purpose, demonstrates minimal awareness of audience and task.
Content	Content contains effective details to support topic.	Content contains sufficient details with examples to support topic.	Content contains some details or examples to support topic.	Speaker prepared materials and speech inadequately for this presentation.

Duration	Presentation adheres to specified duration.	Presentation mostly adheres to specified duration.	Presentation is significantly shorter or longer than specified duration.	Presentation is much longer or shorter than specified duration.
Organization	Speaking contains an effective introduction and conclusion. Progression of main ideas is clear. Transitions are easy to follow.	Speaking contains an introduction and a conclusion. Progression of main ideas is occasionally unclear. Transitions are evident.	Speaking has a weak introduction and/or conclusion. Progression of main ideas is frequently unclear. Transitions are poor.	Speaking lacks an introduction and/or conclusion. Progression of main ideas is difficult impossible to follow. Transitions are missing.
Language Usage	Speaker uses well chosen vocabulary and correct pronunciation and grammar which is appropriate to the audience and task.	Speaker uses appropriate vocabulary with few errors in pronunciation and grammar which is appropriate to the audience and task.	Speaker uses poorly chosen vocabulary, or makes errors in pronunciation or grammar or uses language inappropriate to the audience and task.	Speaker uses inappropriate vocabulary, and makes many errors in pronunciation or grammar or uses language inappropriate to the audience and task.
Presentation	Speaks clearly and distinctly at an appropriate rate. Body language enhances presentation.	Generally speaks clearly and distinctly at an appropriate rate. Body language supports presentation.	Occasionally speaks clearly and distinctly at an appropriate rate. Body language limits presentation.	Rarely speaks clearly and distinctly at an appropriate rate. Body languages detract from presentation.
Visual Aids	Creatively uses a variety of effective visual aids.	Use of visual aids effective.	Use of visual aids in ineffective.	Does not use visual aids.
Collaboration	All members of the group participated in and contributed to the project or presentation before and during the presentation.	Most members of the group participated and contributed to the project or presentation before and during the presentation.	Few members of the group participated and contributed to the project or presentation before and during the presentation.	Most members of the group did not participate or contribute to the project before and during the presentation.
Audience	Speaker's behavior as an audience member adheres to specified directions.	Speaker's behavior as an audience member mostly adheres to specified directions.	Speaker's behavior as an audience member often does not adhere to specified directions.	Speaker's behavior as an audience member does not adhere to specified directions.

APPENDIX D

5. Connect and apply technology to learning

School Expectations	Excellence (3)	Proficient (2)	Needs Improvement (1)	Not Proficient
Communication	Student can independently integrate multiple technologies to produce papers, PowerPoint presentations, excel based graphs, posters, and video. Student demonstrates leadership skills in a collaborative endeavor.	Student can produce papers, PowerPoint presentations; excel based graphs, posters, and video independently and in collaboration with others.	Student can produce papers, PowerPoint presentations; excel based graphs, posters, and video with teacher support. Student needs to improve collaboration with others.	Student is unable to produce papers, PowerPoint presentations, excel based graphs, posters, and video. Does not collaborate with others.

Responsible and ethical use of technology	Student models excellence in adherence to district rules concerning copyright, the Internet, and appropriate/ethical use of resources. Student always documents effectively and correctly.	Student often complies and models adherence to district rules concerning copyright, the Internet, and appropriate/ethical use of resources; student documents effectively and correctly. Student understands and demonstrates ethical use of technology.	Student does not always comply and model adherence to district rules concerning copyright, the Internet, and appropriate/ethical use of resources; student sometimes documents effectively and correctly. Student lacks understanding and demonstration of ethical use of technology.	Student does not comply and model adherence to district rules concerning copyright, the Internet, and appropriate/ethical use of resources; student fails to document effectively and correctly. Student fails to understand and demonstrate ethical use of technology.
Assessing validity of sources	All sources are valid and appropriately documented.	Majority of sources are valid and appropriately documented.	Valid sources are occasionally used; appropriate documentation sometimes lacking.	Invalid sources are frequently used; appropriate documentation often lacking or missing.
Data sensors and calculators	Student can independently collect and analyze real-time data and is able to apply advanced functions using a scientific calculator.	Student can collect real-time data and determine rates of change and be able to use a scientific calculator.	Student demonstrates limited skill in collecting real-time data and/or using a scientific calculator.	Student is unable to collect real-time data or use a scientific calculator.
Organize and maintain technology	Student always files and organizes information for future reference and is responsible for protecting and maintaining computer system. Student demonstrates excellent use of computer potential. Student is aware of emerging computer innovations.	Student files and organizes information for future reference and is responsible for protecting and maintaining computer system. Student can utilize help functions to effectively use computer potential.	Student has limited ability to file and organize information for future reference, protect and maintain computer system, and is unable to use help functions to fully utilize computer potential.	Student is not able to organize information, maintain computer system, nor use help functions to fully utilize computer potential.

APPENDIX E

6. Demonstrate respect for themselves and others (Habits of Mind)

Specific Criteria	Exceeds Expectations (4)	Proficient (3)	Developing (2)	Warning (1)
ATTENDANCE AND PUNCTUALITY	Rarely absent or tardy. Consistently meets academic deadlines	Few absences or tardies that do not interfere with academic performance. Most academic deadlines are met.	Student absences or tardies interfere with academic performance. Some academic deadlines are met.	Student absences or tardies prohibit academic performance. Few if any academic deadlines are met.
PERSISTENCE	Always works diligently and shows strong perseverance when work is difficult. Never gives up.	Works hard most of the time and shows perseverance in difficult situations.	Sometimes shows perseverance in difficult situations, but sometimes gives up.	Does not persevere in difficult situations. Apathetic to outcome.
TAKES RESPONSIBILITY FOR HIS OR HER OWN LEARNING	Always prepared with homework and appropriate classroom materials for that day. Preparation enhances learning for self and others.	Usually prepared with homework and the appropriate classroom materials for that day. Preparation makes it possible to participate in class and to learn	Occasionally prepared with homework and appropriate classroom materials for that day. Lack of preparation interferes	Rarely prepared with homework and the appropriate classroom materials for that day. Lack of preparation makes it impossible to participate in class and learn.

			with the ability to participate in class and to learn.	
MANAGING IMPULSIVITY	Always thinks before acting; sets clear goals. Establishes an organized multi-step plan. Always understands the directions before proceeding.	Usually thinks before acting, and sets good goals, and usually understands directions before proceeding.	Occasionally begins before directions are clear and an organized plan is thought out.	Rarely or never has an organized plan. Acts impulsively. Begins without understanding directions.
CLASSROOM ETIQUETTE	Always displays appropriate learning behavior. Is always focused and never engages in distracting behavior. Always shows strong self-control and respect for others.	Consistently displays appropriate learning behavior in class. Consistently focused and rarely engages in distracting behavior. Consistently shows self-control and respect for others.	Inconsistent focus in class, and occasionally engages in distracting behavior. Has occasional loss of self-control and respect for others.	Rarely focused in class. Frequently engages in distracting behavior. Has difficulty maintaining self-control and showing respect for others.
STRIVES FOR ACCURACY	Continuously and independently reworks assignments for perfection	Consistently checks for accuracy and reworks assignments to meet course expectations	Settles for minimal accuracy.	More interested in expediency than accuracy.
APPLIES PAST KNOWLEDGE TO NEW SITUATIONS	Always takes meaning from past experience and applies it to new situations	Consistently uses what they have learned to find answers to new situations	Struggles to connect past experiences to new situations. Sometimes will say "that reminds me of" to relate to a new situation.	Very little to no recall of similar previous situations.
BEHAVES INTELLIGENTLY WHEN NOT KNOWING THE ANSWER	Always uses various resources and strategies to successfully find a solution. Seeks teacher help when necessary.	Consistently uses various resources and some strategies to successfully find solutions. Usually seeks teacher help when a solution can not be found.	Explores minimal resources and strategies to find solutions to problems. Occasionally seeks teacher help when a solution can not be found.	Unable to locate resources and does not use strategies to find solutions to problems. Rarely seeks extra help when solutions can not be found.

BUCKLE UP!
A LIFESAVING MESSAGE FROM FAIRHAVEN HIGH
SCHOOL
AND THE GOVERNOR'S HIGHWAY SAFETY
BUREAU



MASSACHUSETTS IS SERIOUS ABOUT SAVING
LIVES !

HOMEROOM : 7:35-7:38

	Day A	Day B	Day C	Day D	Day E	Day F	Day G
Period 1 7:41-8:38	B	A	A	A	A	A	A
Period 2 8:41-9:38	C	C	B	B	B	B	B
Period 3 9:41-10:38	D	D	D	C	C	C	C
Period 4 Lunch Block Your E and D class will be assigned a lunch Lunch 1- 10:41-11:06 Lunch 2- 11:11-11:36 Lunch 3: 11:42-12:07	E	E	E	E	D	D	D
Period 5 12:10-1:07	F	F	F	F	F	E	E
Period 6 1:10-2:07	G	G	G	G	G	G	F