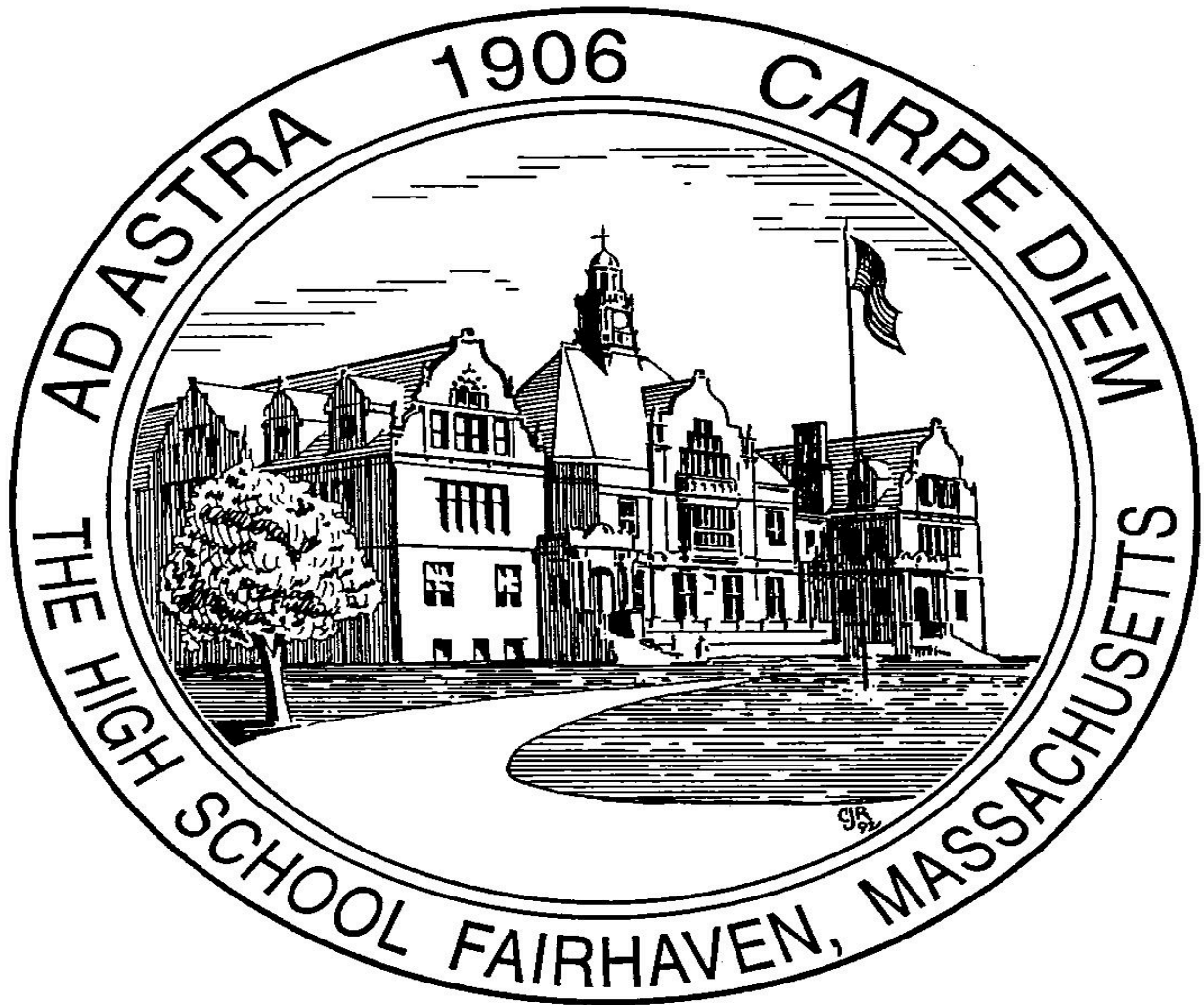


**Fairhaven High School
Student Handbook
2011 - 2012**



**12 Huttleston Avenue
Fairhaven, MA 02719
508-979-4051
www.fairhavenps.org**

FAIRHAVEN HIGH SCHOOL STUDENT HANDBOOK

PARENT SIGNATURE FORM

Dear Parent/Guardian:

This student handbook was developed by students, teachers, administrators and parents. 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.

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

Attention Student: This page must be signed by you and your parent/guardian, torn out of this agenda planner, and returned to school.

Replacement cost is \$2.00.

English: This handbook, or any other document can be translated into another language. Please contact the principal if this applies to you.

STUDENT HANDBOOK 2011 – 2012



FAIRHAVEN HIGH SCHOOL

Superintendent: Dr. Robert Baldwin

Fairhaven School Committee

Pamela R. Kuecher, Chair

Louis H. Kruger, Vice Chairman

David Gonsalves

Bernard F. Roderick

Stasia A. Powers

Brian Monroe

Principal: Mrs. Tara M. Kohler

Assistant Principal: Ms. Mary Jane Muello

Main Office – 508 979-4051, ext. 3000

Guidance – 508 979-4051, ext. 4000

Nurse – 508 979-4051, ext. 4006

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.

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

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

Title VI of the Civil Rights Act of 1964

COORDINATOR: 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 SZOOO). 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: 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: Tara Kohler 12 Huttleston Ave. Fairhaven 508-979-4051

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: Geraldine Lucas 2 New Boston Road Fairhaven 508-979-4058

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: 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 know as Chapter 622)

COORDINATOR: 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: 128 Washington St. Fairhaven 508-979-4000

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

Homeless Educational Liaison

COORDINATOR: 128 Washington St. Fairhaven 508-979-4000

Students without a permanent place to live have the right to: go to school, including public pre-school; 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: 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.

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	Main office (1 st floor)
BD-TV	Mrs. Charette – TV Studio Room 004M
Bus Problem	Main Office (1 st floor)
Change of Address/Telephone	Guidance Office (1 st floor)
Clubs and Activities	Refer to your Student Handbook, pages 12-13
College and Career	Guidance Office (1 st floor)
Computers	Main Office (1 st floor)
Discipline Issues	Assistant Principal's Office (2 nd floor, Room 216)
Dismissals	Main Office (see the nurse for dismissals due to illness)
Driver's Education	Main Office
Free & Reduced Price Lunch	Main Office (1 st floor)
Illness/Medications	Nurse's Office (1 st floor)
Late to School (Tardiness)	Assistant Principal's Office (2 nd floor, Room 216)
Learning Center	Guidance Office
Library	Ground Floor, Old Building, Room 030
Locker Problem	Assistant Principal's Office (2 nd floor, Room 216)
Lost & Found	Main Office (1 st floor)
Parking	Main Office (1 st floor)
Promotion & Graduation	Guidance (1 st floor)
Schedule Issue	Guidance (1 st floor)
School Resource Officer	Officer Ed Riggs, Ext. 3004
School Store	Ground Floor, Old Building
Social and Emotional Concerns	Guidance Counselor (1 st floor), Social Worker (Rm. 114M)
Special Education	Guidance (1 st floor)
Sports	Athletic Director Mr. Francis, Main Office (1 st floor)
Student Government	Mrs. Jardin, Room 304M
Supervisors	Mrs. Girouard, Mr. Harding, Dr. Welty
Theft/Damage Reports	Assistant Principal's Office (2 nd floor, Room 216)
<u>Main Office (Principal's Office)</u>	
Principal Mrs. Kohler Located next to the lobby atrium area (508)979-4051 ext 3000	General information, Attendance, Bus Problem, Dismissals, Parking, Lost & Found, Free & Reduced Price Lunch, Athletic Director
<u>Assistant Principal's Office</u>	
Assistant Principal Ms. Muello Located on the 2 nd Floor, Room 216 (508)979-4051 ext 2217	Tardiness, Student Discipline, Locker Problems, Theft/Damage Reports, Questions about the Student Handbook
<u>Guidance Office</u>	
Guidance Counselor Located on the 1 st Floor, Room 102 (508)979-4051 ext 4000	Change of Address/Telephone, College, Career or Armed Services, Social and Emotional Concerns, Promotion & Graduation, Schedule Problem, Special Education
<u>Nurse's Office</u>	
School Nurse Located on the 1 st Floor, Room 103 (508)979-4051 ext 4006	Illness, Medications

**FAIRHAVEN HIGH SCHOOL
2011- 2012 CALENDAR**

Aug.	31 – Wed.	Classes resume for all students
Sept.	5 15 – Thur. 20 – Tue. 30 – Fri.	Labor Day – NO School Early Release Open House Progress Reports Issued
Oct.	1 – Sat. 10 – Mon 12 – Wed. 20 – Thur. 25-28 Tues. – Fri. 29 – Sat. 28 – Fri.	SAT Columbus Day – NO School PSAT Early Release Spirit Week Homecoming Dance Term 1 marking period ends
Nov.	4 – Fri. 5 – Sat. 11 – Fri. 23 – Wed.	Report Cards Issued SAT Veteran’s Day—NO School Thanksgiving recess begins (11:00 a.m. release)
Dec.	3 – Sat. 9 – Fri. 22 – Thu.	SAT Progress reports issued Christmas Vacation at close of school
Jan.	3 – Tue. 12 – Thu. 13 – Fri. 16 – Mon. 19 – Thur. 20 – Fri. 21 – Sat	Classes resume Term II marking period ends Professional Development for Teachers –NO School Martin Luther King Day – NO School Early Release Report Cards Issued SAT
Feb.	17 – Fri. 17 – Fri. 27 – Mon.	Vacation begins at close of school Progress reports issued Classes resume
Mar.	10 – Sat. 15 – Thur. 23 – Fri. 30 – Fri	SAT Early Release Term III marking period ends Report Cards issued
Apr.	13 – Fri. 23 – Mon.	Vacation begins at close of school Classes resume
May	5 – Sat. 7 – 11 11 – Fri. 14 – 18 18 – Fri. 28 – Mon.	SAT AP Exams Progress reports issued AP Exams Junior/Senior Prom – Westin Hotel, Providence, RI (Early Release) Memorial Day – NO School
Jun	1 – Fri. 2 – Sat. 3 – Sun. 13 – Wed.	Junior Day – Early Release SAT Graduation Term IV marking period ends (assuming no snow days)

• Dates and events are subject to change.

AP Exams:	May 7 (Chemistry)	MCAS:	Oct. 3-31 MELA O	Mar. 20 ELA Comp. A&B
	May 8 (Spanish)		Oct. 24-31 MEPA R/W)	Mar. 21 ELA RC (1&2)
	May 9 (Calculus A & B)		Nov. 9 Math Retest (1)	Mar. 22 ELA RC (3)
	May 10 (Eng. Lit & Comp.)		Nov. 10 Math Retest (2)	Mar. 29 ELA – Make-ups
	May 11 (US History)		Nov. 14 ELA Retest Comp. A&B	May 15 Math Session 1
	May 14 (Biology)		Nov. 15 ELA Retest Reading Comp (1&2)	May 16 Math Session 2
	May 15 (US Gov’t & Politics)		Nov. 16 ELA Reading Comp (3)	June 5 Science 1
	May 16 (Eng., Lang. & Comp.)		Feb. 1 – 2 Biology Test	June 6 Science 2
	May 17 (World History)		Feb. 13 –Mar.16 MELA 0	
			Feb. 29 ELA Retest A & B	
			Mar. 1 ELA Retest Comp.	
			Mar. 2 ELA Retest Reading	
			Mar. 5 Math Retest (1)	
			Mar. 6 Math Retests (2)	

BUCKLE UP!

**A LIFESAVING MESSAGE FROM
FAIRHAVEN HIGH SCHOOL
AND THE GOVERNOR'S HIGHWAY
SAFETY BUREAU**



**MASSACHUSETTS IS SERIOUS
ABOUT SAVING LIVES !**

**FAIRHAVEN HIGH SCHOOL
ACADEMIC SCHEDULE
2011-2012**

NOTE: Each student is scheduled for seven (7) academic periods for the academic year. Students report to six periods (blocks) per day. One class is eliminated each day; the class that is eliminated each day corresponds to the numbered day in the rotation.

	DAY BLOCK	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
7:25- 7:28 AM	HOME ROOM	Block Rotation	Block Rotation	Block Rotation	Block Rotation	Block Rotation	Block Rotation	Block Rotation
7:32- 8:30 AM	A	2	3	1	2	3	1	2
8:34- 9:29 AM	B	3	1	2	3	1	2	1
9:33- 10:28 AM	C	4	5	4	1	2	3	3
Lunch 1 10:31- 10:57 AM Class: 11:00- 11:57 AM	D	5	4	5	5	4	4	4
Lunch 2 11:02- 11:27 AM Class: 10:31- 10:57 AM 11:30- 11:57 AM	D							
Lunch 3 11:31- 11:57 AM Class: 10:31- 11:28 AM	D							
12:00- 12:57 AM	E	6	7	6	7	6	5	5
1:01- 1:57 PM	F	7	6	7	6	7	7	6

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

The Fairhaven School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. 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, 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*

It is the policy of the Fairhaven Public Schools not to discriminate on the basis of race, gender, color, religion, sexual orientation, national origin, age, or disability in its educational programs, services, activities, or employment practices. Inquiries regarding the application of the Fairhaven Public Schools nondiscrimination policy may be referred to **David Kenney, Director of Special Education, (508) 979-4000, ext. 117.**

“NO CHILD LEFT BEHIND ACT OF 2001”

The federally mandated NCLB is designed to improve student achievement. FHS supports this legislation for the benefit of all students. Key areas of NCLB include measurement of student progress, accountability for every school division, highly qualified instructional staff in all classrooms, English proficiency for limited English speaking students, increased parental involvement, and learning environments that are safe, drug free, and conducive to learning.

Parents and guardians have the right to request staff qualifications under the NCLB Federal Law.

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, parents, 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.

ACADEMIC EXPECTATIONS

Students will:

- **Write effectively**
- **Problem solve**
- **Read critically and effectively**
- **Speak effectively**
- **Connect and apply technology to learning**

CIVIC AND SOCIAL EXPECTATIONS

Students will:

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

Rubrics for “Write effectively,” “Problem solve,” “Read critically and effectively” and “Speak effectively” were approved in the 2010-2011 school year and are as follows:

1. Write Effectively

Specific Criteria	Excellence (4)	Proficient (3)	Developing (2)	Warning (1)
Purpose	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.
Content	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, and 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 to make necessary adjustments.
Communication	Student is able to effectively communicate the solution through written/verbal and computational explanation.	Student is able to effectively communicate the solution through written/verbal or computational explanation.	Student is able to moderately communicate the solution through written/verbal or computational explanation.	Student is not able to communicate a solution.

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 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 materials with speed and accuracy.	Student, generally demonstrates language recognition with grade level materials with speed and accuracy.	Student occasionally demonstrates language recognition with grade level materials with speed and accuracy.	Student seldom demonstrates language recognition with grade level material with speed and accuracy.
Inferences	Student 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.	Students 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.

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. Transition is 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 language detracts from presentation.
Visual Aids	Creatively uses a variety of effective visual aids.	Use of visual aids effective.	Use of visual aids 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 in and contributed to the project or presentation before and during the presentation.	Few members of the group participated in 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

GUIDANCE SERVICES

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 guidance curriculum. 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 guidance department is to provide a comprehensive, developmental counseling program that supports the academic, college and career readiness, and personal/social growth of all students. By providing guidance lessons 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.

FRESHMAN COLLABORATIVE

The Freshmen Collaborative program transitions students smoothly into Fairhaven's High School community. Teacher teams personalize English, Math, Science, World History, and World Language in collaborative efforts that maximize student academic success. Freshmen students also participate in Core Health and the Freshmen Experience course (PE, Finance, and a Library Orientation). Students belong to the Blue or White Freshmen Teams and rotate through these core subject areas during the school day.

In connection with the Guidance Department, the Freshmen Collaborative stresses the importance of academic achievement and reinforces school-wide expectations, while strengthening a positive school culture based on meaningful interpersonal interactions. This experience sets the path for students' future success

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS PROGRAM (PBIS)

The Positive Behavioral Interventions and Supports Program (PBIS) *is a proactive student support program that is* used within the Freshmen Collaborative: inside the classroom and in adult-student interactions to impact students' academic and behavioral success. Positive recognition will occur throughout the year in team-oriented and grade-level events.

ACADEMICS -- GRADUATION REQUIREMENTS

In order to graduate *and participate in graduation ceremonies* from Fairhaven High School, students are required to earn a minimum of 21 units *and fulfill the graduation requirements. All requirements must be completed one (1) week prior to commencement.* To receive a diploma, students must satisfy the *state* requirements of competency determination on the Grade

10 English Language Arts, Mathematics and Science MCAS tests. (Mass. Education Reform Law of 1993, State Law, G.L. c. 69, s. 1D).

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 *	4
Mathematics (must complete the study of Algebra I, Geometry and Algebra II)	3 (4 beginning with YOG 2015)
History (includes U.S. Part 2)	3
Science (1 Life; 1 Physical)	3
World Language (began with YOG 2013)	2
Health/Physical Education	1.5
Media/Visual/Performing Arts	1.5

Note: All students are expected to carry a full course load. There are waivable circumstances for a reduced course load or a change in unit requirements. Students and parents should consult guidance counselors for these situations. All waivers must be approved by the principal. Seniors must carry a schedule with a minimum of 3 core courses and must pass a minimum of 4 units to meet the graduation requirement.

GRADE PROMOTION

Students in grades 9 and 10 must successfully complete and pass English **and** mathematics 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:

Sophomore 5 units Junior 10 units Senior 15 units

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 decision, (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 guidance office.

GRADING SYSTEM

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

Minimum passing grade D.

WEIGHTED VALUES BY GRADE AND LEVEL

Grade

Earned	A.P.	Honors	Level I	Level II
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	I	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	I	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.

GPA (Grade Point Average) Classifications:

Highest Honors: ***4.3 +***

High Honors: ***3.8 – 4.2***

Honors: ***3.4 – 3.7***

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 Guidance Counselor if 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.

DUAL ENROLLMENT

Dual Enrollment is a program in which high school juniors and seniors take college courses and receive credit towards both high school and college graduation from a Massachusetts State College or University (UMASS Dartmouth, BCC). Please check with your guidance counselor to see if you are eligible.

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 parents to become involved in and aware of their children's learning.

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. not let work, TV, 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.

Parents 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 TV, 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)

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 parents if homework assignments are repeatedly neglected or of poor quality.

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. 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.

HONOR SOCIETY NON-SELECTION

Schools are not obliged to share with parents 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." Parents 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 parents 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.

LIBRARY

The library is located on the ground floor of the 1906 building. Students may come to the library with a scheduled class to do research or during a directed study period. A student wishing to use the library during a directed study period must report directly to the library, be on time and sign the appropriate sign-up sheet. Attendance will be taken in the library and be sent to the study hall. No one will be allowed in late without a pass. Students may stay after school to use the library computers, select books, read or complete assignments.

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 signed out.
- Library books can be checked out of the library for 2 weeks. Books can be renewed for an additional two week period.
- Students who have overdue materials for a month or more will lose all library privileges until their books are returned.
- All school rules apply to the library (i.e. no communication devices, drinks, vandalism, loud disturbances, etc.).
- Not following the rules may result in the loss of library privileges for a period of time.

MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)

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 English Language Arts, Mathematics and 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/mcas.

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 or guardian and returned to the homeroom teacher. The fourth and final report card is mailed directly to the home.

SCHOLASTIC ASSESSMENT TEST (SAT) INFORMATION

For information about the SAT contact FHS guidance counselors. Additional information is available at www.collegeboard.com

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.**

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. Contact the guidance office for more information.

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 or guardian. 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

PURPOSE OF REGULATION

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents 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
- Bereavement or serious illness in family.
- Weather so inclement as to endanger the health of the child.
- For observance of major religious holidays.
- For a school sanctioned activity.

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).

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

Accordingly, parents 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.

Make-up Opportunities:

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

FHS Attendance Information

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 students' 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.

- 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.
- Students who are tardy to school after the 7:25 a.m. bell must report to the assistant principal's office.
- Students will not be permitted to leave the school grounds at any time during the school day without approval from the main office, assistant principal's office or nurse.
- 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 8:00 a.m. and remain for the full school day to be considered present and eligible for participation. Students who are dismissed will be ineligible to participate unless approved by administration. (**Refer to page 40**).

- 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 11.
- A student is considered absent when that student misses at least three (3) scheduled class periods for that school day without approved documentation.

Dismissals

- All dismissal notes should be submitted to the main office before the start of homeroom 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.
- No telephone dismissals shall be accepted (except in emergency situations).
- Students who are 18 years old or older may dismiss themselves by reporting to the main office 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 page 50).
- Dismissals will not be allowed for any of the following reasons: personal, work, haircuts or beauty salon visits, shopping, fitting of gowns, tuxedos, etc.
- Dismissals for non-medical reasons will be handled by the main office. The school shall assume that each parent has legal custody of a child unless the school principal is otherwise notified in writing by a parent or by a guardian having legal custody. Dismissal of a child to an individual other than a parent or guardian will not be permitted unless a written notice of permission is provided by a parent or by a guardian having legal custody. (The parent claiming custody will be obligated to provide legal evidence to the school principal in the case of a dispute.)

Dismissals Due to Illness

- Students who do not feel well enough to attend class must obtain a pass from a teacher or the main office to report to the nurse's office.
- If a student remains in the nurse's office due to illness, a phone call shall be made to inform the parents. 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.
- Dismissals for illness shall be issued through the nurse's office and can be made only to the parent 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.)

Excessive Absences and Possible Credit Loss

- A student who accumulates seven (7) days of absences from school for a semester class or nine (9) days of absence from school for a full-year class will lose academic credit for those classes.
- The following actions will be taken when a student accrues five (5) absences from school:
The student will receive a letter explaining the attendance policy and its provisions notifying the parent/guardian of the impending loss of credit and to suggest possible remedies to the student's attendance problem. It will be recommended that a conference be scheduled with the parent/guardian and student to discuss possible remedies to the student's attendance problem. Other staff members may be invited to the conference as circumstances dictate. In some cases, a referral to New Bedford Youth Court will be recommended or, if necessary, a CHINS will be filed.
- The following actions will be taken when a student accrues seven (7) absences from a single semester course or nine (9) absences for a full year course.
The student will receive a letter explaining that due to excessive absences they have lost credit. Students can apply for an appeal and possible credit restoration. Credits lost under this policy may not be recoverable in summer school.
- Loss of credit affects promotion from grade to grade.

CREDIT RESTORATION – APEALS PROCESS

The appeals process allows a student the opportunity to submit an Appeals Form to the Appeals Committee to request a review of attendance and an appeal for specific dates. Forms can be picked up in the Main Office, Assistant Principal's Office or Guidance Office.

TYPES OF ABSENCES

- I. Absences: These types of absences may be considered during the appeal process. Must be supported with proper documentation and submitted within seven (7) days of the absence. Absences are days absent because of:
 - Hospitalization

- Doctor's appointment requiring a full day's absence
- Death in the family
- Attendance at an approved school-related activity
- Court appearance
- Religious holidays
- Pre-approved college visitations (Students must get approval from their guidance 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.

II. Unexcused Absences: These absences will affect loss of credit and could result in loss of privileges which may include dances, field trips, clubs, extra-curricular activities, prom, etc. Undocumented absences are days absent because of:

- 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 toward the limit of 7 and/or 9 days of absence)
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 #5).

IV. ***Tardiness: Students are expected to be on time to school every day. The following sanctions will apply when a student exceeds three (3) tardies:***

- ***1-3 tardies – warning***
- ***4-6 tardies – administrative detention***
- ***7 or more tardies – Saturday School***

Child in Need of Service (CHINS)

The Juvenile Court in Massachusetts has jurisdiction over: (1) delinquency matters, (2) care and protection cases, and (3) "children in need of services" (CHINS) cases. CHINS cases allow judges to intervene in non-criminal behaviors of children that the legislature has determined is cause for concern, and can be indicative of future involvement in delinquency or adult criminal matters. The non-criminal behaviors the legislature has allowed the Juvenile Court to intervene in are: (1) truancy, or excessive absence from school; (2) runaways; (3) stubborn children, or those who persistently do not follow the orders of their parents; and (4) school offenders, or those who disobey the rules at school. Depending on the behavior in question a parent, police officer, or a school official in charge of attendance can file a CHINS petition. After a Juvenile Court judge adjudicates a child a CHINS the statutory frame work enumerates the dispositions available to the judge. A disposition cannot last more than six months, but a six month extension can be ordered after review by the court, which may include an evidentiary hearing.

*taken from http://www.nesl.edu/research/rsguides/Ashley_Donovan.html

MAKE-UP WORK AND GRADES

- 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 e-mail 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 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.

Art Club

Book Club

Chess Club

Drama Club

FHS Cable Communications

French Club

Interact Club

International Club (AFS – American Field Service)

Jazz Band

Math **Club**

National Honor Society

Peer Mediation

Poetry and Creative Writing

Spanish Club

Student Council

Student Government

SADD/Wellness

Yearbook

Art Club

The F.H.S. Art Club offers our students the opportunity to create and share artistic expertise, participate in critiques of their work and the artwork of their peers and to also gather together to create artwork to sell for fundraising events. Each year the art club raises money for The Richard James MacCord, Jr. Art Scholarship. The award is presented to a senior student who attends an art college or university majoring in Art.

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.

Chess Club

The chess club is open to any FHS student who has the desire to learn how to play chess or who already knows how to play chess. Practice is held at least one afternoon per week after school. Competitions against local high schools are held once a week. Practice begins in late October or early November. Meets against other high schools begin in December and run through early March, culminating in a play-off between the two schools with the best records. There are no dues or fundraising obligations. The chess club emphasizes a commitment to sportsmanship, cooperation, and leadership, as well as sharpening higher order thinking skills.

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.

FHS Cable Communications

Students who join FHS Cable Communications get involved in the BD-TV (Blue Devils) Channel 9 station. They may get involved in the "live" morning show called Good Morning FHS. This show can be seen on Channel 9 in school and throughout the Town for Comcast viewers and on the internet at bdtv.us.to 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. Students can also help with creating bulletin boards that run 24/7 on Comcast's Channel 9. The club has two major fundraisers per year, the Ms. Blue Devil contest and a telethon in March.

French Club

The purpose of the French Club is to help promote the understanding of all cultures where French is spoken. Participation in various activities will provide opportunities to practice language skills in French.

Interact Club

The FHS Interact 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 Relay for Life, as well as smaller activities such as a local food drive at Thanksgiving, and helping the Fairhaven Rotary Club with their annual auction. 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!

International Club

The purpose of the International Club is to promote cultural understanding, awareness, and appreciation for the different cultures of the world. Through the International Club you may have an international pen pal, travel to foreign countries, or host foreign exchange students, as well as participate in activities hosted by the Spanish Club.

Jazz Band

Jazz band is a group that meets once a week for 2 hours on Monday evenings. Jazz band is open to all students by audition. Students learn how to play in the jazz and popular style idioms. Students also experience the art of improvisation, working with a small combo of instruments, and playing solo parts. The Jazz Band performs at all school concerts, festivals, and out of school functions where required.

Math Club

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 competition and mathematics are invited to come and join the team.

National Honor Society

The National Honor Society is a recognition program for high school students who show achievement in scholarship, leadership, service, and character. Students are selected for membership through an established school chapter by a five member Faculty Council. 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, provide tutoring, participate in community service projects and help with various school events and activities.

Peer Mediation

Trained peer mediators help students resolve conflicts without using aggression. By improving their own communication skills, peer mediators help students negotiate an agreement that is acceptable to both students.

Poetry and Creative Writing

Avid readers and aspiring writers of poetry and fiction gather every Tuesday afternoon in Room 113 for Poetry and Creative Writing Club. At our informal meetings, we workshop our original writing, peruse pieces by famous authors, and feast on sweets. In May of each year, we produce the FHS Poetry Journal. There are no dues or financial obligations to members, so if you love reading and writing, join us!

Spanish Club

The purpose of the Spanish Club is to help promote through different activities the understanding of all cultures where Spanish is spoken. Many activities will also explore languages and cultures from all over the world. ***Activities may include Cinco de Mayo, Dia de los Muertos, and Mardi Gras celebrations, Spanish vs. French volleyball game, field trips, guest speakers, etc.***

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. 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 55-59)

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 teachers.
3. maintain an impeccable discipline record.
4. specific dates and other instructions will be published by the Student Council, prior to each election.

SADD/Wellness Club

In addition to being a SADD Chapter Club, the Wellness Club seeks to promote student awareness of relevant health and

wellness issues. The Wellness Club partners with parent representatives to sponsor the annual After Prom Party.

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 write the stories. 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. Haunted High School and Little Miss Blue Devil are two fundraisers that have turned into annual traditions, along with selling advertising and parent ads. The last deadline is usually the last week of March. After this, staff works on scanning past yearbooks to add to their web site and organizes photos for the archives.

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 **will remain** \$60.00, \$15.00 each year **for YOG 2012, 2013 and 2014. Starting with the Class of 2015, class dues are \$80.00. Students have two options for payment: mandatory \$20.00 payment freshman year or \$80.00 for the full 4 years. Students are responsible for paying class dues only for the years in attendance.** 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 (\$45.00 by junior year **or \$60.00 for YOG 2015**).

GENERAL INFORMATION

APPOINTMENTS WITH STAFF

Parents wishing to make an appointment with their child's teacher should call or e-mail the teacher, **supervisor** or guidance counselor.

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.

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.

BEVERAGE POLICY

Neither food nor drink of any type may be consumed within the classroom or in the hallways. Exceptions to this rule may be made for holiday parties or learning activities involving food and/or its preparation (approved by administration or the Supervisor). Students can have food in the cafeteria before the homeroom period begins.

If approved by the nurse, students with medical documentation may drink clear water during class. The nurse will provide the student with a note.

BULLETINS AND BULLETIN BOARDS

Announcements of interest to students and faculty are read each day and/or are broadcast on Blue Devil TV. Announcement forms can be picked up in the main office. Student Council must approve all posters/flyers and issue a sticker for each poster displayed.

CAFETERIA PROCEDURES

Students are to remain in line and enter the designated door to the serving area. Cutting in line is not permitted. Students may sit at any table and must exhibit proper manners and noise levels while eating. Students throwing any object in the cafeteria will be subject to appropriate disciplinary action. After eating, pupils must leave the table and floor area clear and clean. All food is to be consumed in the cafeteria. Students are prohibited from taking food and/or beverages out of the cafeteria. Students are not allowed to leave the cafeteria without permission from the cafeteria supervisor.

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. Replacement locks are \$6.00.

LOST AND FOUND

Lost and found is located in the main office.

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).

TELEPHONE CALLS

Students are not allowed to use any type of personal communication device (i.e. cell phone) during school hours to contact a parent for any reason. Violation of this rule will result in disciplinary action.

Students will not be permitted to receive phone calls or messages from parents except in cases of emergency. These 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 – (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.
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.

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 main office 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 expectations.

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).
(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). The parent 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 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 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) 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 and requires students to speak into a microphone-like device to verify their name. Any student who refuses to take the screening will not be allowed to attend the event and parents will be notified. If alcohol is detected upon screening, the parents will be notified and students will be subject to the disciplinary action described under possession, use, and/or under the influence of alcoholic beverages in this handbook's discipline section.

CRISIS MANAGEMENT PROTOCOL

During the school year teachers will review with the students the protocol for evacuation and stayput 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

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.

In the interest of maintaining a healthy and productive school climate essential to meaningful teaching and learning, the principal or designee may prohibit dress/appearance that violates any acceptable health and/or safety standard. In addition, the principal or designee may prohibit dress/appearance that is disruptive to the educational process and/or is contrary to the schools philosophy and the prevailing school and community norms of decency, courtesy, and propriety. **Additionally, 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 destruct the school property (e.g. shoes that scratch the floors, cleats).
- b. Tops with revealing necklines and/or without backs, or that expose midriffs are not to be worn. No strapless or one-shoulder outfits.
- c. Shorts or short skirts with revealing hemlines will be unacceptable (must be longer than your fingers at your side)..
- d. Clothing or apparel which depict or imply expressive, obscene, vulgar, or profane images or words should not be worn.
- e. Clothing which implicitly promotes or advocates drugs, alcohol, tobacco or sex should not be worn.
- f. Sleep related attire is not acceptable clothing for school, including slippers and/or pajama pants.
- g. Chains may not be worn or carried in school.
- h. Tattered clothing and/or clothing with holes which expose areas of the body that should be covered under other provisions are not acceptable clothing for school.
- i. Exposed underwear in any form is not an acceptable form of clothing/dress for school. Pants must be worn around the waist.
- j. Hats, **thick/wide** headbands, and/or bandanas, unless for health/cosmetic/**religious** reasons and approved by the principal, should be removed upon entering the building and may not be put back on until leaving the building. All items must be stored in a locker or book bag. Students leaving the building before the end of the school day may not use any of these items until after they have left the building.
- k. Coats must be stored in student lockers, unless approved by the principal or his/her designee for situations that require a student to wear a coat.
- l. No sunglasses.**
- m. *Dress appropriately for Junior Day and Graduation ceremony. Junior Day (junior boys): white collared shirt, tie, khaki (tan) long pants (no jeans), shoes (no flip-flops). Junior girls: white dress (no shorts or jeans), shoes (no flip-flops). Junior Day (senior boys): collared shirt, long pants (no shorts or jeans), shoes (no flip-flops). Senior girls: dress, pants (no shorts or jeans), shoes (no flip-flops). Graduation (boys): collared shirt, long pants (no jeans), shoes (no flip-flops). Girls: dress, pants (no shorts or jeans), shoes (no flip-flops). *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 Ms. Muello or Mrs. Kohler 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 Main office. 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. Students will shut off lab gas 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 rejoin their classes at the designated area if possible or check in with the nearest teacher.
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. Stay out of the road and cross to side of street 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 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 will 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 5141.4 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 School Nurse before school with medication to be taken in an original prescription bottle with instructions, generic name of medication, student's name, and doctor, together with a note from the parent or guardian stating the reasons for the medication and requesting that the school provide the opportunity for taking the medication as prescribed."

Please remind your child it is his/her responsibility to remember the time medication is to be taken and to go 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.

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 guidance counselor will try to change the classroom to accommodate the student.

HEALTH AND HUMAN SERVICES

LOCAL

Adcare (drug and alcohol treatment)	508-999-1102
Dept. of Children and Families	508-910-1000
Greater New Bedford Community Health Center- Adolescent Health Services and Primary Care	508-992-6553
Healthy Families	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)	508-999-6636
PACE, Inc (fuel assistance, child care, and housing issues)	508-999-9920
Project CARE (HIV/AIDS)	508-990-8280
Samaritan Suicide Hotline	508-673-3777
Seven Hills Behavioral Health	508-996.3147

Southcoast Hospice (grief counseling)	508-984-0200
St. Luke's Hospital	508-997-1515

STATE/NATIONAL

MA Council on Compulsive Gambling	800-426-1234
MA Parental Stress Hotline	800-632-8188
MA Substance Abuse Helpline	866-845-8975
Mass 211 (health and human services helpline)	dial 211
National AIDS and STD Hotline	800-342-AIDS
National Runaway Hotline	800-999-9999
National Runaway Switchboard	800-786-2929
United Way Helpline	877-211-MASS (6277)

NON-REPORTS

Students who misbehave in class or in a lab setting or who have unfinished homework or class work will be asked to report back to that teacher after school. Students must report back if requested to do so. Failure to do so will result in a phone call to parents, additional aftersessions, and/or additional disciplinary action. The student must contact the teacher to request permission or to present a valid reason as to why the student cannot report for aftersession. A student who refuses to stay after school is subject to additional sanctions.

NO 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 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 aftersessions and/or 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 parents of the students involved.

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.

STUDENT PHOTOGRAPHS

Student pictures may occasionally be posted on the school website depicting academic, athletic, and social achievements. Parents have 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 51 for additional information.

Parents 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 Guidance Department 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(s). The intent of this regulation is to underscore the responsibility and accountability that students and their parents share jointly the payment of such financial obligations.

All financial obligations incurred by students and their parents shall be paid within one week of the student and parent being notified of the outstanding obligation. With prior approval, The student and parent 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 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 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 54 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. Mrs. Leclerc will monitor and acknowledge payment of debt when complete.

USE OF RADIOS, COMMUNICATION DEVICES AND CAMERAS

As a general rule, all communication devices, cell phones, radios, MP3 players, walkmans, CD players, electronic games, cameras and the like are not to be used or be visible between 7:10 a.m. and 1:57 p.m. Cell phones must be turned completely off (not in silent or vibrate mode). The only locations where these items (excluding cell phones and cameras) may be allowed will be in the cafeteria during breakfast time and lunch time, and/or when a teacher may allow as a supplement or aid to classroom instruction. Students who attempt to use these items beyond the scope of the regulation will have the item confiscated. The item will then be sent to the administration for referral. (See discipline code-Group E-5:10-page 22).

E-reader devices and other devices: these items will only be allowed for curriculum purposes and must be approved by the teacher and/or administration.

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 pages 55-59)

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 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 maybe 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.

STUDENT CODE OF CONDUCT/DISCIPLINE

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from known situations. It is not intended to be exclusive or all-inclusive. All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the administrator. In all instances, discretion of interpretation is left to the individual administrator to modify penalties suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with fairness and understanding. Rules are primarily for protection, not punishment. Any crime committed at Fairhaven High School will be reported to the police and/or to the appropriate agencies.

Students will be given an opportunity to receive notice of, and respond to, allegations or charges (unless immediate action is required) before sanctions are applied.

DISCIPLINE CODE – *Expulsion*

Students may be expelled by the principal consistent with the terms of M.G.L. Chapter 71, Section 37H or 37H 1/2.

Offenses and Penalties

- 1:0 **GROUP A – *The following offenses are subject to*** immediate suspension and/or expulsion by the principal. (from M.G.L. Chapter 71, Section 37H)

THE PROVISIONS OF SECTION 37H ARE AS FOLLOWS:

- 1:1 Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter nine-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- 1:2 Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- 1:3 Any student who is charged with a violation of either paragraph 1:1 or 1:2 shall be notified in writing of any opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph 1:1 or 1:2.
- 1:4 Any student who has been expelled from a school district pursuant to these provisions and in accordance with M.G.L. Chapter 71, Section 37H shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- 1:5 When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

THE PROVISIONS OF 37H1/2 ARE AS FOLLOWS:

- 1:6 Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision of the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.
- 1:7 Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster. Including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

- 1:8 Upon expulsion of such student, no school or school district shall be required to provide educational services to the student. Added by St. 1993, c380, s.2.
- 1:9 Any student who endangers the health, safety and well-being of Fairhaven High School, its faculty and student body may be subject to immediate suspension and/or expulsion by the principal.
- 2:0 **GROUP B – The following offenses are subject to a minimum sanction of out of school suspension(s) and notification to Police Department, Parent/Guardian and possible School Committee hearing.**
- 2:1 Any student who impedes the progress of an investigation (i.e. intimidation of a witness) during a school investigation.
- 2:2 Massachusetts General Laws Chapter 272, Section 40 – Disturbance of School.
- 2:3 Assault by one student on another student.
- 2:4 Verbal assault against school personnel; abusive language and disrespect/insolence in the extreme with an implied or explicit threat to do bodily harm. This includes harassment or bullying of school personnel during and after regular school hours, on or off school grounds.
- 2:5 “Hazing, or participation in hazing,” as defined in Chapter 269, sections 17-19 of the Generals Laws of the Commonwealth.
- 2:6 Evidence of ingestion and/or possession of alcohol or illegal drugs in school or at a school sponsored event **and/or** use of prescription drugs or any over-the counter medication without proper medical authorization (see Fairhaven Public Schools Administrative Regulation 5114.1, page 17).
- 2:7 Evidence of a controlled substance. (Refer to 1.1 - 37H)
- 2:8 Evidence of possession and/or distribution of a controlled substance. (Refer to 1.1 – 37H)
- 2:9 Evidence of possession, distribution and/or sale of a controlled substance. (Refer to 1.1 – 37H)
- 2:10 Evidence and/or possession of drug paraphernalia.
- 2:11 Evidence and/or possession of a weapon-like object.
- 3:0 **GROUP C – The following offenses are subject to a minimum sanction of STEP to a maximum sanction of out of school suspension(s), notification to parent/guardian and discretionary recommendation to the Superintendent for a School Committee hearing.**
- 3:1 Open or continued defiant attitude toward a member of the school staff, deliberate refusal to follow instructions or directions of a staff member.
- 3:2 Smoking, improper use of inhalants, chewing tobacco, or displaying smoking materials, lighter, matches or tobacco products within the restricted area of school property during the times schools are in session, before and after school, or during times when students are understood to be under the direct supervision of school personnel.
- 3:3 The act of or involvement in malicious destruction of, or damage to, or marking of school property. Town by-laws make marking violators subject to a fine of \$300.00. Such destruction may require restitution.
- 3:4 The use of rude remarks directed at a teacher, staff member or administrator.
- 3:5 Stealing or misappropriation of school or personal property (regardless of intent to return) without permission.
- 3:6 Fighting in or on school property, or near the school so as to disrupt or threaten the normal conduct of school operations. Penalties for fighting may vary in degree to the extent that it can be established that one party bears the responsibility for the fight more than the other party.
- 3:7 Gambling, betting or the booking of such bets.
- 3:8 Disrupting Saturday School; notification to parent/guardian.
- 3:9 Repeated acts of insubordination/defiance of authority/**habitual school offenders.**
- 3:10 **Bullying and cyberbullying; the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a victim that causes or threatens to cause physical or emotional harm to the victim and creates a hostile school environment for the victim.**

3:11 Use of laser pointer.

4:0 **GROUP D – The following offenses are subject to a minimum sanction of STEP and/or Saturday School to a maximum of out of school suspension(s) based upon the severity of the offense(s).**

4:1 Truancy

4:2 Disrespectful or insolent behavior toward a member of the school staff, showing a lack of respect and common courtesy.

4:3 Intentional disturbance of class, cafeteria, corridor, stairway or school function.

4:4 Leaving school grounds or authorized areas without permission.

4:5 Abusive or vulgar remarks directed at a fellow student.

4:6 Refusal to report to the assistant principal's office to be disciplined (Insubordination).

4:7 Horseplay (fooling around in the classroom, cafeteria, hallways, etc.)

4:8 Throwing any type of object in the school cafeteria. Throwing snowballs on or onto school property.

4:9 Inappropriate use of computer and/or internet.

5:0 **GROUP E – The following offenses are subject to a minimum sanction of an aftersession(s), one period of STEP (Strategies and Tools for Educational Progress), or a full day of STEP, to a maximum of Saturday School or suspension; notification to Parent/Guardian.**

5:1 Unauthorized absence from class(es).

5:2 Presence in an unauthorized area without permission,

5:3 Forging notes; signing school required documents for oneself or others when a signature is required by a teacher, staff member, or parent/guardian.

5:4 Cheating; knowingly and deliberately participating in cheating behavior as described elsewhere in the student handbook. This includes issues of plagiarism (page 15).

5:5 Non-report to an office-assigned aftersession.

5:6 Swearing or using unacceptable language not directed at other persons.

5:7 Tardiness to school. **(1-3 warning) (4-6 after-school detention) (7 + Saturday school).**

5:8 Insubordination.

5:9 Repeated non-report to a teacher.

5:10 Use of a cell phone, communication device and camera during school hours (page 16) (additional disciplinary action for multiple offenses). (Cell phone must be picked up by a parent/guardian) (1st offense – Saturday School; 2nd offense – suspension and ban of cell phone from Fairhaven High School).

5:11 Non-report to a Saturday school.

5:12 Repeated failure to return signed report card.

6:0 **GROUP F – The following offenses are subject to an aftersession(s) with teacher and/or administrator**

6:1 Non-report to a teacher.

6:2 Sent out of class (assuming the reason is repeated lack of preparation and not a more serious misbehavior).

6:3 Failure to report to the office designated by the teacher when sent out of class.

6:4 Failure to show school I.D.

7:0 **GROUP G – The following offenses are subject to a minimum of a warning to a maximum of aftersession(s).**

- 7:1 Failure to return a warning card, report card, or other document for which a parental signature is required.
- 7:2 Routine student parking violation.
- 7:3 Chronic tardiness to class as reported by a teacher.
- 7:4 Public display of affection.
- 7:5 Littering
- 7:6 Use of chewing gum, candy, seeds or other snack foods.
- 7:7 Chronic possession of any beverage without medical authorization.

- 8:0 **GROUP H –The following offenses are subject to** financial restitution plus suitable penalty, if deemed necessary.
- 8:1 Improper care of books or deliberate damage of books or school materials.
- 8:2 Marking or defacing books or other school property. Town by-laws make marking violators subject to a fine of \$300.00.

DISCIPLINE AND STUDENTS WITH DISABILITIES

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 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. Students who have been found to have a disability that impacts upon a major life activity, as defined under section 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. 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 in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (manifestation Determination). In most instances, 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 (FAPE) during the period of exclusion.
- 3) If building administrators, the parent(s)/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. 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(s)/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(s)/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..

SANCTIONS OF DISCIPLINE

TEACHER AFTERSSESSION – All students are expected to fulfill their obligations for teacher issued aftersessions. Students who do not fulfill these obligations are subject to additional disciplinary action.

AFTERSESSION

Administrative aftersession is held Monday through Thursday in the cafeteria from 2:03 p.m. to 2:50 p.m. All students assigned to aftersession must bring sufficient schoolwork for the duration of the aftersession period. Students who miss a scheduled aftersession without administrative approval are subject to additional disciplinary action.

STEP (Strategies and Tools for Educational Progress)

STEP is a preventive discipline program, designed as a positive alternative to out-of-school suspension, for certain violations of the discipline code. A student who is assigned to *STEP* will be governed by strict rules and regulations.

1. Students are expected to report to the assistant principal's office by 7:25 A.M. for attendance.
2. Students will remain in a structured, supervised environment from 7:25 A.M. – 2:30 P.M.
3. Students will be required to complete all assignments issued during the scheduled time period.
4. Students will be required to follow the procedures and directives of the teacher, at all times
5. Lunch is assigned at a specific time (12:00-12:30 p.m.)
6. Students must complete all social skills assignments;
7. Disruptive behavior and/or failure to follow the rules and regulations may result in additional sanctions.

SATURDAY SCHOOL

Saturday school is an alternative disciplinary option for certain school offenses. Saturday school takes the place of the traditional out-of-school suspension which results in absence from school and an interruption in learning. Saturday school is to be reserved for less serious offenses and may apply to the following misconduct and school violations: *truancy, skipping classes and/or aftersessions, excessive tardiness, forgery/cheating, and other circumstances approved by the principal or assistant principal.* Saturday school is held from 8:00 AM – 12:00 PM. Assignments and the duration of time to be served are based on the discipline or need and determined by the assistant principal and principal. Since Saturday school is an option for students, students who do not show improvement may be denied this option in the future. Students who fail to appear for a scheduled Saturday school will be subject to additional disciplinary action.

SUSPENSIONS, EXCLUSIONS, AND PROBATIONS

A. Suspension from school is a temporary status in which a student may be placed for misconduct or violation of school rules and regulations. Students are prohibited from being on school grounds or attending school activities during the time of their suspensions. A re-entry meeting should be scheduled prior to the student resuming classes. Except in exigent circumstances, students who are to be suspended have the right to receive the following prior to the imposition of a suspension:

- 1) the opportunity to present his/her side of the story to a school administrator.
- 2) an explanation of the evidence against him/her.
- 3) oral or written notice of the charges against him/her.

B. Exclusion from school is a denial of an individual's ability to enroll or continue their enrollment in any school programs or school-related activities. Exclusion may be imposed for any violation of school rules and/or in accordance with the Massachusetts General Laws. Prior to exclusion, a student will be afforded the following rights:

- 1) written notice of the charges against him/her;
- 2) the right to a hearing;
- 3) the right to be represented by a lawyer or advocate (at the student's expense);
- 4) the right to present witnesses;
- 5) the right to a written decision regarding the sanction to be imposed. Students have the right to appeal an exclusion by a principal to the Superintendent.

C. Probation is a term used to describe the assignment of a pupil to the immediate oversight and supervision of an administrator.

D. Emergency Suspension – A student could be given an emergency suspension if the administrator has reasonable cause to believe that the physical safety of the student or of others is substantially endangered and will continue to be endangered or a student is causing and will continue to cause substantial disruptions and interference with classroom instruction.

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 teacher 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 new 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, § 370) that are important for students and parents or guardians 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. The Plan includes the requirements of the new 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 parents and guardians.

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 who engages in bullying, cyberbullying, or retaliation.

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

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment 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 the student's education.

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

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

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,

- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is 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 or 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 parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians 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 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" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- 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 are 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 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 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 perpetrator 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 perpetrator, 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 perpetrator, 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.

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 perpetrators, 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
MGL 265:43, 43A**

**CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations**

S.C. Adopted 12/8/2010

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 parents 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 drug/alcohol violations, the parents 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(s) or 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(s), 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.

**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, parents, 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 formulate 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 of his/her designee will be responsible for reporting all reportable acts to the Juvenile/School Resource Officer as soon as possible and the parents or 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 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, 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 life style. 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 parents, staff and community members. The prevention for students must be handled by teachers and parents 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 (5124.2)

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. Parents and/or guardians 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 parents, guardians, 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 parents, guardians, 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, parents and/or guardians 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 our community awareness page 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 or 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 51-52. 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 or 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 or 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, guidance 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.

REGULATIONS PERTAINING TO STUDENT RECORDS - 5125

The State Board of Education has adopted Regulations Pertaining to Student Records. The regulations apply to all information kept by a school committee on a student in a manner such that he/she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least 60 years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank, school sponsored extracurricular activities; and evaluations and comments by teachers, counselors, and other persons, as well as other similar information. The temporary record is destroyed within 5 years after the student leaves the school system.

Inspection of Record - A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Amendment of Record - The parent and student have the right to add relevant comments, information, or their written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted.

The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be received for your school. For further help, you may also contact the *Bureau of Student Services, Massachusetts Department of Education, 182 Tremont Street, Boston, MA 02111 at (617) 727-5754.*

2:0 POLICY STATEMENT

2:1 In order to provide students with appropriate instruction and educational services, it is necessary for the Fairhaven School System to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements. The temporary record of each student will be destroyed five (5) years after the student transfers, graduates or withdraws from the school district. Former students desiring information from their records may obtain it by requesting such information from the principal before the date of destruction.

The Fairhaven School 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. School department employees and school committee members, as officers of the school department have the responsibility to uphold the confidentiality of students' personal information.

STUDENT ACCEPTABLE USE POLICY FOR TELECOMMUNICATIONS' – PER FPS ADMINISTRATIVE REGULATIONS (5131-A)

We are pleased to offer students access to the district computer network, electronic mail, and the Internet. Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the computer network, just as they are in a school building. School rules for behavior and communications apply. Every effort will be made to ensure that students do not gain access to inappropriate materials.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
 - Transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that is obscene or x-rated.
 - Harassment of any kind.
 - Transmitting, retrieving or storage of messages containing derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference.
 - Transmitting, retrieving or storage of messages containing abusive, profane or offensive language.
 - Use of the system for any purpose which is illegal or against Fairhaven Public School policy or contrary to the best interest of the Fairhaven Public Schools.
 - Solicitation of non-school business or any use of 3-mail or Internet for personal gain.
 - Using another's password or allowing others to use one's account.
 - Accessing another's folder, work, or files without their consent.
 - Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" for personal or commercial use and messages.
 - Revealing personal address or phone number, password, social security number, or picture of yourself or any other person.
 - Using the Internet or school system computer in a manner that would violate any U.S. or state law. This includes, but is not limited to: copyrighted material, spamming, hacking, threatening material and spreading computer viruses.
 - Attempting to harm, modify, or destroy data of another user.
 - Exhibiting any other action whatsoever that would in any way subject the user or the Fairhaven Public Schools to any civil or criminal action.
 - Discussing highly sensitive or confidential school department information in communications.
 - Using myspace.com, facebook, interfacing website, Good Reads, etc.
 - Visiting sexually explicit, offensive, or otherwise inappropriate websites.
4. Violation may result in a loss of access as well as other disciplinary or legal action.

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

"Proud to be a Blue Devil!"

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FAIRHAVEN HIGH SCHOOL

STUDENT ATHLETIC HANDBOOK

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. It is our hope to accomplish our objective through this publication for students and parents.

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. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. 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 8:00 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 8:00 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: All students must pass a physical examination within thirteen (13) months of the start of each season before participating in any sport. Physical examinations must be performed by a duly registered physician, a physician's assistant, or a nurse practitioner.

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 parents: a student's transfer is necessitated by a change of residence of his/her parent(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 parents/guardians, 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. **Emergency Medical Authorization:** Each athlete's parents or guardians shall complete the Emergency Medical Authorization (Waiver to Treat) form giving permission for treatment in the case of extreme emergency in the case where a parent or guardian is not available. A copy will be kept in the medical kit for availability at all practices and games.
- C. **Parental Acknowledgment of Athletic Policies:** Each athlete's parent/guardian shall read the student athletic handbook and return the enclosed acknowledgment sheet signed certifying that they are aware of and understand the athletic eligibility rules and policies of the Fairhaven School District and MIAA.
- D. **Transportation:** *Each athlete's parent/guardian shall sign the Permission Slip for Students Under the Age of 18.*
- E. **Insurance:** The Fairhaven School District carries insurance to cover student athletic injuries. In addition, parents must fill out and sign the insurance section of the Student Physical Examination form.
- F. **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.
- G. **Risk of Participation:** All athletes and parents/guardians 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/athlete meetings prior to the start of the season to explain the athletic policies and to advise, caution, and warn parents/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.
- H. **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.)

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 or 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.

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's responsibility to provide transportation to and from practice and games in these situations.

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 athletes parents.
- 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.

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	--The Bears
Old Rochester Regional High School	--The Bulldogs
Seekonk High School	--The Warriors
Wareham High School	--The Vikings

Directions to SCC Schools:

Apponequet - 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.

GNRVT - 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.

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

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 honor roll (***g.p.a of 3.4 or higher***) 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.

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 PARENTS

Parents 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.

SAMPLE FORM

**PERMISSION SLIP FOR STUDENTS UNDER THE AGE OF 18 PARTICIPATING IN ATHLETIC
TRANSPORTATION (INDEMNITY AND WAIVER AGREEMENT)**

I/We, _____ and _____, parent/guardian of _____, the student participating in athletic transportation, understand and agree to the following:

1. I/We affirm and understand that the Fairhaven Public School Parties, referenced herein, include the following: the Town of Fairhaven, the Fairhaven Public Schools and their (both the School's and the Town's) respective officers, directors, employees, agents, School Committee members, elected officials, appointed officials, superintendents, principals, administrators, personnel, chaperones, teachers, coaches, trainers, volunteers, students and their families, successors, contractors, subcontractors, vendors, insurers, and assigns.

2. I/We warrant and affirm that I/we am/are the sole legal guardian (s)/parent(s) of my/our child, _____, and am/are solely authorized to enter into this Agreement.

3. I/We understand and agree that nothing contained herein creates any obligation or duty on behalf of the Fairhaven Public School Parties that would not otherwise exist absent this Agreement.

4. I/We understand and acknowledge the following language contained in the Fairhaven High School Student-Athlete Handbook:

“Due to the availability of practices 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's responsibility to provide transportation to and from practice and games in these situations.” (FHS Student-Athlete Handbook, p. 43)

5. My/Our child, _____, may, from time to time in order to facilitate his/her participation in athletic extracurricular activities, accept transportation (herein, “Athletic Transportation”) from the Fairhaven Public School Parties.

6. I/We consent to our child's participation in Athletic Transportation.

7. In consideration of the Fairhaven Public School Parties' accommodation of my/our child's participation in Athletic Transportation, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I/we agree as follows:

a. I/We, on my/our own behalf as well as on behalf of my/our child, my/our respective agents, successors, spouses, co-guardians, and assigns, forever waive and forfeit any rights whatsoever that I/we now hold, or may in the future acquire, to assert claims of any nature whatsoever against the Fairhaven Public School Parties' arising from or in any way related, directly or indirectly, to my/our child's participation in Athletic Transportation.

b. I/We, on my/our own behalf as well as on behalf of my/our child, my/our respective agents, successors, spouses, co-guardians, and assigns, shall indemnify, defend and hold harmless the Fairhaven Public School Parties, from and against any and all losses, liabilities, damages, claims, liens, and/or demands of whatsoever kind or nature sounding in contract, tort, statute or otherwise, arising from or in any way related, directly or indirectly, to my/our child's participation in Athletic Transportation, alleged or pursued by any third party, whether entity or individual, at any time.

I/We agree that this indemnity provision shall be interpreted as broadly as the law of the Commonwealth of Massachusetts permits and that it expressly obligates me/us to indemnify and defend the Fairhaven Public School Parties, including costs and reasonable attorneys' fees, and hold them harmless from any and all claims relating in any way to my/your child's participation in Athletic Transportation.

Signed subject to the pains and penalties of perjury this ____ day of _____, 20 ____.

Name:

Relationship to Child:

Signed subject to the pains and penalties of perjury this ____ day of _____, 20 ____.

Name:

Relationship to Child:

SAMPLE FORM

**FAIRHAVEN HIGH SCHOOL STUDENT ATHLETIC HANDBOOK
STUDENT AND PARENT SIGNATURE FORM**

Dear Parent/Guardian:

The student athletic handbook outlines the rules, regulations and expectations that govern Fairhaven High School Athletics. This handbook contains important information about the school's code of conduct, discipline policies and procedures, and students' rights pertaining to athletic participation. Familiarizing yourself with the contents of this handbook will enable both the athlete and parent 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 athletic and educational experiences for your child. If you have any questions about any of the provisions in this handbook, feel free to call the coach, athletic director 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

Date

Signature of Student

Signature of Parent

Date

To be returned to respective coach

SAMPLE FORM

**FAIRHAVEN HIGH SCHOOL HANDBOOK
STUDENTS PARTICIPATING IN ACTIVITIES**

STUDENT AND PARENT 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 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

Date

Signature of Student

Signature of Parent

Date

To be returned to respective advisor or sponsor

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL HANDBOOK
AGE OF MAJORITY FORM

Date: _____

Dear Parent,

_____, 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,

Tara M. Kohler, 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: _____

Guidance Counselor

DOB: _____

Witness School Administration

Date

The Family Educational Rights and Privacy Act (FERPA) affords parents 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. Parents 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 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 or eligible student believes are inaccurate or misleading. Parents 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 or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 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 parents 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;
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 parents; 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 parents 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 parents, 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 parents 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, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Fairhaven Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, 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 Sue Leclerc in the main office at ext. 3000. During the summer break, contact Diane Martins in the main office at ext. 3002.

Sincerely,

Tara Quirk Kohler, Principal

