

grade one registration. Students are notified in grades 4, 7, and 10 that their physicals are due. All students are required to present (physician certified) Immunization Records prior to entering the school system. These immunizations can be obtained from your family physician. All records are kept permanently and are available at the nurse's office for any future reference.

No student shall self-administer or carry ANY type of medication or narcotic in, or on school property, at any time. Students, for whom medication has been prescribed, and who must take medication during the school day, shall report to the nurse before school **with a parent/guardian** and the medication to be taken, **in the original prescription bottle**, with written documentation signed by a doctor that includes the name of the medication, why it has been prescribed, and instructions for its administration, together with a note from the parent or guardian stating the reasons for the medication and requesting that the school provide the opportunity for the child to take the medication as prescribed. All forms necessary are available in the health office and on the Fairhaven Public School website (www.fairhavenps.org) under Health Services.

Please remind your child it is his/her responsibility to remember the times that medication is to be taken and to go to the nurses' office at those times. Any medication ordered 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. Prescribed inhalers may be kept in the student's possession for quick access in case of need. This has been requested by the American Academy of Allergies and Immunology and Allergy Associates, Inc. Please have the student report to the nurse to make her aware that he/she is carrying an inhaler.

During the warmer months it is suggested that sunscreen and/or insect repellent containing DEET be applied to your child at home before coming to school.

IMMUNIZATION REQUIREMENTS FOR ENTRANCE TO SCHOOL

Preschool: Hepatitis B - 3 doses, DTaP - 4 doses, Polio - 3 doses, Hib - 1 to 4 doses, MMR - 1 dose, Varicella - 1 dose

Kindergarten: Hepatitis B - 3 doses, DTaP - 5 doses, Polio - 4 doses, MMR - 2 doses, Varicella - 2 doses

Grade 7: MMR - 2 doses, Varicella - 2 doses, Tdap - 1 dose, Meningococcal- 1 dose

Grade 11: Meningococcal- 2 doses

Please refer to the Massachusetts Department of Public Health website (www.mass.gov) for further explanation of immunization requirements.

The records of required immunizations must be kept current and provided to the principal or school nurse before a child will be allowed to attend school. A mandatory preschool vision screening is required within 12 months prior to their entry into kindergarten. A lead test and result of the test if also required for preschool/kindergarten entrance.

STUDENT ILLNESS

To try to minimize the spread of illnesses within the school community, parents/guardians are asked to keep the following guidelines in mind if your child shows signs of illness:

Children should remain home for any of the following reasons/conditions:

- A contagious illness like chicken pox, flu or strep throat
- A fever that causes chills, sweating, muscle aches, or a temperature over 100 within the last 24 hours
- If a child is seen by a doctor and started on antibiotics or medication for a contagious illness, he/she may return to school after being on the medication for at least 24 hours
- Chicken Pox: A child may not return to school until the sixth day after the rash first appeared or the rash is completely dry and crusted over.
- Vomiting or diarrhea: A child may return to school if no vomiting or diarrhea has occurred within 24 hours.
- Red or pink eyes, or draining from the eyes: A child may return to school when no drainage, crusting or redness is present in the eyes and/or when he/she has been on meds for 24 hours.
- A rash or skin condition not diagnosed by a doctor.
- Head lice or nits (eggs): A child may return to school after being treated with a medicated shampoo and combing. The child must be checked by the school nurse with the parent present before reentry.
- Children should remain home until fever free (100 or less) for 24 hours without the use of Tylenol or ibuprofen.

This is a guideline. The school nurse reserves the right to dismiss students, who in their professional opinion, are possibly contagious or too ill to be in school. The Nurse is there to provide a healthful and safe school environment that facilitates learning.

SCHOOL REGISTRATION INFORMATION

STUDENT RESIDENCY

Massachusetts General Law requires that all students attending the public schools must attend school in the district where they actually reside. (Chapter 76, Section 6, M.G.L.) Only students who reside with a parent, legal guardian, or a DSS approved foster parent within the town of Fairhaven are eligible to attend the Fairhaven Public Schools. Exceptions to this requirement will be made for students enrolled in the Fairhaven Public Schools through the School Choice provision of the Education Reform Law.

SCHOOL ATTENDANCE AREAS

Student enrollment in the Fairhaven elementary schools shall be assigned as follows:

- East Fairhaven School - Students east of Route 240 and north of Route 195 shall be assigned to East Fairhaven School.
- LeRoy Wood School - Students west of Route 240 and south of Route 195, including all streets off Sconticut Neck Road and including all of West Island shall be assigned to Wood School.

Please note that continued attendance for students whose residence has changed after the second marking period, may be granted by the Superintendent or his/her designee for the remainder of the school year only, when such continued attendance would be in the best interest of all parties.

BUS TRANSPORTATION

Fairhaven Public Schools utilize a guideline that all children in grades kindergarten through twelve who reside more than one and one-half miles from the school they are entitled to attend, are eligible for bus transportation. Each rider will only be allowed to ride the bus number and use the bus stop they have been assigned. Students may not ride a bus or utilize a bus stop to which they have not been assigned for any reason including playdates, child care, etc. Also, **students in K-2 will not be dismissed from the bus if a designated adult is not present at drop off.** A list of designated adults should be entered in the Aspen portal. (For more info, see Policy EEAA on our district website)

HOMELESS STUDENTS

The district will work with homeless students and their families to provide stability in school attendance and other services for which they are eligible. (For more information, see FPS Policy JFABD available on our district website)

INITIAL ENTRANCE AGE

Children who will be five (5) years of age on or before August 31st of the school year during which they wish to enroll will be eligible to enter kindergarten.

Children who will be six (6) years of age on or before August 31st of the school year during which they wish to enroll will be eligible to enter first grade.

KINDERGARTEN SCREENING

A screening instrument will be administered during the spring prior to entering kindergarten or at the beginning of the school year.

HOMEROOM ASSIGNMENTS

Many factors are taken into consideration when assigning students to a homeroom for the upcoming school year, including academic standing, learning style, social/emotional development and peer interactions. Requests for a particular classroom teacher will only be considered in rare instances, and in extenuating circumstances. Any such requests must be submitted in writing to the school principal prior to May 1 for scheduling purposes.

EMERGENCY PROCEDURES

School personnel review emergency procedures throughout the year to ensure the safety for all students and staff. Our schools work collaboratively with Fairhaven emergency response teams regularly to update and review procedures.

EMERGENCY/HEIGHTENED DISMISSAL

If a situation arises when students must be dismissed early and/or under heightened security due to safety issues within the school or community, the school will not release any student unless we can confirm that there will be someone to meet the student at the bus stop. In the case of students who normally walk home, they will need to be picked up by someone on the emergency form or another authorized adult.

In this regard, the school will take the following actions to ensure the safety of our students:

- The district currently utilizes a reverse 911 system in the event of an emergency or inclement weather. Parents will be called using the contact information provided by parents/guardians. It is, therefore, very important that parents and guardians keep their child(ren)'s transportation schedule as well as their family/emergency contact information, including all phone numbers, current. Providing this information will enable us to respond effectively in any situation.

- If there is no answer, parents will be called at their place of employment and/or cell phone number(s). If we are still unable to personally reach the parent/guardian, emergency contact phone numbers listed on the Emergency Form will be called. If we are still unable to reach a parent/guardian or other responsible/trusted adult, the child will be held at the school until a responsible guardian/authorized adult is notified. Under no circumstances will a voice message left on an answering machine be considered sufficient notification.

EXPECTATIONS

The East Fairhaven Elementary School and LeRoy L. Wood Elementary School strive to create a school and classroom environment that is safe, challenging and joyful for all students. In doing so we believe common and clear expectations that are consistently taught, modeled, and reinforced are essential. Within the first 6 weeks of school students will practice and learn school and classroom expectations.

SCHOOL EXPECTATIONS

1. Gum chewing is prohibited on school grounds including the cafeteria and playground.
2. **No toys, games, radios, iPods, cameras, mp3 players, laser pointers, smart watches, or other electronic equipment will be allowed in the school without the express permission of the teacher or principal, to be used only for a specific educational purpose.** Such items will be confiscated and kept until a parent comes to claim them or until the end of the school year.
3. Skateboards, scooters, roller blades and bicycles are not allowed to be ridden on school property.
4. No bicycles may be ridden on school property until the last bus has left the school campus. Bikes are not to be ridden on school sidewalks at any time. Bikes should be walked to the outer perimeter of the school property before riding. County policy prohibits the riding of bikes, roller blades/skates, go-karts, scooters, and skateboards on any school property during school hours.
5. Bikes ridden by students are to be stored in assigned bike rack areas. This is a privilege and, if abused, the right to ride a bike may be taken away. It is recommended that bikes be locked during school hours. By law, all children riding bicycles are required to wear a bike helmet.
6. From time to time, it may be necessary to keep pupils after school for disciplinary reasons and/or to complete work. A student is considered to be insubordinate if he/she refuses to appear for disciplinary purposes.
7. For the safety and comfort of all, dogs and other pets are not allowed on school property from 8:25am-3:10pm, **or during extracurricular activities.**
8. Students are not permitted to borrow, lend, give, or take any sum of money from their peers, for any reason and at any time, within the building or on the playground. No trading or selling of items is permitted.
9. Pupils shall not write upon, nor otherwise mark or damage the building or any piece of school property, including furniture, books or other instructional materials. Pupils determined to have done so, may be responsible for cleanup and/or replacement of the vandalized item(s). Students/parents will be responsible for the replacement of, or reimbursement for, unreturned library books or textbooks. Vandalism to school property may result **in disciplinary action.** Pupils who discover any vandalism should report it immediately to a staff member.
10. Pupils are expected to be respectful of all staff members, school guests, and fellow students at all times. Direct disobedience or disrespect of a staff member may result in **disciplinary action.**
11. Behaviors that are verbally or physically aggressive, are prohibited and may result in **disciplinary action.**

12. The use of profane, obscene, or crude language or gestures is prohibited anywhere on school grounds, including recess, school sponsored events, and while riding the bus. Violations may result in **disciplinary action**.
13. Possession of any drug or alcohol on school grounds is prohibited and may result in **disciplinary action**. (See FPS Drug & Alcohol Policy 5114.1 for further explanation and sanctions for Elementary Students Grades K – 5 available on our district website).
14. No item that might be reasonably construed as a weapon shall be permitted in school. This includes firearms, guns, ammunition, knives (including pocket knives), Chinese stars and/or other “martial arts” devices, Mace or other gas dispensers, any sharpened item or club, etc. Violation of this restriction may result in **disciplinary action including suspension/expulsion from school and referral to the police**.
15. The forging of parents’/guardians’ names on any document by a student is prohibited.
16. Stealing is prohibited, as is borrowing something without the owner’s permission.
17. The possession of fireworks, explosives, or incendiary devices, including caps and cap-like devices, is prohibited anywhere on school property.
18. Pupils may not leave school property without permission for any reason. Once arriving on school property, it is a violation of school rules to leave the property until dismissed.
19. Cheating, in any form, is dishonorable and will be considered a serious infraction of school rules.
20. The Fairhaven Public School follows state and local laws and regulations regarding threats. All threats must be reported and will be investigated. If an individual is suspected of posing a threat toward school staff and/or students, protocols from Policy JICFB will be followed.
21. In the event of an investigation of violation of school rules, students may be interviewed by the building principal or principal’s designee. Schools must also produce children for police investigations. Parents may be called following the questioning and/or removal by the police.
22. Schools are required to report crimes. All school personnel are mandatory reporters to the **Department of Children and Families** in cases of suspected child abuse and neglect.
23. Students are encouraged to bring water in refillable and leakproof cups/containers to school. Drinks from outside restaurants (i.e. Dunkin Donuts, Starbucks, etc...) are not permitted at any time during the school day.

CLASSROOM EXPECTATIONS

Classrooms are built on a foundation of belonging, support, and collaboration. During the first 6 weeks of school, each classroom will create their classroom rules/expectations. These expectations will be interactively modeled, practiced, and reinforced by the classroom teacher. These rules will be posted in the classroom and reinforced by the classroom teacher. Teachers will communicate these rules home to parents within the first six weeks of school.

Students are responsible for taking care of themselves, taking care of one another, ensuring classroom materials are cared for and treated with respect, and following school and classroom rules to ensure the environment is conducive to learning for all students. Infractions of the classroom rules will result in one of the following consequences: 1-Loss of Privilege 2- Restorative Action 3-Apology of Action

CLASS CELEBRATIONS

- All elementary schools will adhere to food-free celebrations during school hours.
- Party invitations may not be distributed in class unless all class members are invited.
- Birthday celebrations will not be held during school hours. Although students may be recognized by their classmates and teacher on special occasions, no birthday celebrations will include food.
- Teachers can not supply information about other families. (for example: phone numbers, email addresses, home addresses, etc.)

DRESS STANDARDS

Any articles of clothing that interfere with the learning environment are prohibited (For example: items that include profane or vulgar language). Parents will be called with a request for a change of clothing. For safety purposes, the wearing of unsafe footwear, *including flip flops* will not be allowed. Appropriate footwear should have a strap worn around the heel to secure the shoe to the foot. Appropriate footwear is required for participation in physical education class. Hats and hoods will not be worn in school. Expensive accessories (watches, jewelry, etc.) should not be brought to school.

CAFETERIA EXPECTATIONS

1. Students may not leave the cafeteria without the permission of a teacher or other staff member.
2. Students may be allowed to leave the cafeteria after eating to engage in educational activities, if authorized by a teacher or the principal.
3. Cafeteria manners will be observed. The use of favorable table manners will be enforced.
4. Bringing in, or having meals delivered from outside vendors/restaurants for student breakfast or lunch will not be permitted.
5. Soda and/or caffeinated drinks are not allowed in the cafeteria or classroom.
6. Failure to comply with cafeteria procedures may result in eating lunch in another area, detention, in-school suspension, or other consequences determined by administration.

PLAYGROUND EXPECTATIONS

1. Any aggressive behavior, verbal or physical, is prohibited on the playground and may result in loss of privileges and/or disciplinary action.
2. Throwing snowballs, stones, or other dangerous objects on school property is prohibited.
3. There is no adult supervision on the playground (or in the building) before 8:25 a.m. and after 2:50 p.m. on regular school days (12:00 p.m. on early release days), children should not be left unattended by a parent or authorized adult, before or after those times. Children who arrive before 8:25 a.m. and stay after 2:50 p.m. (12 noon on early release days), must do so with parent supervision.

BUS EXPECTATIONS

Proper bus conduct is a priority for student safety. It is imperative that students board the bus in an orderly and quiet manner, speak in conversational tones, refrain from changing seats unless directed by the driver, and remain seated until the bus comes to a complete stop. There is no food, drink or use of electronic devices allowed on the school bus. The following will result in the issuance of a violation notice: hitting, shoving, taking of personal possessions, or throwing items in, at, or from the bus. Any behavior that threatens the safety and/or wellbeing of riders on the school bus will result in disciplinary action and could result in loss of bus privilege. Riders receiving bus violation notices may be removed from riding the bus for an amount of time determined by the school principal or his or her designee.

ELECTRONIC DEVICES AND CAMERAS

Cell phones must be turned off and stored in student backpacks for after school use only. The phone may not be used anytime during school hours or on school buses. In addition to cell phones, electronic devices, including but not limited to, smart watches, tablets, etc. are prohibited in school. Electronic devices used in any manner during school hours, or on a bus, without the expressed consent of school administration, will be confiscated until picked up by a parent or guardian. Photography and video

recording is not permitted at any time, anywhere, without prior approval of a classroom teacher and/or an administrator. Failure to comply may result in disciplinary action.

COMPUTER USER POLICY AND CONTRACT

See FPS Policy 5131A – Students Acceptable Use Policy for All Internet and School Computers included in this student handbook and is also available on our district’s website. Please note that the Internet Contract must be signed electronically.

SUSPENSIONS

Mass. General Laws c.71 § 37H 3/4

Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H1/2

Amended by **St.2022, c.177, § 29**, effective November 8, 2022

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H.5.

(B) (effective November 8, 2022) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student’s continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

(C) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

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. Please refer to the Appendix for further information.

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

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

1. **Information about the Incident:**

Check:

Please identify the alleged aggressor: _____

☐ Student ☐ Staff ☐ Other

Grade _____

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

☐ Student ☐ Staff ☐ Other

Grade _____

Date(s) of incident: _____

Time when incident(s) occurred: _____

Incident location (be as specific as possible): _____

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

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

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

Use additional paper if necessary.

4. **Person Completing Form:** _____

Check:

☐ Student ☐ Staff ☐ Other

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

Signature: _____ Date: _____

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

FOR ADMINISTRATIVE USE ONLY

II. **Investigation**

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

2. **Interviews:**

☐ Interviewed aggressor Name: _____ Date: _____

☐ Interviewed target Name: _____ Date: _____

☐ Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

3. **Any prior documented incidents by the aggressor?**

☐ Yes ☐ No

If yes, have incidents involved a target or target group previously?

☐ Yes ☐ No

Any previous incidents with findings of BULLYING, HARASSMENT or RETALIATION?

☐ Yes ☐ No

Class Officer Leadership Questions

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

CLASS OFFICER CONTRACT

I, _____ commit to the following:

Name _____

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

President:

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

Vice President:

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

Secretary:

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

Treasurer:

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

Public Relations Officer:

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

Class Historian:

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

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

Student _____
Parent/guardian _____
Advisor _____

Please complete and return with your nomination forms and contract.

FHS CLASS OFFICER QUALIFICATIONS AND ELECTION INSTRUCTIONS

TERM OF OFFICE: MAY 20XX (OCT – FRESHMAN, ONLY) – MAY 20XX

Qualifications for all office holders:

- Be a member of the Class of 2025, 2026, 2027, 2028
- Be a FHS student since the beginning of the term (Freshman) or 6 months at FHS
- Maintain a passing average in 6 units of classes
- Maintain a GPA of 2.5
- Impeccable discipline and attendance record

Office Holder's Role and Responsibilities:

President:	1. Attend all class meetings. 2. Coordinate plans for all activities. 3. Represent the school at all school events. 4. Attend all leadership workshops (when applicable). 5. Must be prepared to address the student body in a public forum.
Vice President:	1-5. See above. 6. Assume the role and responsibilities of the President in his/her absence.
Secretary:	1-5. See above. 6. Record and distribute minutes of each meeting for class.
Treasurer:	1-5. See above. 6. Maintain up to date financial records for class.
Public Relations Officer:	1-5. See above. 6. Update informational bulletin boards and communications to class.
Class Historian:	1-5. See above. 6. Produce a record of all class activities for class (scrapbook, video, etc.)

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

Important instructions:

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

Due date of all forms: TBA

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

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

Date _____

Dear _____:

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

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

If you should have any questions about this issue, during the school year contact the main office at ext. 12217. During the summer break, contact Tina LaFountain at ext. 13002.

Sincerely,

Joshua W. Hibbard, Principal

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

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

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

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

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

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

Inspect, upon request and before administration or use -

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

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

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

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

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

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

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

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

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

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL PARENT/GUARDIAN-STUDENT HANDBOOK
AGE OF MAJORITY FORM

Date: _____

Dear Parent/guardian,

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

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

Sincerely,

Joshua W. Hibbard, Principal

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

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

Guidance Counselor DOB: _____

Witness School Administration

Date

SAMPLE FORM
FAIRHAVEN HIGH SCHOOL PARENT/GUARDIAN-STUDENT HANDBOOK
STUDENTS PARTICIPATING IN ACTIVITIES

STUDENT AND PARENT/GUARDIAN SIGNATURE FORM

Dear Parent/Guardian:

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

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

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

Print Student Name

Signature of Student

Date

Signature of Parent/Guardian

Date

To be returned to respective advisor or sponsor

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

S.C. Adopted 5/23/2012

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

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

ATHLETIC CONCUSSION POLICY

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

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

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

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

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

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

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

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

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

- d. Fourth year award: Gold service bar and certificate.
2. Non-letter Awards
Certificate of participation.
3. Scholar Athlete Awards
Athletes who are listed on the A & B Honor Roll issued during the season of play will be presented with a "Scholar-Athlete" certificate.
4. Four Years/Three Seasons
Upon completion of the spring season in the senior year, athletes who have participated as "Athletes for All-Seasons" for four years shall be awarded a plaque for "Four Years/Three Seasons".
5. Senior Watch Awards
Any senior who has lettered three times in one sport or two times in two sports will receive a Blue Devil watch.
This award will be presented to them at Junior Day.

FAIRHAVEN ATHLETIC DEPARTMENT TROPHY AWARDS

MEL ENTIN AWARD

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

EDMUND ANDREWS MEMORIAL TROPHY

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

MILDRED PARKENSON TUNSTALL MEMORIAL AWARD

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

THE PRINCIPAL'S TROPHY

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

THE ATHLETIC DIRECTOR'S AWARD

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

FHS SPIRIT AWARD (PRESENTED BY THE FAIRHAVEN COACHES)

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

FHS BLUE DEVIL AWARD

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

SENIOR ATHLETIC AWARD -- FOUR YEARS/THREE SEASONS

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

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

A NOTE TO PARENT/GUARDIAN

Parents/guardians 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.

Somerset-Berkley Regional High School
West Bridgewater

--The Raiders
--The Wildcats

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.

GNBRVT - 1121 Ashley Boulevard, NB

Old Rochester - Route 6, 135 Marion Road, Mattapoisett

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

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

West Bridgewater - 155 West Center St.; West Bridgewater, MA 02379

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

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 the 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

SOUTH COAST CONFERENCE

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

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

Member schools are:

Apponequet Regional High School	--The Lakers
Bourne High School	--The Canalmen
Joseph Case High School	--The Cardinals
Dighton-Rehoboth Regional High School	--The Falcons
Greater New Bedford Voc-Tech High School	--The Bears
Old Rochester Regional High School	--The Bulldogs
Seekonk High School	--The Warriors

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

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

TRAINING RULES AND REGULATIONS

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

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

First and Subsequent Violations:

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

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

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 (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 educational 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 the district website.

Bullying Prevention File: JICFB [FPS Bullying Prevention and Intervention Plan](#)

The Fairhaven School Committee believes that preventing bullying, cyberbullying, 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. The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

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.

Problem Resolution System

Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws to include (g) (v): The Plan shall inform parents or guardians of the target about the Department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. This information will be made available in both hard copy and electronic formats: Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

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 71:37O
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

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

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

PHYSICAL RESTRAINT AND TIME OUT PROCEDURE

PHYSICAL RESTRAINT PROCEDURES

Physical restraint is defined as the use of bodily force to restrict a student's freedom of movement.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00 I

1. Physical restraint shall only be used as an emergency procedure when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Fairhaven School Committee has enacted the following procedures to ensure the proper use of physical restraint and to prevent or minimize any harm to the student as a result of the use of physical restraint. These procedures shall be annually reviewed, provided to the school staff, and made available to parents of enrolled students. None of the foregoing paragraphs or the procedures that follow precludes any teacher, employee or agent to the Fairhaven School Department from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

TIME OUT PROCEDURES

Time out from reinforcement ("time out") is a procedure in which a student self selects or is staff directed temporarily to a place in a different, less-rewarding situation or setting, away from the learning activity or classroom, whenever he or she engages in undesirable or inappropriate behaviors, often defined in the student's Behavior Intervention Plan ("BIP"). (Cooper et al 2007, p.360) Time out is not a place it is an event. For time outs to be most effective, it is imperative that timeouts are absent of all possible reinforcing events. Typically, timeout is used in tandem with positive discipline techniques. For example, time out might be employed to reduce the frequency of a student's negative behaviors while an

individualized reward system might be put in place to increase the frequency of appropriate student behaviors. Time out is intended to reduce the frequency of a target behavior, as defined in BIP, and can result in unintended negative effects on the student. Subsequently, students should be carefully monitored when timeout is being used. All incidents in which the student is timed out should be recorded in writing on a timeout log. Time out procedures should be explained to students prior to a time out being administered. The time out space must be clean, safe, sanitary, and an appropriate space for calming. The time out shall cease as soon as the student has calmed.

For more information regarding either physical restraint or timeout procedure please refer to ADMINISTRATIVE REGULATION JKAA-R that can be found on our district website www.fairhavenps.net

S.C. Originally Adopted: July 26, 2006
S.C. Received/Revised: December 15, 2015
S.C. Received/Revised: January 13, 2016
S.C. Received/Revised: September 27, 2017
S.C. Received/Revised: January 25, 2018

STUDENT RECORDS

The following is a summary of provisions of the Massachusetts Education Laws and Regulations (603 CMR 23.00) pertaining to student records:

A student's record is that information which includes the permanent record (transcript) and the temporary record. The permanent record is made up of personal data, courses taken, grades, credits and class rank. The temporary record is made up of personal data, progress reports, test scores, extracurricular activities and other relevant information. The temporary record of each student shall be destroyed five (5) years after the student transfers, graduates, or withdraws from the school system. (7 years if the student was involved in special education.) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.

Inspection of Record

A parent of a student under the age of 14 has the right to inspect all portions of the student record upon request. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Access to Record

With few exceptions, no individuals or organizations except the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student. The Fairhaven Public Schools may choose to release or transfer a student's records to authorized school personnel of the school to which a student seeks or intends to transfer without a signed records release. This is consistent and in accordance with Massachusetts records law. Non-custodial parents may have access to the student records in accordance with the regulations.

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.

Amendment of Record

The parent and student have the right to add relevant comments, information or other 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 the student have a right to conference with the 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.

VIDEOTAPING/PHOTOGRAPHING/WEBPAGE PUBLISHING

At the beginning of each school year, the Fairhaven School District Publishing Permission Form will be available online for every family to sign. Parents/guardians must indicate if they grant or deny permission for their child's name and/or picture to appear in a newspaper, school publication, or on a school web page. If a parent/guardian fails to complete the form, the district will treat that act as a DENIAL of consent, until otherwise notified, in writing, by the parent/guardian. (For further information refer to FPS Policy 1112.2 attached and also available on our district website)

The Fairhaven Public Schools hope that parents will use caution when uploading and/or posting pictures of other students to a public website.

ALCOHOL, TOBACCO, DRUG USE

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, the bus, at any school function, or at any school sponsored event. Violations will result in suspension from school. Please refer to School Committee policy POLICY JICH for more information.

EQUAL EDUCATIONAL OPPORTUNITY

No person, legally enrolled in the Fairhaven Public Schools, shall on the basis of sex, race, ethnic derivation, color, marital status, handicap, or sexual orientation, be excluded from enrollment of participation in, denied the benefits of, or otherwise be subjected to discrimination under any academic, extra-curricular, or training program or activity operated by the Fairhaven Public School System. (For more information, see FPS Policy 5111.12 available on our district website) [FPS Non-Discrimination and Title IX Policy](#)

APPENDIX

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/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/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/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardian(s) consent to a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Family Educational Rights and Privacy Act (FERPA)

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)

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

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

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use -
4. Protected information surveys of students;
5. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
6. Instructional material used as part of the educational curriculum.

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

The Fairhaven Public Schools has developed policies, in consultation with parent/guardian, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Fairhaven Public Schools will directly notify parents/guardians 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/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The Fairhaven Public Schools will make this notification to parents/guardians 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/guardians 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/guardians will also be provided an opportunity to review any pertinent surveys.

The 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/Guardians 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

FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

Title VI of the Civil Rights Act of 1964

COORDINATOR: Tanya Dawson

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 §2000d). 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

CO-COORDINATORS: Tanya Dawson and Mark Balestracci

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: Mark Balestracci

128 Washington St. Fairhaven

508-979-4000

Section 504 provides that no otherwise qualified individual with a disability shall 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: Tanya Dawson

128 Washington St. Fairhaven

508-979-4000

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

Equal Educational Opportunities Act of 1974

COORDINATOR: Tanya Dawson

128 Washington St. Fairhaven

508-979-4000

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

Massachusetts General Laws Chapter 76, 85 (also known as Chapter 622)

COORDINATOR: Tanya Dawson

128 Washington St. Fairhaven

508-979-4000

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

Title I of the Elementary and Secondary Education Act of 1965

COORDINATOR: Nicole Potter

12 Huttleston Ave. Fairhaven

508-979-4051

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

Homeless Educational Liaison

COORDINATOR: Tanya Dawson

128 Washington St. Fairhaven

508-979-4000

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

Chapter 688

COORDINATOR: Tanya Dawson

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.

30 School Street
Fairhaven, MA 02719

Phone: 508-979-4063
Fax: 508-979-4068
Website: www.fairhavenps.org



Kyle Alves
Principal

Joey Winterhalter
Assistant Principal

EHMS Student Parent Handbook Substantive Changes 2026-2027

2025-2026 Student Parent Handbook	2026-2027 Student Parent Handbook
	All Federal and State Laws and/or Regulations were updated if required
Pg 2	Pg 2 Updated - School Committee Members
	Pg 3. Added - Advocating for your child
	Pg. 4 Added - School Directory
	Pg. 10 Added - <u>Trauma-Informed School</u> At EHMS, we are committed to maintaining a trauma-sensitive environment where every student feels safe, supported, and ready to learn. Trauma can impact a child's behavior, relationships, and academic performance. By taking a whole-school approach, our entire staff works together to support the whole child. Our core priorities include: • Universal Safety: Creating a physically, socially, emotionally, and academically safe environment in every area of our school. • Holistic Support: Focusing on strong relationships, self-regulation, well-being, and academic success rather than taking a punitive approach. • Inclusion & Belonging: Keeping students connected to their peers and school community while helping them build essential life skills. • Shared Responsibility: Working as a

	collaborative team of educators, support staff, and families to proactively adapt to our students' evolving needs.
Pg 8. Progress reports must be signed by your parents and returned by you to the homeroom teacher within 2 days of the date issued.	Pg 12 Removed
Pg 9. Scheduling You will be issued a schedule on the first day of school. Team assignments will not be changed. Parents should contact guidance with any questions or concerns.	Pg 14 Scheduling Students receive schedules on the first day of school and team assignments will not be changed.
Pg 10 Guidance Counselors During the school year, you may have a concern about academic, personal, or social problems. Guidance counselors are trained to be of assistance in these areas. Students wanting to see a counselor may stop in before or after school or at any time during the school day with a teacher's permission. Elizabeth Hastings Middle School has two guidance counselors on staff. students are assigned to a guidance counselor.	Pg 14 Revision - School Counselors During the school year, students may have questions or concerns related to school, friendships, family, emotions, or other personal matters. School counselors are available to support students with academic, social, and emotional needs. Students who would like to meet with their school counselor may: • Stop by before school (7:30–7:45 a.m.) or after school (2:17–2:37 p.m.) • Request to visit during the school day with teacher permission • Complete a School Counselor Check-In Form through Google Forms Elizabeth Hastings Middle School has two school counselors. Each student is assigned to a counselor who serves as their primary point of contact and support throughout the school year.
	Pg 15 Added Confidentiality School counselors respect students' privacy and work to create a safe and supportive environment where students can share their thoughts and concerns. Information discussed with a school counselor is kept confidential whenever possible. However, there are times when counselors are required

	to share information with parents/guardians, school administrators, or other appropriate professionals to help keep students safe. This includes situations involving: • Risk of harm to yourself or others • Abuse or neglect • Threats to school safety • Other situations required by law or school policy If information needs to be shared, the counselor will make every effort to discuss this with the student whenever appropriate. To help maintain privacy and confidentiality for all students, the SEL suite may only be accessed with permission from a school counselor or Admin staff. Students should not enter or remain in the SEL suite when a counselor is not present. This helps ensure a safe, respectful, and confidential space for all students receiving support.
	Pg 18 Added - Chronic Absences Students who miss at least 10% of days enrolled (e.g., 18 days absent when enrolled for 180 school days) are considered chronically absent. National research shows that chronic absenteeism erodes the academic and social skills needed to succeed in school
Pg 12 Make-up Work All children enrolled in the Fairhaven Public School system shall be given the opportunity to make-up work missed. You are responsible for all work you miss when you are absent. The student is allowed two days for every day absent to make up missed assignments. If you know that you will be absent for more than 2 days, you may request assignments from your teachers. Have your parents call the assistant principal's office at 508 979-4066. The secretary will ask for information, so help your parents be ready with your grade, team, homeroom and the dates for which the work is needed. Assignments and books will be available in the main office by 2:15 P.M. on the day following your request. Parents are asked to inform the school nurse	Pg 19 Make-Up Work All children enrolled in the Fairhaven Public School system shall be given the opportunity to make-up work missed. Students are responsible for all work they miss when you are absent. Students are allowed two days to make up missed assignments for each day they are absent due to illness or another excused absence. For absences due to vacation or an unexcused absence, students are allowed one day to make up missed assignments for each day missed. If students know that they will be absent for more than two days, they may request assignments from their teachers. Families should notify the homeroom teacher and attendance secretary.

of medical conditions that may affect attendance. It is also important for parents to notify the school if you will be absent for an extended period of time for illness or other emergency reasons.	
Pg 14 STUDENT CONDUCT AND BEHAVIOR	Pg 20 Revised to: "Student Conduct and Behavior/Intervention"
Pg 15 Code of Conduct 1. List of infractions 2. Organized in levels 1-5 Infractions: Failure to return a progress report, report card or other required parental signature Card playing, games, and/or toys	Pg 20 Code of Conduct 1. Format - table 2. Organized code of conduct into tiers 1, 2, 3, 4 3. Added - Restorative Practices and Saturday School as behavior interventions Infractions: Deleted Deleted
Pg 17	Pg 25 Added - Definitions of behavior interventions: Restorative Practice Restorative Practices is an umbrella term used for strategies that help us to proactively build community and relationships and manage conflict and tensions in ways that treat humans with dignity and respect. Circle Practices, a form of restorative practices, are a range of proactive approaches that aim to develop a safe community and build relationships, while Restorative Justice, perhaps the most well-known form of restorative practices, is more reactive in nature and aims to manage conflict and tensions by repairing harm and restoring relationships. Restorative justice holds students accountable by involving them in face-to-face encounters with the people they have harmed both directly and indirectly. After Session An After Session is a 20-minute, teacher-issued consequence held

STEP Program

The STEP Program is defined as a temporary alternative placement to a student's schedule of academic and social activities within the school setting. It can be assigned by Administration in lieu of an out of school suspension. For data collection and assessment purposes, it is counted as a suspension. students assigned to STEP will be expected to complete assigned work. They will serve a community service session on the day they are assigned to STEP until 3:10 PM. They will not be allowed to participate in any extra-curricular activities or attend any school events on the day(s) of the assignment. students who display inappropriate behavior while in STEP may receive an out-of-school suspension. Upon their return to school they will then make up their assigned STEP time

immediately following the regular instructional day from 2:17 PM to 2:37 PM. Designed as a proactive behavior intervention rather than a traditional punitive detention, this structured period provides students with direct support and opportunity to reflect on classroom expectations.

During this time, the student and teacher collaboratively address specific conduct concerns, discuss actionable strategies for improvement, and establish a clear path forward to foster personal growth and academic success.

Office Detention

Office Detention is a disciplinary measure from 2:17 to 3:00 PM assigned by school administration requiring a student to report to the main office typically during lunch, open air, or after school to reflect on behavior choices, complete academic work, or fulfill consequences for violating the student code of conduct.

Saturday Detention

Will occur weekly with the exception of Holiday weekends, from 8:00 -11:00 am.

Changed Step Program to:

In School Suspension (ISS) -

In-School Suspension refers to the removal of a student from regular classroom activities, but not from the school premises, for a period of up to ten (10) consecutive school days, or up to ten (10) school days cumulatively within a single school year.

Short-Term Suspension

Short-Term Suspension refers to the disciplinary removal of a student from both regular classroom activities and the school premises, as well as all school-sponsored events, for ten (10) consecutive school days or fewer.

Long-Term Suspension

Long-Term Suspension refers to the disciplinary removal of a student from school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple offenses in a single school year.

Pg 15 Fidgets Fidgets are meant to be a tool for success and not a toy that could distract the learning environment. Use of fidgets in classes are at the discretion of the teacher based on a student's appropriate or inappropriate use of one.	Pg 13 Fidgets Fidgets are meant to be a tool for success and not a toy that could distract the learning environment. Use of fidgets in classes are at the discretion of the teacher/administrators based on a student's appropriate or inappropriate use of one. EHMS students may use approved fidgets or sensory tools to help with focus, attention, and self-regulation during learning activities. Expectations for Use of Fidgets: Fidgets are learning tools, not toys. Fidgets must be used quietly and in a way that does not distract the student or others. Students should keep fidgets in their hands or on their desks unless otherwise directed by a teacher. Fidgets should not be thrown, shared during instruction, traded, or used to make noise. Teachers may ask a student to put away a fidget if it becomes a distraction or is used inappropriately.
Pg 22 Cafeteria The cafeteria is your dining room. You are to place books in your locker before entering the cafeteria. The following rules will be in effect: • Enter the cafeteria through the doors assigned to you. • students either line up in one of the two lines to purchase lunch, or have a seat at a table. • students will not be allowed to ask for, borrow, or lend money. • Taking, touching, or altering of another person's food is strictly forbidden and will result in immediate disciplinary action. • Take your place in the serving line in an orderly and courteous manner. Please do not cut in the serving line. • Use the outside doors to enter the serving line and exit through the double doors in the middle. • Talk in a normal voice. Disrespectful comments/behavior towards cafeteria staff, peers, or supervisors will result in disciplinary action. • Eating or drinking while waiting in line	Pg 33 Cafeteria Students are to place your instructional materials in your locker before entering the cafeteria. The following rules will be in effect: • Students will not be allowed to ask for, borrow, or lend money. • Taking, touching, or altering of another person's food is strictly forbidden and will result in immediate disciplinary action. • Talk in a normal voice. Disrespectful comments/behavior towards cafeteria staff, peers, or supervisors will result in disciplinary action. • The students at a table are responsible for keeping all the floor areas and the table clean. Any materials needed to clean up an accidental spillage can be provided by the custodian in the lunchroom. • Students must have permission from a cafeteria supervisor to leave the cafeteria during lunch • Failure to comply with cafeteria procedures may result in eating lunch

• or in the serving line is not permitted • The traffic light in the cafeteria will indicate to all students when the noise level is too high (yellow light) and when talking is not permitted (red light). • The students at a table are responsible for keeping all the floor areas and the table clean. Any materials needed to clean up an accidental spillage can be provided by the custodian in the lunchroom. • Bring your own tray up after eating, recycle your bottles and cans, then return to your seat. • You must have permission from a cafeteria supervisor to leave the cafeteria during lunch. • Failure to comply with cafeteria procedures may result in eating lunch in another area, detention, in-school suspension, or other consequences determined by administration. • All class books, agendas, pens, markers, and pencils are to be put in your lockers before entering the cafeteria. • Playing of any cards, toys, and/or games, including arm wrestling in the cafeteria, is strictly prohibited. • The throwing of any item in the cafeteria or any other disruptive behavior will result in disciplinary action such as detention and in-school or out of school suspension. • Soda and/or energy drinks are not allowed in the cafeteria. <i>Through state funding, ALL Fairhaven Public School students are eligible to receive free breakfast and lunch until June 30, 2023. We will still ask that you complete the Free/Reduced lunch application for P-EBT eligibility purposes. The district will notify families if they qualify for Free or Reduced status as we do each year.</i>	• in another area, detention, in-school suspension, or other consequences determined by administration. • The throwing of any item in the cafeteria or any other disruptive behavior will result in disciplinary action such as detention and in-school or out of school suspension Through state funding, ALL Fairhaven Public School students are eligible to receive free breakfast and lunch. We will still ask that you complete the Free/Reduced lunch application for P-EBT eligibility purposes. The district will notify families if they qualify for Free or Reduced status as we do each year.
Pg 25 Corridor Traffic There is a limited amount of time available to pass from class to class. students are to keep to the right while walking in the corridor, with no more than two together, and pass quickly and quietly. Outward displays of affection between students are not allowed. Horseplay	Pg 37 Corridor Traffic There is a limited amount of time available to pass from class to class. Students are to keep to the right while walking in the corridor, with no more than two together, and pass quickly and quietly. Outward displays of affection between students are not allowed.

will not be tolerated. Signed agendas are required when leaving or entering a class/office during instructional time.	Horseplay will not be tolerated. Deleted
Pg 27 Entrance and Exit from School students will enter and exit through the following areas: Grade 7 & 8 the main entrance. Grade 6 the auditorium wing. For safety reasons, all vehicle traffic is to enter the school area by Ash Street and exit by School Street. When walking to or from school, you are to use the sidewalks on School Street or the walkway leading to Route 6. In cases of inclement weather, you will be permitted to enter the building before school and remain in the cafeteria or auditorium areas. You should not loiter in the building after school. Our school is surrounded by homes and businesses owned by Fairhaven citizens and we ask you to keep away from their private property.	Pg 38 Entrance and Exit from School All students will enter and exit through the main entrance. Students will be permitted to enter the building before school and remain in the cafeteria or auditorium areas. For safety reasons, all vehicle traffic is to enter the school area by Ash Street and exit by School Street. When walking to or from school, you are to use the sidewalks on School Street or the walkway leading to Route 6. Students should not loiter in the building before or after school. Our school is surrounded by homes and businesses owned by Fairhaven citizens and we ask you to keep away from their private property.
Pg 27 Motorized Transportation Motorized means of transportation by students (hoverboards, etc.) are not permitted on school property.	Pg 39 Motorized Transportation Motorized means of transportation by students E-Bike with the capability to go speeds beyond 20mph are not permitted on school property.
Pg 27 Open Air All students are given the opportunity to participate in Open Air during the lunch period. Open Air provides students with the ability to go outside (weather permitting) to socialize with peers and participate in physical activities; such as four square, touch football, volleyball, play catch, walking; ect. Appropriate behavior and following the school rules is required to participate in Open Air. A student's inability to demonstrate appropriate behavior during Open Air may result in disciplinary action.	Pg 39 Open Air All students are given the opportunity to participate in Open Air during the lunch period. Open Air provides students with the ability to go outside (weather permitting) to socialize with peers and participate in a walk. Appropriate behavior and following the school rules is required to participate in Open Air. A student's inability to demonstrate appropriate behavior during Open Air may result in disciplinary action.
Pg 28 Bathroom Use students should use the bathroom facilities	Pg 40 Bathroom Use Students should use the bathroom facilities

before and after school, during lunch periods, during passing time, or with the permission of teacher and staff during class time. The agenda is used as a hallway pass to travel to and from the bathroom. Each restroom has a wall bin outside the restroom door where the student will place their agenda upon entry. Only two students are allowed in the restroom at one time. Students who abuse bathroom visitations will be kept after school by the teacher involved in order to make up the time missed from class. Students with medical problems should have those documented with the nurse.	before and after school, during lunch periods, during passing time, or with the permission of teacher and staff during class time. Each restroom has a wall bin outside the restroom door where the student will place their pass upon entry. Only two students are allowed in the restroom at one time. Students who abuse bathroom visitations will be kept after school by the teacher involved in order to make up the time missed from class. Students with medical problems should have those documented with the nurse.
Pg 30 Telephone Calls There is a phone in the main office. Phone use is limited to emergency situations only. Students will not be allowed to use the phone relative to forgotten items including agendas, homework, money, etc., or to ask for a ride to attend an activity that has not been planned ahead of time.	Pg 41 Telephone Calls There is a phone in the main office for student use. Phone use is limited to emergency situations only.
Pg 30 Student Council Student Council members are elected from each homeroom. Members act as a link between the students, faculty, and administration. As a member of the student council you will have the opportunity to express your opinions and represent the position of your classmates.	Removed

FY27 Meal Second Meal Pricing Information

	2026 DESE Suggested	2027 Proposed
Breakfast	\$2.50	\$2.50
Lunch Elem	\$3.75	\$4.25
Lunch MS/HS	\$4.00	\$4.50
Adult	\$5.50	\$5.75

ELIZABETH I. HASTINGS MIDDLE SCHOOL



STUDENT/PARENT HANDBOOK 2026-2027 SCHOOL YEAR

ELIZABETH HASTINGS MIDDLE
SCHOOL WEBSITE

30 SCHOOL STREET
FAIRHAVEN, MA 02719