



FAIRHAVEN SCHOOL COMMITTEE MINUTES
August 26, 2026

MEMBERS PRESENT: Nicole Pacheco, Erik Andersen, Kelly Ochoa, Michael Sherman, Erik Baumann

MEMBERS ABSENT: Donna McKenna

STAFF PRESENT: Superintendent Tara Kohler, Assistant Superintendent Mark Balestracci, School Business Manager Nicole Potter

The meeting was called to order by Mrs. Pacheco at 6:30 pm.

Approval of Minutes:

A motion was made by Mr. Andersen to approve the June 22, 2026 Policy Subcommittee Minutes, as the only member present, passed (1-0).

A motion was made by Ms. Ochoa to approve the June 24, 2026 Regular Session Minutes, seconded by Mr. Andersen, passed (5-0).

A motion was made by Ms. Ochoa to approve the August 7, 2026 Regular Session Minutes, seconded by Mr. Andersen, passed (5-0).

Reports & Recommendations of the Superintendent:

Staffing Update:

Superintendent Kohler introduced the new Fairhaven High School Principal, Joshua Hibbard to the Committee.

Receive & Place on file: Fairhaven High School Handbook:

Principal Hibbard went over the changes made to the 2026 - 2027 handbook. (Attachment A)

Fairhaven High School Break In Update:

Superintendent Kohler let the Committee know that new charges have been filed and we are waiting for a new court date.

Facilities Update:

Mrs. Potter updated the Committee on multiple facility projects:

The Fairhaven High School Exterior Building Project is progressing. Staging will be in place on Saturday so that it does not impact the start of School. There will be a site meeting within the next two weeks to discuss the progress.

The Fairhaven High School Elevator, over the past three years, the 28 year old elevator has experienced ongoing operational challenges. Capital funding was approved last fiscal year based on a standard modernization estimate from two contractors. During our architectural firm's detailed pre-bid assessment, it revealed that existing site conditions do not match the initial design and drawings from the 1999 addition. As a result, there are more modifications that need to be done such as required air conditioning, upgraded shaft ventilation, and code-compliant materials. Incorporating these required regulatory items will adjust both the total project cost and timeline. I have shared with you the full report (Attachment B) and would like to discuss next possible steps at our September Meeting.

The Fairhaven High School had received six bids. We are in the process of reviewing them with our Architect and will have a recommendation for the Committee at a separate meeting.

The Wood School Playground is waiting on one final piece, which should be installed within the next few weeks.

The Elizabeth Hastings Performing arts curtain replacement was the result of a Fire Inspection. The new curtain will be installed within the next few weeks.

The Fairhaven High School Shed Roof was completed today. The electrical started last week.

The East Fairhaven Flood Damage repairs were completed this week. Working with insurance for final documents and paperwork.

Our upcoming projects are the Fairhaven High School interior stair repair and the Fairhaven High School fire escape repair.

Upcoming Events:

The next School Committee meeting is September 16, 2026.

New Business:

A motion was made by Ms. Ochoa to approve the 2026 - 2027 East Fairhaven Elementary and Leroy L. Wood School Handbook (attachment C), seconded by Mr. Andersen, approved (5-0).

A motion was made by Ms. Ochoa to approve the 2026 - 2027 Elizabeth Hastings Middle School Handbook (attachment D), seconded by Mr. Andersen, approved (5-0).

A motion was made by Ms. Ochoa to increase meal prices, seconded by Mr. Andersen, approved (5-0).

A motion was made by Ms. Ochoa to surplus or discard old kitchen items, seconded by Mr. Andersen, approved (5-0).

A motion was made by Mr. Sherman to form a Finance SubCommittee, seconded by Mr. Baumann, passed (5-0).

A motion was made by Mr. Andersen to nominate Mrs. Pacheco to the Finance SubCommittee, seconded by Mr. Baumann, passed (5-0).

A motion was made by Ms. Ochoa to nominate Mr. Sherman to the Finance SubCommittee, seconded by Mr. Baumann, passed (5-0).

A motion was made by Mr. Baumann to nominate Mr. Andersen to the Finance SubCommittee, seconded by Ms. Ochoa, passed (5-0).

A motion was made by Ms. Ochoa to approve policies CR17A (Physical Restraint) and SE55 (Special Education Facilities and Classrooms), seconded by Mr. Andersen approved (5-0).

A motion was made by Ms. Ochoa to approve a maximum balance of \$20,000 on the Elizabeth Hastings Middle School Student Activity Account, seconded by Mr. Andersen approved (5-0).

A motion was made by Ms. Ochoa to approve a maximum balance of \$50,000 on the Fairhaven highSchool Student Activity Account, seconded by Mr. Andersen approved (5-0).

A motion was made by Ms. Ochoa to receive a \$2,100 donation from the Isaksen Foundation through the Fairhaven High School Alumni Association for Weight Room Equipment, seconded by Mr. Andersen approved (5-0).

A motion was made by Ms. Ochoa to receive a \$5,386 donation from the Grid Iron Club to fund the Freshman Football Coach, seconded by Mr. Andersen approved (5-0).

Unfinished Business:

Update on Acushnet Tuition Agreement:

Mrs. Pacheco told the Committee the Acushnet Sub Committee met to bring everyone back up to speed on the situation. They will be looking to schedule another meeting in September and hoping to have the Town Administrator join as well.

Questions from Individual Committee Members:

Mr. Sherman asked to explore ways to rearrange the seating at the meetings so the members can see each other while speaking. The Committee agreed and they will try new seating at the next meeting.

Mr. Andersen wished the students, teachers, and staff a great new school year.

Any Business Not Reasonably Anticipated 48 Hours Prior to the Posting of this Meeting:

Superintendent Kohler explained a gift account was needed with the accepted athletic donations.

A motion was made by Ms. Ochoa to create an athletics gift account, seconded by Mr. Andersen, approved (5-0).

A motion was made by Ms. Ochoa to adjourn, seconded by Mr. Andersen, roll call vote, passed (5-0).

Adjourned at 7:47pm.

Sheri Souza

Secretary to the School Committee

Fairhaven Public Schools

Approved

September 16, 2026

Updates to the Fairhaven High School Student Handbook (2026-2027)

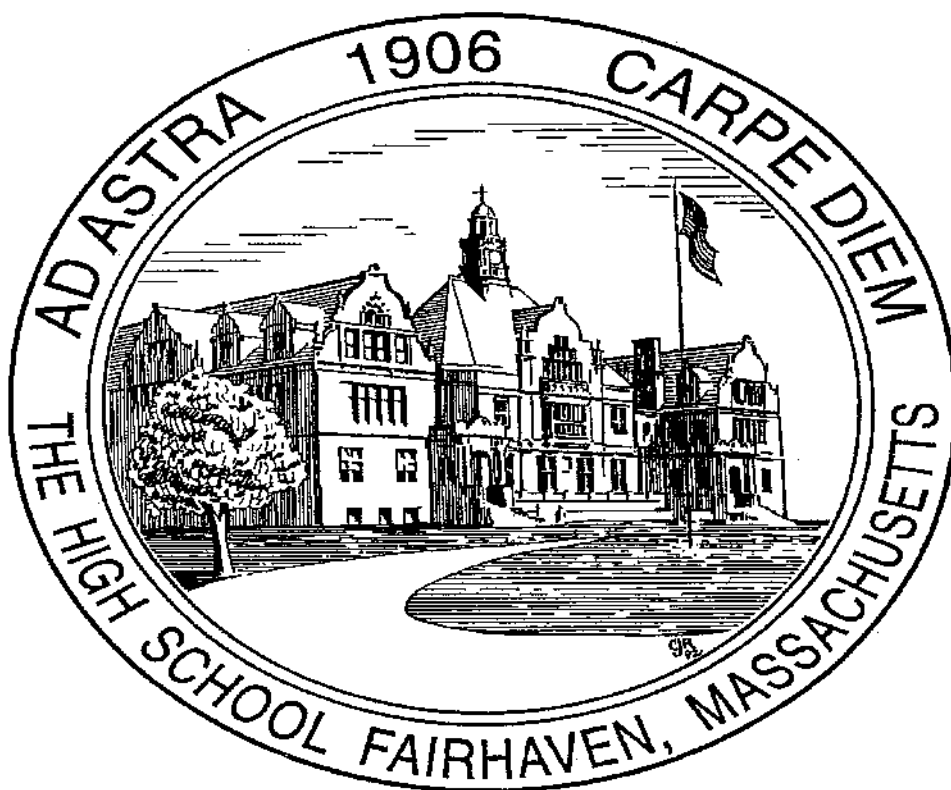
1. "Student" Handbook changed to "Parent/Guardian-Student" Handbook.
2. Names of School Committee Members and School Staff updated as needed.
3. Necessary grammar/language updates made as found throughout the handbook.
4. Necessary date changes updated to reflect 2026-2027 school year.
5. Time that students can enter building changed to 7:20AM to ensure appropriate safety and supervision can be maintained.
6. Removed reference to our School Store, as there is not currently one that is active.
7. Reorganized some sections in the Attendance-District Regulations section (did not change any information).
8. Where there were references to hall pass, language has been updated to "e-pass" to reflect our school's use of the Securly Pass electronic pass system.
9. Distinction made between the Main Office and Assistant Principals' Offices where necessary.
10. *Before and After School* section updated to:

After arriving on school grounds, students are not to leave unless permission is granted from the Main Office, the school nurse or administration. No student should be in the building after 3 p.m. unless supervised by a teacher or participating in a supervised activity. Students must remain in supervised areas after school, either under the direct supervision of a teacher/coach or administrator.
11. Removed *Cell Phones* section as their use is clearly defined under *Use of Electronic Devices and Cameras* section.
12. In the *CHROMEBOOK PROGRAM* section:

Updated:

Students and Parents/Guardians must complete the *Fairhaven High School Chromebook Statement of Responsibility for Parent/Guardian and Student* form in ASPEN.
13. Removed *Earbuds* section as their use is clearly defined under *Use of Electronic Devices and Cameras* section.
14. Updated *Lockers* section to state that all students will be issued a locker and when lockers can be accessed, their purpose, and associated rules.
15. Updated *Lost and Found* section to state that it will be located in the Main Office.
16. Removed *Seating Chart* section.
17. Moved *Student Movement Throughout the Building* to its own section, not with *Traffic Procedures*.
18. Removed *Texting* from the *Telephone Calls/Texting* section title, as expectations regarding personal electronic use is clearly defined under *Use of Electronic Devices and Cameras* section.
19. In the *Dress Standard* section, added "Hoods (on hoodies) or hats that interfere with personal identification may not be worn."
20. Updated *No Hall Pass List* section to include language about our use of *Securly Pass* e-hall pass system.
21. Moved *Social Probation* under other *Forms of Discipline* in *Student Rights* section.
22. Updated the *Physical Restraint & Time Out Policy* section as provided by the FPS Department of Student Services.
23. Made an *Absence Determination* section and located it in the *Types of Absences* section.
24. Language added to the *Personal Searches* section related to the use of wands by trained staff.

**Fairhaven High School
Parent/Guardian-Student Handbook
2026 – 2027**



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

**PARENT/GUARDIAN-STUDENT HANDBOOK
2026 – 2027**



FAIRHAVEN HIGH SCHOOL

Superintendent, Tara M. Kohler
Assistant Superintendent, Mark Balestracci
School Business Manager, Nicole V. Potter
Director of Student Services, Tanya Dawson
Coordinator of Student Services-Nicole McNeil
Assistant Principal of Teaching and Learning K-12, Tracy A. Higgins
Fairhaven School Committee:
Nicole Pacheco (Chair)
Erik Andersen (Vice Chair)
Erik Baumann
Donna McKenna
Kelly Ochoa
Michael Sherman

Principal: Joshua W. Hibbard
Assistant Principals: Nicole Giannandrea and Jennifer McWhirter

Reception – 508 979-4051, ext. 13000
Main Office – 508-979-4051, ext. 12217
School Counseling Office – 508 979-4051, ext. 14000
Nurse – 508 979-4051, ext. 14006

FAX – 508 979-4140

This handbook belongs to:

Name_____

Address_____

City/Town_____ State_____ Zip Code_____

Phone_____ Homeroom_____

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

***The Halls of Ivy
(School Song)***

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

School Colors:
Blue and White

School Mascot:
Blue Devil



FAIRHAVEN HIGH SCHOOL PARENT/GUARDIAN-STUDENT HANDBOOK

PARENT/GUARDIAN SIGNATURE FORM

Dear Parent/Guardian:

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

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

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

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

STUDENT NAME (PLEASE PRINT)

Homeroom

Signature of Student

Signature of parent/guardian

Date

Date

Attention Student: This page must be signed by you and your parent/guardian and returned to school.

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

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STATEMENT OF NONDISCRIMINATION BY PROSPECTIVE EMPLOYERS

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

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

Name: _____

Company/Organization: _____

Event: _____

Date: _____

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

CORI REQUIREMENT:

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

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

Title VI of the Civil Rights Act of 1964

COORDINATOR: *Mark Balestracci* (Staff) *Tanya Dawson* (Students) 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 SZ000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

COORDINATOR: *Tanya Dawson/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 solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

Americans with Disabilities Act of 1990

COORDINATOR: *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: *Morgan Matthews* 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.

FREQUENTLY ASKED QUESTIONS

1. How do we find out about FHS Happenings?
Visit www.fairhavenps.org to access information. If you are able to receive Channel 9, view school bulletins and watch BD-TV (7:43 a.m.)
2. What time is the school day for students?
7:35 a.m. – 2:07pm.
3. What time can students enter the building?
Students can enter the building at 7:20am. Students must go directly to the cafeteria, their lockers, the Library, to see a teacher for extra-help, or to their homeroom.
4. What is the daily schedule of classes?
Refer to the schedule at the end of the handbook.
5. What is the attendance policy? (Absences/tardies/dismissals)
See pages 12-16 (including calling in a student absence).
6. How many units does my son/daughter need to graduate?
22 cumulative units
7. How many units does my son/daughter need to be promoted to the next grade?

To become a sophomore	5 units (1 English and 1 Math)
To become a junior	10 units (2 English and 2 Math)
To become a senior	15 units (3 English and 2 Math)
8. What is the SAT/PSAT/AP/ACT schedule for 2026-2027?
Please refer to collegeboard.org for the most updated information and specifics on centers and center closures.
9. *AP exams will be administered during the weeks of May 3 - May 7, 2027, May 10-13, 2027.*
Please refer to collegeboard.org for the most updated information and specifics on individual exams.
10. What is the Grade 10 MCAS schedule for 2026-2027 (Math, ELA and Science/ Technology & ELL)?
Recommended Dates: ELA session 1- 3/23, ELA session 2- 3/24, Math session 1- 5/18, Math session 2- 5/19, Biology session 1- 6/8, Biology session 2- 6/9
11. What is the use of electronic device policy?
Refer to page 25..
12. What kind of clubs and activities are offered at FHS?
Refer to pages 16-18.
13. What is our dress code standard?
Refer to page 22.
14. What is the best way to contact a teacher?
Via e-mail (use the first initial and last name of the teacher) Example: bdevil@fairhavenps.net
15. What parent/guardian involvement activities are there at FHS?
PTO After Prom Committee NEASC Committee
Are you interested in being involved in another way? Please call and share your ideas.
16. Who do I contact about the Parent/Guardian Portal?
Erika Benevides, (508) 979-4051, ext. 14000 or ebenevides@fairhavenps.net
17. Where can I purchase School Merchandise?
<https://sideline.bsnsports.com/schools/massachusetts/fairhaven/fairhaven-high-school>

WHERE TO GO LIST

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

Attendance	Reception
BD-TV	TV Studio Room 004M
Bus Problem	Main Office (1 st floor)
Change of Address/Telephone	Student Services (1 st floor)
Clubs and Activities	Refer to this Parent/Guardian-Student Handbook, pages 16-18
College and Career	Student Services (1 st floor)
Computers	Main Office (1 st floor)
Chromebooks	Library Help Desk
Discipline Issues	Main Office
Dismissals	Reception Desk (See the nurse for dismissals due to illness).
Driver's Education	Reception Desk
Free & Reduced Price Lunch	Main Office (1 st floor)
Illness/Medications	Nurse's Office (1 st floor)
Late to School (Tardiness)	Reception Desk
Library	Ground Floor, Old Building, Room 030M
Locker Problem	Main Office
Lost & Found	Main Office
Parking	Main Office (1 st floor)
Promotion & Graduation	Student Services (1 st floor)
Schedule Issue	Student Services (1 st floor)
School Resource Officer	Officer Jay Tavares, Ext. 13004 (Knipe Auditorium)
Security	Mr. Donnelly (Main Office)
Social and Emotional Concerns	School Counselor (1 st floor), Social Workers (Rm. 114M & 015M)
Special Education	Student Services (1 st floor) and (Main Office)
Sports	Athletic Director Donnie Joseph (2nd floor, Room 216)
Theft/Damage Reports	Main Office
 <u>Principal's Office/Principal: Mr. Hibbard</u>	
Located next to Student Services	Curriculum and Instruction
(508)979-4051 ext 13002	
 <u>Assistant Principals' Offices</u>	
Located in the Main Office	Tardiness, Student Discipline, Theft/Damage Reports, Questions about the Parent/
Ms. Giannandrea- (508)979-4051 ext 13400	Guardian-Student Handbook, School Dances, Parking, Bus Problems
Mrs. McWhirter (508) 979-4051 ext 12216	
 <u>Student Services Office</u>	
Located on the 1 st Floor, Room 102	Change of Address/Telephone, College, Career or Armed Services, Social and Emotional
(508)979-4051 ext 14000	Concerns, Promotion & Graduation, Schedule Problem, Special Education, Community
	Resources/Referrals
 <u>Reception</u>	
Located on the 1 st Floor	General Information, Attendance, Tardiness, Dismissals
(508) 979-4051 ext 13000	
 <u>Nurse's Office</u>	
School Nurse	Illness, Medications, Private Bathroom Needs
Located on the 1 st Floor	
(508)979-4051 ext 14006	

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

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

NON-DISCRIMINATION STATEMENT – File: AC

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

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

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

"EVERY STUDENT SUCCEEDS ACT"

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

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

In addition, ESSA requires states to:

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

ACCREDITATION STATEMENT

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

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

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

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

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

GUIDING PRINCIPLES

WELCOME TO FAIRHAVEN HIGH SCHOOL

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

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

PROFILE OF A LEARNER (The 5 Cs)

Graduates of Fairhaven High School will leave with skills in:

- Collaboration
- Communication
- Creativity
- Critical Thinking
- Civic Participation

MISSION STATEMENT

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

21ST CENTURY ACADEMIC EXPECTATIONS

Students will:

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

21ST CENTURY CIVIC AND SOCIAL EXPECTATIONS

Students will:

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

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

SCHOOL COUNSELING OFFICIAL MISSION STATEMENT

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

SOCIAL WORKERS

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

ACADEMICS -- GRADUATION REQUIREMENTS

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

In order to graduate from Fairhaven High School, students are required to earn a minimum of 22 units. Students must also satisfy the requirements of competency determination established by the Department of Elementary and Secondary Education.

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

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

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

GRADE PROMOTION

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

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

To become a:

Sophomore 5 units Junior 10 units Senior 15 units

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

COMPUTATION OF CLASS RANK

WHAT IS CLASS RANK?

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

What is included?

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

When is it Computed?

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

GRADING SYSTEM

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

WEIGHTED VALUES BY GRADE AND LEVEL

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

Sample of a Class Rank Computation**Steps 1 & 2:**

Weighted

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

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

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

CRITERIA FOR THE DETERMINATION OF AN HONORS GRADUATE:

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

PREPARATION FOR COLLEGE

MASSACHUSETTS STATE UNIVERSITY SYSTEM AND UMASS MINIMUM ADMISSIONS REQUIREMENTS

Freshman Applicants

The admissions standards for freshman applicants have two *required* parts:

1. 17 academic courses.
2. A minimum required grade point average (GPA) earned in college preparatory courses completed at the time of application.

And one *optional* part:

3. Submission of SAT and/or ACT scores

Academic Course Requirement:

Seventeen college preparatory courses distributed as follows are required: (*A course is equivalent to one full school year of study. Courses count toward the distribution only if passed*) 4 English courses, 4 Math courses (Algebra I & II and Geometry or Trigonometry or comparable coursework) including a math course taken during senior year, 3 Science courses (from Natural Science and/or Physical Science and/or Technology/ Engineering), 2 Social Sciences courses (including 1 course in U.S. History), 2 Foreign Language courses (in a single language), and 2 Elective courses.

Minimum Required Grade Point Average (GPA)

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

State Universities	UMass Undergraduate Campuses
3.0	3.0

SAT/ACT Scores

Applicants who *choose* to submit SAT/ACT scores can use the sliding scale for admission.

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

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

The sliding scale, used in making admissions decisions for students with high school grade point averages falling below the required minimum, will continue to be based upon the combined critical reading (verbal) and math sections.

Sliding Scale for Freshmen Applicants to UMASS

Campuses Weighted Average GPA	Combined SAT Score (Evidenced Based Reading & Writing and Mathematics)	ACT Score
2.51 - 2.99	1030	20
2.41 - 2.50	1070	21
2.31 - 2.40	1110	22
2.21 - 2.30	1140	23
2.11 - 2.20	1180	24
2.00 - 2.10	1220	25

NOTE: AN APPLICANT WITH A HIGH SCHOOL MINIMUM WEIGHTED GPA BELOW 2.0 MAY NOT BE ADMITTED TO A STATE UNIVERSITY OR UMASS UNDERGRADUATE CAMPUS.

Sliding Scale for Freshmen Applicants to State Universities

Campuses Weighted Average GPA	Combined SAT Score (Evidenced Based Reading & Writing and Mathematics)	ACT Score
2.51 - 2.99	990	19
2.41 - 2.50	1030	20
2.31 - 2.40	1070	21
2.21 - 2.30	1110	22
2.11 - 2.20	1140	23
2.00 - 2.10	1180	24

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

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

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

COLLEGE VISITS AND CAREER EXPERIENCES

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

DUAL ENROLLMENT

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

ENRICHMENT COURSES

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

EXAMINATIONS

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

EXEMPTIONS

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

HOMEWORK POLICY

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

HOMEWORK:

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

I. Students are expected to:

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

II. Parents/guardians are encouraged and expected to:

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

III. Teachers are encouraged and expected to:

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

LIBRARY

The Library's web page is meant as a home page from which to begin research or to find their next great book (through our catalog). You can get to the website by following the FHS Library's link from the Fairhaven High School homepage or you can go directly to the our homepage at <https://sites.google.com/fairhavenps.net/library/home?pli=1>. You can access these resources with any computer.

Library Rules:

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

MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)

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

EDUCATIONAL PROFICIENCY PLAN

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

Includes:

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

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

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

The principal approves the successful completion of all EPPs.

MCAS FOR REPEATING 9TH GRADE STUDENTS

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

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

NATIONAL ART HONOR SOCIETY

SELECTION/MEMBERSHIP PROCEDURES

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

MEMBERSHIP ELIGIBILITY

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

FHS NAHS officers have additional responsibilities. Officers of this chapter include president, vice president, and secretary. All officers are responsible to preside at each of the meetings of this chapter, as well as ensuring that chapter's activities and procedures follow school policy and regulations. The chapter's president will serve as the official representative at school and community functions. The president will keep a record of members' contributions to leadership and service. The president will keep a record of any business expenses or financial transactions of the chapter. The chapter's vice president will preside whenever the president is unavailable. The vice president will assist in keeping a record of members' contributions to leadership and service. The chapter's secretary will keep minutes of meetings and record of all students who participate in events.

The secretary will also handle all public relations and promotions. Any officer not performing required duties is subject to probation or removal from office, disciplinary action will be decided by the FHS NAHS Faculty Council may be required.

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

NATIONAL HONOR SOCIETY

SELECTION/MEMBERSHIP PROCEDURES

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

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

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

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

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

NATIONAL HONOR SOCIETY NON-SELECTION

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

TRI-M® MUSIC HONOR SOCIETY

SELECTION/MEMBERSHIP PROCEDURES

Membership selection for the Tri-M Music Honor Society is based on a combination of musical achievement, academic excellence, and personal character. Eligible students must demonstrate a strong commitment to their school's music program by participating in band, choir, orchestra, or other approved musical activities. The Tri-M Music Honor Society offers a variety of activities that promote musicianship, leadership, and community engagement. Members are encouraged to participate in both performance and service-oriented projects, fostering skills that extend beyond the music room.

The selection process may include a faculty recommendation, an application, and approval by a faculty advisor or selection committee. Tri-M membership honors students' dedication to music while encouraging continued growth as musicians and responsible citizens.

MEMBERSHIP ELIGIBILITY

In addition to musical involvement, candidates must maintain a high academic standing, with an A average in performance ensemble courses and a B average in other academic courses (weighted) requirements. Students must exemplify leadership, service, and integrity within their school and community. Members must attend all meetings as an active member, complete eight hours of community service, and attend the induction ceremony. To graduate as a member of Tri-M Music Honor Society and receive their graduation cord, students must stay in good standing until the graduation date.

A member may receive a formal warning or be placed on probation for minor infractions, such as missing meetings or events, failing to maintain GPA requirements, or not completing required service hours. Members who do not meet expectations might lose certain privileges, such as the ability to hold officer positions or participate in service projects. Serious or repeated violations (e.g., academic dishonesty, misconduct, or failure to uphold character standards) can lead to dismissal from Tri-M. This typically involves a review process by the chapter advisor or executive board and may include the opportunity for the member to appeal or explain their actions. Members who do not fulfill their obligations may be ineligible for honors at graduation (such as wearing a Tri-M cord or pin) or for future leadership roles within the chapter.

Each Tri-M chapter operates under the National Association for Music Education (NAfME) guidelines. Members are expected to uphold the values of scholarship, character, leadership, and service, and consequences are intended to support accountability and growth.

PROGRESS REPORTS, REPORT CARDS

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

STUDENT AT-RISK MEETINGS/LETTERS FOR SENIORS

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

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

SCHOLASTIC ASSESSMENT TEST (SAT) INFORMATION/ACT

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

SCHOOL-TO CAREER (Grades 11-12)

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

SCHOOL-TO-CAREER ON CAMPUS

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

FHS SUMMER SCHOOL ELIGIBILITY

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

WORK PERMITS

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

ATTENDANCE – DISTRICT REGULATIONS – FILE JH

STUDENT ABSENCES AND EXCUSES

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

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

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

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

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

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

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

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

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

Each principal or designee will notify the parent or guardian within three (3) days of the student's absence in the event the parent/guardian has not informed the school of the absence. Each principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to three (3) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the principal and/or designee, the student, and the student's parent/guardian. Those involved may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing and nonprofit agencies.

SOURCE: MASC

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

Adopted: February 27, 2008

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

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

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

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

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

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

ATTENDANCE, TRUANCY, AND PREVENTION PLAN

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

DROPOUT PREVENTION (Chapter 76, Section 18)

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

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

GENERAL INFORMATION

ARRIVALS

Students are expected to enter through the front or back doors no earlier than 7:20 a.m.. All car drop offs must take place in the back of the building. With parental permission and schedule permitting, some students are allowed to arrive after the first period. A student arriving after 7:35 should check in at reception.

• All absences should be called into school by a parent/guardian before 9:00 a.m. on the day of the absence. (The student will be recorded as truant until the absence is verified. Failure to report to school may result in disciplinary action.)
• Truancy is an absence from school for reasons which the school does not approve and may result in disciplinary action.
• Students who are tardy to school after the 7:35 a.m. bell must report to the reception desk for attendance. Students must report through the front door after 7:35 a.m.
• Students who are absent from school may not participate in any school sponsored events on the day of the absence, including athletic competition, without the permission of the principal or his/her designee. Students must be present in school by 8:10 a.m. and remain for the full school day to be considered eligible for participation. Students who are dismissed will be ineligible to participate unless approved by administration.
• Students will not be permitted to leave the school grounds without parental approval or approval from an assistant principal, the nurse, and/or the principal.

• All dismissal notes should be submitted to the receptionist before the start of 1st. period and must include: student's first and last name, date and time of dismissal, reason for dismissal, telephone number where parent/guardian can be reached to confirm dismissal. If the telephone number is omitted and/or a parent/guardian cannot be reached, the student will not be allowed to leave school.
• Students who are 18 years old or older may dismiss themselves by reporting to the reception desk before homeroom with the following information in letter form: student's first and last name, place of appointment, time of appointment and of dismissal, telephone number of another household adult for verification. (Age of Majority form must be completed).
• Dismissals will not be allowed for any of the following reasons: work, haircuts or beauty salon visits, shopping, fitting of gowns, tuxedos, etc.
• Dismissals for non-medical reasons will be handled by the receptionist. The school shall assume that each parent/guardian has legal custody of a child unless the school principal is otherwise notified in writing by a parent/guardian having legal custody. Dismissal of a child to an individual other than a parent/guardian will not be permitted unless a written notice of permission is provided by a parent/guardian having legal custody. (The parent/guardian claiming custody will be obligated to provide legal evidence to the school principal in the case of a dispute.)

DISMISSALS DUE TO ILLNESS

• Students who do not feel well enough to attend class and need to see the nurse must obtain an e-pass from a teacher or an administrator.
• If a student remains in the nurse's office due to illness, a phone call shall be made to inform the parent/guardian. A log shall be kept listing the time of arrival and departure of all students who leave a class due to illness. Dismissals for illness or medical appointments must be approved by the school nurse. Only those dismissals approved by the nurse will be considered a documented dismissal.
• Dismissals for illness shall be issued through the nurse's office and can be made only to the parent/guardian or person(s) authorized on the Emergency Information Form in the nurse's office. (It is extremely important to keep data updated throughout the year.)

MEDICAL RE-ENTRY MEETINGS

- The purpose of Medical Reentry Meetings is to support students who have had extended medical absences. If a student is absent for more than a week due to physical or emotional medical conditions, a Medical Reentry Meeting will be scheduled to discuss the student's needs upon return to school before the student returns to classes. A meeting may also be scheduled following briefer medical absences at the discretion of the school or at the parent/guardian's request. A parent/guardian, along with the student, must attend the meeting and must bring medical documentation indicating that the student is able to return to school. Medical documentation should include any accommodations that are required and services that would be helpful to the student upon returning to school. Discharge summaries and/or evaluations may also be helpful in understanding the student's needs. All of the information discussed during the meeting will be used to develop a plan that will help the student have a safe and successful transition back to school.

TYPES OF ABSENCES

- Quarantine
- Hospitalization
- Doctor's appointment requiring a full day's absence
- Death in the family
- Attendance at an approved school-related activity
- Legal Court appearance
- Religious holidays
- Pre-approved college visitations (Students must get approval from their school counselor prior to the visit; verification from the college following the visit must be submitted to the Main Office.)
- Sickness (will require a doctor's note)
- Learner's permit; driver's test
- Other conditions approved by the principal as being appropriate for excuse.
- School-imposed absences for suspensions (OSS) out of school.

UNEXCUSED ABSENCES

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

FAMILY VACATIONS

Family Vacations will count towards unexcused absences. Fairhaven High School encourages all families to plan vacations during the scheduled school year vacations. Massachusetts law requires compulsory attendance for students. (Refer to Make-up Work and Grades).

ABSENCE DETERMINATION

A student is considered absent when that student misses at least three (3) scheduled class periods for that school day without approved documentation. For example if a student is late beyond 10:38am (the end of the third period for a particular day), they will be considered absent for the day without approved documentation. Student attendance in every class is an integral part of student academic success.

PREVENTION PLAN FOR EXCESSIVE ABSENCES AND POSSIBLE CREDIT LOSS

- A student who accumulates nine (9) days of absences from school for a semester class or eighteen (18) days of absence from school for a full-year class may lose academic credit for those classes.

The 1st step in preventing credit loss due to excessive absences includes:

- Scheduling a meeting with a member of the Attendance Committee for any student who has three (3) or more chronic or irregular absences without medical documentation. This could include absences called in by a parent/guardian. This meeting helps to keep students informed about the Attendance Policy.

Step 2: The following actions will be taken when a student accrues five (5) or more absences from school:

- The student will receive a letter explaining the attendance policy and its provisions notifying the parent/guardian of the impending loss of credit and to suggest possible remedies to the student's attendance problem. It will be recommended that a conference

be scheduled with the parent/guardian and student to discuss possible remedies to the student's attendance problem. Other staff members may be invited to the conference as circumstances dictate. In some cases, a referral to New Bedford Youth Court will be recommended or, if necessary, an application for a CRA (Child Requiring Assistance) will be discussed.

Step 3: The following actions will be taken when a student accrues nine (9) or more absences from a single semester course or eighteen (18) or more for a full year course.

- If determined appropriate by the Attendance Committee, the student will receive a letter explaining that due to excessive absences he/she has lost credit. Students can apply for an appeal and possible credit restoration for extenuating circumstances. Credits lost under this policy may not be recoverable in summer school.
- Loss of credit affects promotion from grade to grade.

Chronic Attendance (Amended MGL Chapter 76, Section 18)

- A notice will be sent to parents/guardians within a period of five (5) days from a student's tenth (10th) consecutive absence offering two dates and times for an exit interview. The interview shall occur within ten (10) days after the sending of the notice. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

CREDIT RESTORATION

Students will be able to participate in the **Buy Back Program** for absences and tardies. One full day or 3 tardies can be restored with each week-long **Buy Back**.

The Criteria for the Buy Back is as follows:

- Forms can be obtained in the Main Office **before** school.
- Each form will last 5 days.
- The student **MUST** follow all school rules including but not limited to: being present each day, being on time, participating in class, completing all assigned work and having no disciplinary referrals within those 5 days.
- Teachers will sign/initial at the end of day 5 to acknowledge the above has been accomplished.
- At the **end** of the 5th day, the student will return the form back to the main office
- If the above has been accomplished then 1 day of absence or 3 tardies will be restored..

*Please see Appendix F

***In some instances, the Attendance Committee may determine that alternative buy-back opportunities be made available when deemed necessary, such as serving time in Saturday School, during school lunch, during a School Service block, etc.**

CHILD REQUIRING ASSISTANCE

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

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

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

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

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

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

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

MAKE-UP OPPORTUNITIES

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

MAKE-UP WORK AND GRADES DUE TO ABSENCES

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

CLUBS AND ACTIVITIES

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

Ambassadors Club	Student Council
Culture Club of America	Student Government
Drama Club	Yearbook Club
Diversity Equity and Inclusion (DEI)	TriM Music Honor Society
Environmental Club	Student Enrichment Clubs
FHS Media Club	Interact and Community Service Club
Gay Straight Alliance (GSA)	History Club
Math Team	Dungeons and Dragons Club
National Art Honor Society	Band/Marching Band
National Honor Society	

AMBASSADORS CLUB

The FHS Ambassador Club represents the Fairhaven experience by welcoming new and prospective students, giving tours, and assisting with school events. Ambassadors support students throughout the year and help foster an inclusive community. The club also partners with our sister school in Japan, maintaining communication and hosting their students during visits.

DIVERSITY EQUITY AND INCLUSION

Fairhaven High School is committed to making our school a welcoming place for all members of our community. It is our collective mission and all in expectation to have very specific conversations about inequities in race, sex, gender, class, age, and ability. In this club, students will be challenged to think about and work on issues connected to prejudice, bias, and privilege. By talking about these issues with each other in our community we hope to make Fairhaven High School a place where all school members feel valued and understood.

DRAMA CLUB

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

ENVIRONMENTAL CLUB

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

FHS MEDIA PRODUCTION CLUB

Students who join the Emmy Award winning FHS Media Production Club get involved in the BD-TV (Blue Devils) Channel 9 station. Each Monday the club broadcasts a morning news show, The Morning Announcements. This show can be seen on Channel 9 in school and throughout the Town for Comcast viewers and on the internet on YouTube. It takes an entire team to produce the show, and FHS students produce this show each morning before the school day starts, with the latest in sports, clubs, and school news. After school, students can be involved by filming sporting events and concerts which will be edited and placed on Channel 9 TV and on the internet. The club has a Film Festival and competes in State competitions including the New England Emmy Awards, and the MOVE Competition.

GAY STRAIGHT ALLIANCE

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

MATH TEAM

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

NATIONAL ART HONOR SOCIETY

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

NATIONAL HONOR SOCIETY

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

TRI-M® MUSIC HONOR SOCIETY

The Tri-M Music Honor Society offers a variety of activities that promote musicianship, leadership, and community engagement. Members are encouraged to participate in both performance and service-oriented projects, fostering skills that extend beyond the music room.

JAZZ BAND

The Jazz Band brings together students who share a passion for jazz music, offering opportunities to perform classic and contemporary pieces. Members develop their musical skills through regular rehearsals, live performances, and collaboration with fellow musicians. Several evening performances throughout the year are required.

MARCHING BAND

The Marching Band program is a dynamic musical ensemble that combines instrumental performance with choreographed marching routines, often showcased at sports events and parades. It teaches students teamwork, discipline, and musical precision while creating exciting, high-energy performances. Students are required to attend all rehearsals, home games, performances, and parades.

STUDENT COUNCIL

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

STUDENT GOVERNMENT/ELECTIONS

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

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

YEARBOOK

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

NOTE: CLASS DUES

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

GENERAL INFORMATION

APPOINTMENTS WITH STAFF

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

ARRIVAL TO SCHOOL

Students are not permitted to enter the building before 7:20AM. They must report to the cafeteria, library, their lockers or homeroom, or to a specific teacher's classroom for extra-help.

ASSEMBLIES

Assemblies are held periodically throughout the school year. Students will be escorted by their teachers to the assembly. At all times, students should demonstrate respectful behavior and common courtesy. Students may be unable to attend future assemblies if they misbehave.

BATHROOM USAGE

Students can use the bathroom facilities before school, after school, during lunch periods, or during class time with the permission of a teacher. Students will use the Security Pass e-pass system to travel to and from the closest bathroom to their classroom. Students who abuse bathroom privileges will serve a teacher detention or be put on a no hall pass. Students with medical needs should have those documented with the nurse.

Students are expected to sign in/ out of their classrooms. The number of students in the restroom should not surpass the number of stalls. Students are only allowed to use the restroom closest to the classroom in which they are currently situated.

BEFORE AND AFTER SCHOOL

After arriving on school grounds, students are not to leave unless permission is granted from the Main Office, the school nurse or administration. No student should be in the building after 3 p.m, unless supervised by a teacher or participating in a supervised activity. Students must remain in supervised areas after school, either under the direct supervision of a teacher/coach or administrator.

BULLETINS AND BULLETIN BOARDS

Announcements of interest to students and faculty are read each day and/or are broadcast on Blue Devil TV. E-mail tsousa@fairhavenps.net with all morning announcement information. The administration must approve all posters/flyers.

CHROMEBOOK PROGRAM

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

Students and Parents/Guardians must complete the *Fairhaven High School Chromebook Statement of Responsibility for Parent/Guardian and Student* form in ASPEN.

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

FOOD AND BEVERAGES

Students will eat only in the cafeteria. Leaving campus just for lunch and deliveries of outside restaurant food are prohibited. Students must remain in the cafeteria for their duration of the lunch period. Beverages are never allowed in any computer or science lab per OSHA regulations. Beverages, except water in sealed water bottles, will not be allowed throughout the building.

IDENTIFICATION

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

LOCKERS

All students will be issued a locker. Lockers may be accessed from 7:20 - 7:35 am to store personal belongings not needed during the school day and at 2:07pm. Lockers may not be used at any other time during the school day. Use only the lock and locker assigned to you. Check to see if your lock is locked when leaving your locker. Any student found tampering with a lock or locker will result in a disciplinary action. Replacement locks are \$7.00. Lockers are the property of Fairhaven High School and Fairhaven Public Schools.

LOST AND FOUND

Lost and found is located in the Main Office.

MASK PROTOCOL - IF NEEDED

FHS will follow CDC and state guidelines

SCHOOL CLOSINGS

Notifications regarding school closings will be made via phone message, email, and/or local broadcast stations. Please be sure we have an updated phone and email address on file.

STUDENT MOVEMENT THROUGHOUT THE BUILDING

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

TELEPHONE CALLS

In an effort to maintain a productive learning environment that is free from unnecessary distractions, parents/guardians needing to contact their child should contact the Main Office. Students, when approved, should make all phone calls in the Main Office or an Assistant Principal's Office.

TEXTBOOKS

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

TRAFFIC PROCEDURES – AUTOMOBILE DROP-OFF AND PICK-UP

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

Please abide by the following traffic procedures:

- Please be patient.
- Please stay in a single line of traffic.
- Please do not park for extended lengths of time.
- Have your students ready to make a speedy exit from your vehicle.
- Students should exit your vehicle and proceed directly into the building.
- Once your student has left your vehicle, please proceed with caution.
- Please do not drop off your student at other locations other than the main and Performing Arts Center entrances.
- Drive slowly and be careful of other students crossing the driveways.
- Please be mindful of traffic signage.

VISITORS

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

RULES AND REGULATIONS

ACADEMIC HONESTY (CHEATING/PLAGIARISM)

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

Examples of academic dishonesty:

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

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

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

ADMISSION TO FAIRHAVEN HIGH SCHOOL-SPONSORED/SUPERVISED EVENTS

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

CRISIS MANAGEMENT PROTOCOL

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

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

DRESS STANDARD

At Fairhaven High School, one of our goals is to prepare students to be future working professionals outside of our building. To this end, we maintain a standard appropriate dress on our campus.

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

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

Students must comply with the following guidelines:

- a. Dress must not cause destruction to school property (e.g. shoes that scratch the floors, cleats).
- b. Clothing or apparel which depict or imply expressive, obscene, vulgar, or profane images or words should not be worn.
- c. Dress and/or accessories which implicitly promote or advocate drugs, alcohol, tobacco, sex, gang related affiliation, or violence should not be worn.
- d. Slippers are not permitted to be worn in school- All shoes must have rubber soles.
- e. Students are not permitted to bring blankets to school.
- f. Chains may not be worn nor carried in school (with the exception of jewelry).
- g. Tattered clothing and/or clothing with holes (including pants) which expose areas of the body that should be covered under other provisions are not acceptable clothing for school.
- h. Exposed underwear that reveals private body parts is not an acceptable form of clothing/dress for school.
- i. No sunglasses.

j. Hoods (on hoodies) or hats that interfere with personal identification may not be worn.

k. Dress appropriately for Junior Day and Graduation ceremony.

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

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

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

EXTRACURRICULAR ACTIVITIES

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

FIELD TRIPS AND SCHOOL-SPONSORED ACTIVITIES

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

FIRE ALARM REGULATIONS -DIRECTIONS FOR STUDENTS

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

A. Prior to Fire Drill:

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

B. During Fire Drill:

1. Teachers will shut off the science lab's main gas valve, shut off students' supply to their lab bench, and workshop equipment before exiting the building. Students will make certain that all the windows and doors are closed and the lights turned off.
2. Students, in a single file line, will evacuate their rooms in a quiet, orderly manner.
3. Students will not run, make unnecessary noise, nor engage in any horseplay.
4. Students will not go to their lockers to retrieve personal belongings.
5. Students who first reach the outside doors to the building will hold them open (if double doors - two students) until all have cleared the building.
6. Students finding the primary exit "blocked off" should proceed to the alternate exit. Do not run or cause any commotion.
7. During lunch periods, all students will exit the building by the nearest exit and report to their homeroom location.
9. In the event that a fire drill occurs during a passing period, all students will exit the building by the nearest exit and report to their homeroom location.
10. Students should stay out of the campus driveways, crossing them safely to the designated area away from the building.

C. Designated area:

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

D. Stay Put Procedure:

1. Students and staff will be in a Stay Put mode and wait for instructions.

IDENTIFICATION

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

MEDICATION

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

A medication order from a licensed prescriber must contain:

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

If the parent/guardian cannot bring in the medication, he/she may designate another adult to do so but must notify the school nurse of the name of the adult bringing in the medication and the amount of medication being brought into school. For short-term prescription medications, i.e., those requiring administration for 10 school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, he/she may request a licensed prescriber's order." For the full policy on administering medication to students in the school and recommended order forms, please contact the school nurse.

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

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

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

HEALTH AND HUMAN SERVICES

****CALL 911 IN AN EMERGENCY**

See the School Social Workers for additional resources

LOCAL

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

STATE/NATIONAL

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

HELPFUL WEBSITES

www.breakthecycle.org

www.loveisrespect.org

www.makesmokinghistory.org

www.helpguide.org

www.save.org

www.stopbullying.gov

www.teens.drugabuse.gov

www.thetrevorproject.org

www.yourlifeyourvoice.org

NO HALL PASS LIST

Students are expected to report to class on time and seek permission to leave class only for legitimate and appropriate reasons. Occasions when students are not in class on time and need to leave prior to the end of class should be few in number. When it becomes evident that a student is not being responsible and is out of class excessively, an administrator will examine the student's pattern of behavior, and where appropriate, restrict the student's hall pass use through Security Pass, our e-pass system.

In order to have hallway restriction removed, the student must demonstrate a commitment to being in classes on time. Failure to improve hallway behavior may result in Administrative Aftersessions and/or Saturday School.

PARKING

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

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

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

SBIRT – Screening, Brief Intervention and Referral to Treatment

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

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

SCHOOL BUS

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

STUDENT PHOTOGRAPHS

A student picture may occasionally be posted on the school website depicting academic, athletic, and social achievements. A parent/guardian has the right to request that no picture of their child be used on our website. Please complete this request via ASPEN no later than September 30. Refer to the FERPA letter at the end of this handbook for additional information.

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

STUDENTS WHO OWE MONEY

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

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

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

- The Main Office will phone the parent/guardian of the student to apprise them of the situation and to notify them of the non-participant letter being sent to them as well as, issued to the student. (Please refer to the non-participant letter at the end of this handbook).
- If no arrangement has been made after the passage of one week from the date of the letter, the Main Office will notify all staff members of the student's placement on the Non-Participant List.
- Placement of the student on the Non-Participant List will immediately exclude the student from participation in any and all of the following:
 - A) F.H.S. Athletics
 - B) F.H.S. Clubs and Activities
 - C) F.H.S. Dances, Proms, Banquets

- D) Class Office, Student Council, Honor Society
- E) Selected Field Trips
- Students will remain on the Non-Participant List until the debt is paid or until an agreement of weekly payments is reached.

USE OF ELECTRONIC DEVICES

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

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

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

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

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

Progressive Sanctions:

- First offense: Warning. Student will be sent to their Assistant Principal's Office to turn over device. Device will be returned at 2:07.
- Second offense: Student will be sent to their Assistant Principal's office to turn over device. Device will be returned at 2:07 and a detention will be served.
- Third offense: Student will be sent to their Assistant Principal's Office to turn over device. Mandatory Saturday detention, parent/guardian will be notified and will need to pick up device in the Main Office.
- Fourth offense: Student will be sent to their Assistant Principal's Office to turn over device. Parent/Guardian meeting accompanied by suspension.

****Failure to turn over the electronic device to an administrator will result in parent/guardian meeting and additional disciplinary sanctions.****

ACCEPTABLE USE POLICY FOR ALL INTERNET & SCHOOL COMPUTER USERS

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

STUDENT RIGHTS

RIGHTS OF EIGHTEEN-YEAR OLD STUDENTS

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

STUDENT ELECTIONS-STUDENT GOVERNMENT

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

They are:

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

STUDENT RESIDENCY

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

STUDENT DISCIPLINE CODE

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

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

I. FORMS OF DISCIPLINE

SUSPENSION

A. OUT-OF-SCHOOL SUSPENSION

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

EXPULSION

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

TEACHER AFTERSESSION

Will be held at the discretion of the teacher.

ADMINISTRATIVE AFTERSESSION

After school sessions will be held on Tuesdays and Wednesdays.

SATURDAY SCHOOL

Will occur weekly with the exception of holiday weekends, from 8-11am.

SOCIAL PROBATION

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

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

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

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

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

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

1. Notice of Suspension/Expulsion

Before the principal may impose a suspension or expulsion for a disciplinary offense under 37H, the principal shall provide written notice to the student and the parent explaining the charge(s) and setting forth the potential consequences, including the potential length of the student's suspension or expulsion. The notice shall be sent in English and in the primary language of the home if other than English, or through other

means of communication where appropriate. If the principal intends to expel or suspend a student for longer than 10 days, the written notice shall also explain the student's right to a hearing with the principal prior to the effective date of the suspension/expulsion.

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

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

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

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

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

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

1. Academic Progress

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

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

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

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

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

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

1. Notice of Suspension/Expulsion

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

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

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

1. Appeal of Suspension/Expulsion

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

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

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

1. Academic Progress

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

IV. 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.

School-Wide Educational Service Plan

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

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

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

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

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

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

VII. Prohibited Misconduct

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

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

SEARCH AND SEIZURE

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

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

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

GENERAL SEARCHES

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

LOCKER SEARCHES

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

PERSONAL SEARCHES

A student's person and/or personal belongings (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. To support a safe learning environment, school authorities may utilize **handheld metal detectors (safety wands)** as a minimally intrusive search tool during personal searches or pre-announced administrative safety screenings. These safety wands will be operated by trained school officials and held a short distance from the student's body and belongings to identify concealed metallic objects without direct physical contact.

If a wand indicates the presence of metal, the student will be asked to remove and display the metallic item causing the alert for further inspection. If a pat-down search of a student's person becomes necessary, it will be conducted in private by a school official of the same sex and with an adult witness present. **Consistent with general district policy, a student's failure or refusal to permit a wand search or personal search when reasonable suspicion exists will be considered grounds for disciplinary action.**

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

POLICIES AND REGULATIONS

BULLYING PREVENTION AND INTERVENTION

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

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

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

Definitions

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

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

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

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

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

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

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

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

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

Prohibition Against Bullying

Bullying is prohibited:

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

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

Reporting Bullying

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

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

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

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

BULLYING PREVENTION POLICY

File: JICFB

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

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

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

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

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

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

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

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

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

Bullying is prohibited:

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

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

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

Prevention and Intervention Plan

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

Reporting

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

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

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

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

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

Investigation Procedures

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

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

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

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

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

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

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

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

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

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

Retaliation

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

Target Assistance

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

Training and Assessment

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

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

Publication and Notice

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

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

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

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

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

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

603 CMR 26.00

MGL 71:37O

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

S.C. Adopted 12/8/2010

Revised: 1/26/2016

File: JICH

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

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

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

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

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

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

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

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

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

Adopted: 4/4/2018

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

2:0 Policy Statement

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

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

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

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

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

3:0 DRUG AND ALCOHOL OFFENSES

3:1 Any possession, dispensing, or being under the influence of drugs/alcohol must be reported to the principal. Any drugs/alcohol found on the school premises must be reported and turned over to the principal, or his/her designee.

3:2 In the case of apparent/guardian drug/alcohol violations, the parent/guardian of the offending student will be notified by the principal or his/her designee, by telephone and certified mail.

3:3 In the case where a student is found to be in possession of an illegal substance, the principal shall notify the local police immediately. School authorities shall cooperate fully with the police officials.

4:0 PROCEDURES

4:1 The principal shall report all instances of drugs/alcohol related offenses to the Superintendent of Schools and police authorities before the next school day and maintain a log of these offenses noting: date, student name, grade, sex, brief description of the offense, action taken, and other comments. The school will report names of students only in cases where the drug/alcohol violation involved illegal activity; i.e., possession of illegal substance and/or intent to sell or distribute.

4:2 All drug/alcohol abuse-related violations shall be reported to the school nurse. The nurse shall examine these students and advise the principal concerning his/her findings.

4:3 Any student who has been expelled pursuant to the provision of Chapter 71, Section 37H shall have the right to appeal to the Superintendent.

5:0 DEFINITION OF OFFENSES

5:1 **DRUGS** - Possession of drugs and/or drug-related equipment or paraphernalia, and/or dispensing of drugs.

5:2 **ALCOHOL** - Possession of alcohol and/or dispensing or being under the influence of alcohol.

- 6:0 **SANCTIONS - High School Students - Grades 9 - 12 - As per Education Reform**
- 6:1 The consequence of a first offense shall be:
- 6:1.1 Suspension
 - 6:1.2 Appearance before the principal and/or School Committee for a disciplinary hearing, which may result in exclusion.
 - 6:1.3 Probation for one full term. (Ten [10] calendar weeks commencing at the date of the offense.)
 - 6:1.4 Prior to returning to school after suspension for drug/alcohol offenses regardless of the amount, a student, his/her parent/guardian(s) shall meet with the principal, counselor, and/or psychologist and other appropriate personnel to determine a plan to bring about improved behavior (which may include entry into a substance abuse treatment program).
 - 6:1.5 The student shall be required to meet weekly with his/her counselor.
- 6:2 The consequences for subsequent offenses shall be:
- 6:2.1 Suspension
 - 6:2.2 Recommendation for expulsion by the principal.
 - 6:2.3 Probation for one full term. (Ten [10] calendar weeks commencing at the date of the offense.)
 - 6:2.4 Prior to returning to school after suspension for drugs/alcohol offenses regardless of the amount, a student, his/her parent/guardian(s), shall meet with the principal, counselor, and/or psychologist and other appropriate personnel to determine a plan to bring about improved behavior (which may include entry into a substance abuse treatment program).
 - 6:2.5 The student shall be required to meet weekly with his/her counselor.
- 6:3 It is the policy of Fairhaven Public Schools that any student affected by these sanctions shall have the opportunity to make up missed work in accordance with school policy.

BUSING:

File: EEAA

WALKERS AND RIDERS-

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

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

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

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

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

SOURCE: MASLEGAL

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

Adopted: 6/7/2017

MEMORANDUM OF UNDERSTANDING BETWEEN THE FAIRHAVEN SCHOOL DEPARTMENT AND FAIRHAVEN POLICE DEPARTMENT

PREAMBLE

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

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

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

I. Procedures and Responsibilities

1. The School Superintendent designates the school principal or his/her designee as the responsible school official in each school for handling reportable acts and the Chief of Police designates the Juvenile/School Resource Officer the police official responsible for handling all reportable acts.
2. The parties and personnel referred to in this memorandum of understanding agree to the following:
 - a. The school principal or his/her designee will be responsible for reporting all reportable acts to the Juvenile/School Resource Officer as soon as possible and the parent/guardian of the students involved, both verbally and in writing.
 - b. The Juvenile/School Resource Officer will notify the principal(s) on any day he is unavailable or out of district. The principal(s) or his/her designee will on these occasions phone directly to the police department any reportable acts as soon as possible. A response will be made by the police department to the location of the incident as soon as possible.
 - c. The Fairhaven Police Department will notify the School Department when they receive information that an enrolled student has been charged with or convicted of a felony.
3. A reportable act may include any of the defined behaviors included under Section II, Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution, and under Section III, Reporting of Any Illegal Activity. Reportable Acts may also reach beyond said definitions per Section IV, Roundtable Meetings.

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

1. The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding any "serious act of violence." A serious act of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, employee or member of the school community occurring in a school facility, or on school property and/or in connection with a school function, which results in bodily injury and/or involved the possession or use of a weapon.
The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any instance where a "weapon" is possessed by or taken from a student within the school, on school grounds or surrounding area, or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws chapter 269, section 10, and any other object that FPS, in its discretion, feels warrants further attention by FPD.
The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function.
2. The FPD shall assign an officer to serve as liaison with the FPS. The FPD will, whenever possible, make the liaison officer available to FPS during school hours. The liaison officer shall receive reports from the FPS superintendent or his/her designee regarding serious acts of violence, the possession or use of weapons, incidents of hate crimes or the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function. The FPD liaison shall investigate such cases and, where appropriate, refer such cases for prosecution.

III. Discretionary Reporting of Any Illegal Activity

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

IV. Roundtable Meetings

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

5:0 STUDENTS RIGHTS

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

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

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

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

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

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

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

2:0 POLICY STATEMENT

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

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

3:0 DEFINITIONS

3:1 Tobacco Education Group - TEG

3:2 Tobacco Awareness Program - TAP

3:3 Employee Assistance Program - EAP

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

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

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

2:0 POLICY STATEMENT

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

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

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

2:1.1 A suspension.

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

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

Vape detectors are located throughout the school, including restrooms.

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

POLICY STATEMENT

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

PROCEDURES

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

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

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

PHYSICAL RESTRAINT & TIME OUT POLICY (File: JKAA)

The Fairhaven Public Schools has an adopted physical restraint policy, has conducted a required training for all staff in each school building, and has identified key individuals from each building to take part in an in-depth staff training in the use of physical restraint.

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

(CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program)

The Fairhaven Public Schools complies with the Department of Elementary and Secondary Education (hereinafter "DESE") regulations governing the use of physical restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter "Regulations"). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. Additional information, including a copy of the regulations can be obtained from the Director of Student Support Services Office or obtained at <https://www.doe.mass.edu/lawsregs/603cmr46.html?section=all>.

Only lawful physical restraint will be used in the Fairhaven Public Schools. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- a. To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- b. To prevent or minimize any harm to the student as a result of the use of physical restraint.

* Nothing in this policy shall preclude a teacher, employee, or agent of the Fairhaven Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. Nothing in this Policy or the Regulations prohibits law enforcement or school security personnel from exercising their responsibilities, including physical detainment of an individual alleged to have committed a crime or posing a security risk.

DEFINITIONS (603 CMR 46.02):

Mechanical Restraint: the use of any physical device or equipment to restrict a student's freedom of movement.

- ii Mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student, that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Medication Restraint: the administration of medication for the purpose of temporarily controlling behavior.

- i Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Physical Escort: a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical Restraint: direct physical contact that prevents or significantly restricts a student's freedom of movement.

The following are not physical restraints:

- Brief physical contact to promote student safety (such as guiding a student or re-directing a student);
- Providing physical guidance or prompting when teaching a skill;
- † Redirecting attention or providing comfort by touch (such as to a shoulder, face or torso);
- Physical escort (as defined above)

Prone Restraint: a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Seclusion: involuntary confinement of a student alone in a room or area, with or without adult supervision, from which the student is not permitted to leave.

The following are not seclusion:

- A classroom or school environment where, as a general rule, all students need permission to leave the room or area, such as to use the restroom;
- Placing a student in a separate location within a classroom with others or with an instructor, so long as the student has the same opportunity to receive and engage in instruction;
- † Time-out (as defined below)

Time-Out: a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member in an unlocked setting from which the student is permitted to leave. Staff shall be with the student or immediately available to the student at all times. Time-out shall cease as soon as the student has calmed.

REQUIREMENTS FOR THE USE OF PHYSICAL RESTRAINT (603 CMR 46.03):

Physical restraint is an emergency procedure of last resort. It may be used only when the student's behavior poses a threat of assault or imminent, serious, physical harm to self and/or others, and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. The staff member administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in 603 CMR 46.05.

PROHIBITIONS

Mechanical restraint, medication restraint, prone restraint (unless permitted under the conditions described below), seclusion (unless permitted under the conditions described below) and the use of physical restraint in a manner inconsistent with 603 CMR 46.00 are strictly prohibited in the Fairhaven Public Schools.

Physical restraint of any kind shall not be used:

- a. As a means of discipline or punishment;
- a. When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- a. As a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
- a. As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific, advance documentation, are met:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. All other forms of physical restraint have failed to ensure the safety of the student and/or others;
3. There are no medical contraindications, as documented by a licensed physician;
4. There is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional;
5. The program has obtained consent to use prone restraint in an emergency and the use of prone restraint is approved in writing by the Principal; and
6. The program has documented all of the above before using prone restraint and maintains the documentation.

The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with the regulations at 603 C.M.R. 46.00.

Seclusion is prohibited, except on an individual basis and when all of the following conditions, which require specific, advance documentation, are met:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. The student is not responsive to directives or other less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances;
3. Other forms of intervention have failed to ensure the safety of the student and/or others;
4. There are no medical contraindications, as documented by a licensed physician;
5. There is psychological or behavioral justification for the use of seclusion and no psychological or behavioral contraindications, as documented by a licensed mental health professional;
6. The program has obtained consent from the student's parent and, if appropriate, the student, to use seclusion in an emergency and the use has been approved in writing by the Principal;
7. Any individual using seclusion has received training about alternative behavior interventions and management techniques; and
8. The program has documented all of the above before using seclusion and maintains the documentation.

No written individual behavior plan or individualized education program (IEP) may include use of seclusion as a standard response to any behavior. At all times during the use of seclusion, a staff member will continuously monitor and observe the student, be immediately available to the student, and continue to use calming and de-escalation strategies with the student, unless it is unsafe or counterproductive to do so. The emergency use of seclusion will cease as soon as the student's behavior no longer poses a threat of assault or imminent serious physical harm or if the student is observed to be in severe distress. The Principal's approval must be obtained if seclusion is used for a period longer than 30 minutes.

Any program of the Fairhaven Public Schools which uses seclusion, consistent with the requirements above, must examine alternatives and strategies for reducing and eliminating its use no later than 3 years from the effective date of the Regulations.

PROPER ADMINISTRATION AND SAFETY REQUIREMENTS (603 CMR 46.05)

Only personnel who have received training in Crisis Prevention Institute (CPI) pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

- a. No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
- a. Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
- a. If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the Principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.
- a. Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- a. After the release of a student from a restraint, program staff shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the restraint; reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and consideration of whether any follow-up is appropriate for students who witnessed the incident.

STAFF TRAINING

All school staff will receive training with respect to the Fairhaven Public Schools restraint prevention and behavior support policy and requirements when restraint is used. Staff training will occur at the beginning of each school year, and, for new hires, within one month of being hired. Training shall include:

- Information on the role of various individuals in preventing restraint;
- The Physical Restraint and Time-Out Policy and procedures;
- Interventions that may preclude the need for restraint, including de-escalation techniques;
- Types of permitted physical restraints and related safety considerations;
- Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training in the use of physical restraint, who may serve as school-wide resources to assist in ensuring proper administration of physical restraint.

In addition, the Principal will identify program staff who will participate in additional, in-depth training on the use of physical restraint, consistent with the requirements of 603 CMR 46.04(3),(4).

REPORTING

Any and all physical restraints (including emergency seclusion, if used), regardless of duration, will be reported to the Principal, the Parents, and the Department of Elementary and Secondary Education (DESE) as indicated below.

Reporting to Principal: The staff member who administered the restraint/seclusion shall notify the Principal or designee verbally as soon as possible and in writing no later than the next school working day. If the Principal administered the restraint, the Principal shall prepare the report and submit it to the Superintendent.

- The Principal or designee shall maintain an on-going record of all reported instances of physical restraint and emergency seclusion, if any (the "Physical Restraint Log" and "Seclusion Log").
- The Principal shall conduct **a weekly review** of the Physical Restraint Log and Seclusion Log to identify student(s) who have been restrained/secluded multiple times during the week and convene teams to review the student's needs, as appropriate. The review team will review the written physical restraint reports; analyze the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved; consider factors that may have contributed to escalation of behaviors and alternatives to restraint, with the goal of reducing or eliminating the use of restraint in the future; and create a written plan of action, if appropriate. The Principal shall ensure that a record of any such individual student review team is maintained and made available to DESE or the Parents upon request.
- The Principal shall also conduct **a monthly review** of the Physical Restraint Log and Seclusion Log in order to consider patterns in the time of day, day of week, or individuals involved; the number and duration of restraints/seclusions school-wide and for individual students; the number and type of injuries, if any, resulting from use of restraint; and the need for additional staff training, policy modifications, or other action to reduce or eliminate restraints.
- The Physical Restraint Log and Seclusion Log, if any, shall be made available for review by a parent (in accordance with student records regulations) or the DESE upon request.

Reporting to Parents: The Principal or designee shall make reasonable efforts to inform the student's Parent(s) of the restraint within 24 hours of the event and shall notify the student's Parent(s) by written report within three school working days of the restraint. The information in the report shall comply with 603 CMR 46.06(4). The written restraint report must be provided to the student's parent(s) in the language in which report cards and other necessary school-related information are customarily provided. The Principal shall provide the student and the parent(s) an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

Reporting to DESE: If a physical restraint or emergency seclusion results in injury to either a student or a staff member, the Fairhaven Public Schools will send a copy of the written report of that restraint to the DESE within three (3) school working days, along with a copy of Physical Restraint Log and Seclusion Log, if any, for the 30-day period prior to that restraint. Additionally, the Fairhaven Public Schools will annually report physical restraint data to DESE in a manner and form directed by DESE.

SAFEGUARDS (603 CMR 46.07)

See also Policy SE 55 Special Education Facilities and Classrooms

Any room or area used for Time-Out will be clean, safe, and sanitary. It will be appropriate for the purpose of calming students, including being of appropriate size for the students served. It will be appropriately lighted, ventilated, and heated and cooled, consistent with the remainder of the building. The space will be free of objects or fixtures that are inherently dangerous and in compliance with local fire and building code requirements.

Any room used for seclusion, if permitted under the conditions enumerated in 603 CMR 46.07(2), will meet the same physical requirements as a Time-Out space, described above. Any room used for seclusion will be inspected by the program for compliance with such requirements at least weekly.

PREVENTING STUDENT VIOLENCE AND SELF-INJURIOUS BEHAVIOR

As set forth in the Regulations, the Fairhaven Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

PARENT ENGAGEMENT

In accordance with the Regulations, the Fairhaven Public Schools shall engage parent(s) in discussions about restraint prevention and the use of restraint solely in an emergency situation of last resort. This Physical Restraint and Time-Out Policy will be posted on the Fairhaven Public Schools' website and within school handbooks. Parents are also welcome to request a meeting with the Principal or Team Chair to discuss any individual restraint or to discuss restraint and time-out procedures in general use.

GREIVANCE PROCEDURE

The Fairhaven Public Schools will consider and investigate any complaints that it receives regarding the use of physical restraint or time-out in school. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may submit a written complaint to the Principal. The written complaint should include the time, date, and location of the incident; the names of all students and staff involved; and references to which aspects of this policy or the Regulations that the complainant believes have not been followed. The Principal or designee will conduct a thorough investigation which may include interviewing the complainant, witnesses, staff, and/or the student; reviewing all written documentation leading up to and pertaining to the incident; and reviewing available data on physical restraint and/or time-outs within the building. The Principal or designee will provide a written response to the complainant summarizing the investigation, conclusions, and corrective action, if any.

SEXUAL HARASSMENT/DISCRIMINATION POLICY AND PROTOCOL (5147)

POLICY STATEMENT

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

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

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

PROHIBITIONS

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

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

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

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

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

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

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

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

INITIATION OF A COMPLAINT

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

PROCEDURE FOR COMPLAINT AND INVESTIGATION

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

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

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

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

DISCIPLINARY ACTION

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

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

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

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

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

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

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

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

2:0 POLICY STATEMENT

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

3:0 SIGNS OF POTENTIAL VIOLENCE

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

4:0 DEFINITION OF A THREAT

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

5:0 ASSESSMENT OF A THREAT

5:1 Students and staff should be actively encouraged to notify a building administrator whenever they hear of a person who:

- has a weapon at school;

- is planning to bring one to school; or
- is planning a violent act.

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

6.0 **PROCEDURES**

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

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

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

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

SECTION 18. - FAILURE TO REPORT HAZING

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

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

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

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

1:0 REGULATIONS PERTAINING TO STUDENT RECORDS - JRA

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

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

SOURCE: MASC

Adopted 12/8/2010

NON-CUSTODIAL PARENT/GUARDIAN RIGHTS – KBBA

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

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

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

FAIRHAVEN PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY JANUARY 2014

INTRODUCTION

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

PURPOSE

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

IMPLEMENTATION OF THIS POLICY

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

DEFINITIONS

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

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

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

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

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

TECHNOLOGY-RELATED SERVICES PROVIDED BY THE FAIRHAVEN PUBLIC SCHOOLS

EMAIL

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

FPS STUDENT EMAIL ACCOUNT SETUP

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

FPS STAFF EMAIL ACCOUNT SETUP

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

CLOUD

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

USES FOR STUDENT EMAIL

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

STUDENT EMAIL PERMISSIONS

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

STUDENT EMAILS TO STAFF

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

GENERAL EMAIL AND ONLINE CHAT GUIDELINES

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

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

CONTENT FILTERING

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

MONITORING

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

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

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

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

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

USER ACCESS AND EXPLANATION OF GUIDELINE

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

The Fairhaven Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student and staff use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Fairhaven School

Committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

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

ACCESSIBILITY

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

SCHOOL AND DISTRICT WEB PAGES

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

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

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

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

SOCIAL NETWORKING

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

- Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
- Teachers may not list current students as "friends" on personal networking sites. Staff should create a professional account when interacting with students through social networking.
- All content within social networking sites shall be made available to the public.
- Staff members will not give out their private cell phone or home phone numbers to students unless they are responsible for a school-sponsored club or sport. In the event a staff member shares his/her private phone number, they must indicate on the Staff Statement of Responsibilities page located at the end of this document.
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

SCOPE OF TECHNOLOGY POLICIES

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

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

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

EXPECTATION OF PRIVACY

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

CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES

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

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

UNACCEPTABLE USES OF TECHNOLOGY RESOURCES

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

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Sharing the staff network password with students.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Posting items exhibiting or advocating use of drugs and alcohol.
- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from Fairhaven Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources
- Employing the network for commercial or political purposes.
- Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment.
 - Uses that contribute to the violation of any other staff/student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

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

DUE PROCESS

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

FAIRHAVEN PUBLIC SCHOOLS LIMITATIONS OF LIABILITY

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

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

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

MODIFICATION

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

S.C. Adopted: August 25, 2010

Revised: 2/5/2014

FAIRHAVEN HIGH SCHOOL CHROMEBOOK STUDENT HANDBOOK

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

I. STUDENT RESPONSIBILITIES:

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

II. PARENT/GUARDIAN EXPECTATIONS:

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

III. TERMS OF THE CHROMEBOOK LOAN:

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

IV. GENERAL CARE INSTRUCTIONS:

- A.** Chromebooks screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the Chromebooks.
- B.** Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.
- C.** Students should never put weight on the Chromebooks, stack items on top of them or wedge them tightly into a backpack or case. The Chromebook should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- D.** Liquids, food and other debris can damage Chromebooks. Chromebooks should be away from food and liquids when students are eating.
- E.** Chromebooks should not be exposed to temperature extremes. Students should not leave the Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees.

V. PROTECTION PLAN:

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

VI. SECURITY AND THEFT PREVENTION:

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

VII. LOST, DAMAGED, DESTROYED OR STOLEN CHROMEBOOKS:

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