

# Falmouth High School Handbook

Falmouth Public Schools

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## **Handbook Translation**

**English:** If you need this information translated into your home language, please contact the Office of Student Services at 508-548-0151, ext. 143.

**Portuguese:** Se você precisar dessa informação traduzida em sua língua nativa, por favor entre em contato com o Escritório de Serviços Estudantis em 508-548-0151, ext. 143.

**Spanish:** Si necesita esta información traducida a su idioma casa, por favor póngase en contacto con la Oficina de Servicios Estudiantiles al 508-548-0151, ext. 143.

**French:** Si vous avez besoin de cette information traduite en langue de la maison s'il vous plait communiquer avec le Bureau des services aux étudiants au 508-548-0151, ext. 143.

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## District Information

### District Building Information

School Administration Building

340 Teaticket Highway

East Falmouth, MA 02536

p: 508-548-0151

f: 508-457-9032

administration@falmouth.k12.ma.us

Falmouth High School

Mrs. Mary Gans, Principal

874 Gifford Street

Falmouth, MA 02540

p: 508-540-2200

f: 508-548-7515

falmouthhigh@falmouth.k12.ma.us

Lawrence School

Mr. Thomas Bushy, Principal

113 Lakeview Avenue

Falmouth, MA 02540

p: 508-548-0606

f: 508-457-9778

lawrenceschool@falmouth.k12.ma.us



Morse Pond School

Dr. Kathleen Riordan, Interim Principal

323 Jones Road

Falmouth, MA 02540

p: 508-548-7300

f: 508-457-1810

morsepond@falmouth.k12.ma.us

East Falmouth Elementary School

Dr. Justine Dale, Principal

33 Davisville Road

East Falmouth, MA 02536

p: 508-548-1052

f: 508-548-0301

eastfalmouth@falmouth.k12.ma.us

Mullen-Hall Elementary School

Ms. Nancy Ashworth, Principal

130 Katherine Lee Bates Road

Falmouth, MA 02540

p: 508-548-0220

f: 508-457-5404

mullenhall@falmouth.k12.ma.us

North Falmouth Elementary School

Mr. Timothy Adams, Principal

62 Old Main Road

North Falmouth, MA 02556

p: 508-563-2334

f: 508-564-7525

northfalmouth@falmouth.k12.ma.us

Teaticket Elementary School

Ms. Sandra Kapsambelis, Interim Principal

45 Maravista Avenue

East Falmouth, MA 02536

p: 508-548-1550

f: 508-540-4383

teaticket@falmouth.k12.ma.us

### **School Committee**

Terri A. Medeiros, *Chairman*

Kelly Welch, *Vice Chairperson*

Melissa Keefe, *Secretary*

Meghan Fleck

John Furnari

Natalie T. Kanellopoulos

Leah Palmer

William Rider

Andrea Thorrold

### **Central Office Administration**

Dr. Lori S. Duerr, Superintendent of Schools

Dr. Sonia Tellier, Assistant Superintendent

Dr. Joan Woodward, Interim Director of Student Services

Patrick Murphy, Director of Finance and Operations

Dr. Joany Santa, Director of Human Resources

Cynthia Tougas, Director of Technology and Library/Media

### **District Administration**

Laney Cooke-Johnson, Director of Early Childhood Programs

Andrea Burnes, Interim Director of Food Services

Gregory Kennedy, Director of Transportation

### **Mission**

The Mission of the Falmouth Public Schools is to educate students so that they are engaged in their education in a way which develops their capacity to pursue their goals and fosters life-long learning. In order to ensure success for all students, three core beliefs define us as a school system and enable us to accomplish our mission:

- Continuous Improvement for Students, Teachers, Staff, and Administration: We strongly believe in continuous improvement, and we achieve this through actions such as:
  - clearly communicating learning standards and performance expectations that are personalized for learners
  - assigning tasks that challenge learners to move to deeper and more complex levels of knowledge and understanding along a developmental path that is age-appropriate
  - helping learners develop the self discipline to work hard and persist at assigned tasks
  - helping learners feel empowered in the learning process through rigorous preparation.
- Enthusiasm for Teaching and Learning: We strongly believe in the enthusiasm for teaching and learning, and we achieve this through actions such as:
  - supporting curiosity, inquiry, active learning, reflection, creativity and innovation
  - fostering in teachers and learners the confidence it takes to accept new ideas
  - helping teachers and learners overcome the challenges that sometimes accompany learning.

- Collaboration in Teaching and Learning: We strongly believe in schools where collaboration is highly valued, teachers and learners feel safe, diversity in all its forms is celebrated as an asset, and we achieve this through actions such as:
  - acting with integrity
  - demonstrating honesty, responsibility, thoughtfulness, encouragement, and respect
  - modeling good citizenship and encouraging these goals from the greater educational Falmouth community including parents, volunteers, and community leaders.

# **Non-Discrimination and Harassment**

## **Introduction**

The Falmouth Public Schools believe in the multi-cultural, multi-ethnic, and multi-racial community of Falmouth. We must be aware that what we say, do, or think, allow to happen, or fail to stop has the power to harm or to help our students, their families, our colleagues, and ultimately ourselves. Remarks and actions that negatively impact members of our community are not acceptable. There are times when each of us is a member of a majority and times when we are in a minority. Each of us must be sensitive to the people around us and work for a school system and world in which we will be judged only by the content of our character. We are working to support fully the formal notice of non-discrimination below and we want to know of any situation that might be in non-compliance.

## **Notice of Non-Discrimination**

Falmouth Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender, or religion, in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76, §5) and Chapter 151B of the General Laws.

To file a complaint alleging discrimination or harassment by Falmouth Public Schools on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact:

Equity/Affirmative Action Officer  
Falmouth Public Schools  
340 Teaticket Highway

East Falmouth, MA 02536  
508-548-0151

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Falmouth Public Schools also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223- 9695.

A grievant may file a complaint with OCR, generally,

- within 180 calendar days of alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of Falmouth Public School's final disposition on a complaint filed through Falmouth Public Schools, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Elementary and Secondary Education, Bureau of Special Education Appeals, or
- instead of filing a complaint with Falmouth Public Schools.

Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-5023 (telephone 781-338-3300) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-727-3990).

### **Policy on Preventing Harassment and Discrimination/Sexual Harassment**

The Falmouth Public School System shall maintain learning and working environment free from discrimination and harassment. In both the education and employment environments of the Falmouth Public Schools, various laws prohibit discrimination and harassment. In an education context, law prohibits discrimination and harassment on the basis of disability, national origin, race, color, religion, sex or sexual orientation. In an employment context, law also prohibits discrimination and harassment on the basis of age. All such harassment and discrimination is unlawful and will not be tolerated in the Falmouth Public School System, M.G.L. c76, §5.

In September, building principals are responsible for reviewing and insuring that all staff are notified in writing annually of the building procedures for filing a report relative to incidents of discrimination and/or harassment.

## Defining Discrimination and Harassment

Discrimination: Discrimination occurs when school system actions, procedures, policy or personnel treat an individual adversely in an educational or employment context solely on the basis of the individual's race, color, religious creed, national origin, sex, age, ancestry, citizenship, military status, sexual orientation, gender, disability or genetic information.

Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Sexual Harassment: Sexual harassment is unwanted attention directed toward a person because of his or her gender. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:

- A. submission to or rejection of such advances, requests or conduct is made as an implied or explicit term or condition of success in school, employment; or as a basis for employment conditions; or
- B. submission to or rejection of such conduct by an individual is used as the basis for student grading/participation decisions or employment decisions affecting such individual.
- C. the advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's school or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Sexual harassment includes advances, requests or conduct by a student to a student, an adult to a student, an adult to an adult or student to adult. Sexual harassment can include advances, requests or conduct directed from male to female, female to male, male to male, or female to female. Sexual harassment can occur by conduct transmitted by telephone, computer, or other electronic means.

Examples of actions that may constitute sexual harassment include, but are not limited to, the following unwelcome actions:

- whistling, catcalling or making offensive noises;
- staring or making obscene gestures;
- making suggestive remarks, telling jokes of a sexual nature, or using derogatory sexual terms;

- displaying offensive photographs, illustrations, or sex related objects;
- blocking a person's movements;
- touching, brushing, pinching or patting;
- pulling or lifting of clothing;
- pressuring a person for dates, sex or information about personal relationships or sexual experiences; or
- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Other Forms of Illegal Harassment Including Hate Crimes: Harassment on the basis of race, color, religious creed, national origin, sex, ancestry, sexual orientation, or disability includes any unwanted physical or verbal action toward another that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment. Harassment of this form includes advances, requests by a student to a student, an adult to a student, an adult to an adult, student to adult, male to female, female to male, male to male and female to female. Harassment can occur by conduct transmitted by telephone, computer or other electronic means.

Examples of actions that may constitute harassment include, but are not limited to, the following:

- using racial slurs;
- displaying intimidating symbols or words such as swastikas;
- making generalizations;
- using stereotypes;
- telling racial or ethnic jokes;
- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Harassment in the Form of Bullying: Although not unlawful discrimination, actions in the form of bullying or victimizing (hate crimes) by any members of the Falmouth school community will



be considered harassment under the “Falmouth School Committee Policy on Preventing Harassment and Discrimination.” A student is being bullied when he/she is exposed to negative actions from students, Falmouth Public Schools' employees, or other third parties that have the purpose or effect of substantially interfering with the student's school performance or creates an intimidating, hostile, or offensive learning environment for the student.

Examples may include but are not limited to:

- physical threatening (bullying);
- making derogatory comments about peoples' size, weight, height, etc.;
- making derogatory comments about peoples' perceived intelligence or ability or use of sarcasm.

### *Where Can Harassment Originate?*

Harassment can come from:

- students;
- administrators, teachers, coaches or other employees of the Falmouth Public Schools; or
- third parties such as vendors or contractors doing business with the Falmouth Public Schools; visitors or volunteers present within the schools with the permission of the Falmouth Public Schools.

Statements Made Within the Context of the Academic Curriculum: This policy is not meant to stifle or chill the free exchange of ideas in the teaching and learning environment. It should be understood that in the teaching and learning environment, in order to encourage the learning process, statements, writings or visuals may occasionally take on overtones that could be offensive to some individuals. Teachers should use professional discretion when considering whether to include potentially offensive material in the curriculum and then inform students when this is the case and assure them that it is part of the learning environment and not meant to be discriminatory or harassing.

### *What to do if you feel you have been Discriminated Against or Harassed*

Students: Any student who believes he or she has been subjected to discrimination or harassment should notify any teacher, guidance counselor, nurse, any administrator in his/her building, or any central office administrator. To effectively resolve complaints of discrimination

or harassment, people are encouraged to file complaints soon after an incident occurs. Parents or guardians will be notified within 48 hours.

*What to do if you are aware that Someone has been Discriminated Against or Harassed*

Students: Any student who has knowledge or belief of conduct that occurred that might be discrimination or harassment should contact any teacher, guidance counselor, nurse, any administrator in his/her building or any central office administrator.

*Consequences for Harassment and Discrimination*

Students: Any student found to have engaged in harassment will be subject to school imposed discipline and/or legal action. Consequences imposed on any student found to have engaged in harassment may include, but are not limited to, parent conference, written or verbal statement of apology, suspension, expulsion and mandatory counseling sessions with a guidance counselor or mandatory in-house counseling sessions with a School Department administrator. Parents or guardians will be notified within 48 hours.

## **Annual Asbestos Notification**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, please be advised that copies of the Asbestos Management Plans can be found at the following schools:

- East Falmouth Elementary School: 33 Davisville Road, East Falmouth, MA
- Lawrence School: 113 Lakeview Avenue, Falmouth, MA
- Morse Pond School: 323 Jones Road, Falmouth, MA
- Teaticket Elementary School: 43 Maravista Avenue Extension, East Falmouth, MA

The management plans are site-specific guidance documents that the District must follow in managing the asbestos-containing building materials (ACBM) present in some of the schools.

The plan is updated to keep it current with on-going operations and maintenance, periodic inspections, and response action activities.

Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Marcel Sanchez at [msanchez@falmouth.k12.ma.us](mailto:msanchez@falmouth.k12.ma.us).

# Attendance

## Introduction

The Falmouth School Committee believes that successful achievement of its mission relies heavily on daily attendance. The Committee sees a strong correlation between attendance and achievement and finds that daily attendance is a function of school, student, and family factors. The Falmouth School committee reaffirms its belief in the compulsory attendance law and the responsibility of parents/guardians and students to comply with it.

Regular and timely attendance is necessary for maximum learning success. In accordance with Massachusetts law, students may not be absent from school for seven or more full-day sessions or fourteen half-day sessions within any period of six months.

Falmouth Public Schools makes a sincere attempt to avoid scheduling special school and student events to conflict with religious holidays and will exercise care when scheduling assignments and tests. Students will not suffer consequences from an excused absence for religious observations.

The Falmouth Public Schools recognize that time lost from class is essentially irretrievable in terms of opportunity for instructional interaction. In order for a student to receive a passing grade, the student has an obligation to give, as well as receive, in the context of the classroom setting. It is recognized that attendance is among the requirements for all courses. Regular and timely attendance is necessary for maximum learning success. Parents/guardians and students are asked to take attendance seriously and provide notes explaining any absence responsibly.

Valuable staff time is lost investigating absences when a note is not provided.

By improving attendance and encouraging punctuality, the Falmouth Public Schools hopes to achieve the following objectives:

1. Improve academic performance.
2. Develop an attitude of cooperation and responsibility in the students.
3. Place responsibility for attendance and punctuality on the students and their parents/guardians.

4. Develop habits of student as worker that are beneficial to life skills and future employment.

If you are absent from school, you may be required to present a written excuse from a physician or the court to your homeroom teacher on the day following your absence stating the reason for your absence. Excused absences may be for any of the following reasons: death in family; religious holidays; authorized school sponsored activities; illness – as stated, a physician’s note may be required to verify that the physician saw the student in the physician’s office on the day(s) absent from school or specify the dates the student needed to remain at home for a medical issue; court appearances – as stated, a note from the court may be required to verify the date(s) of the student’s court appearance; and other reasons as deemed reasonable and appropriate by the Principal. Parent/guardian notes may be considered, and thus, we ask that you always send a note in to school when your child has been absent from school.

### **Communication**

All schools, at the midterm of their grading period, shall send letters home to parents of students who exceed certain attendance benchmarks. These letters shall notify the parents of their child’s attendance, the relevant state laws regarding attendance, and school averages. They shall also invite the parents to meet with guidance and/or school administration to discuss the student’s attendance, and make a plan to improve it. The dates and benchmarks are as follows:

#### Lawrence and Falmouth High School

<b>Date</b>	<b>Number of Absences</b>
October 15	5
December 15	10
March 15	15
May 15	15 (who were not in the March meeting)

Principals will have discretion based on specific circumstances to waive midterm meetings.

## **Extra Help and Make-Up Work**

Upon returning to school after a period of absences, a student has a length of time equal to the number of school days absent to make up missed work. A student not making up the work in the allotted time will receive a failing mark for the work not made up. Previously announced assignments/tests must be completed upon return. The responsibility is on the student to meet with the teacher to determine when the assignment/test is to be made up.

If any extenuating circumstances exist, the parent/guardian should contact the assistant principal or the guidance counselor. The assistant principal and/or guidance counselor will consult with teacher, department head, the assistant principal, and principal when necessary.

The District discourages students from leaving school for travel because our time with students is so valuable and school vacations are well placed at intervals. Make up work is only a small part of the learning missed. Our experience is that providing assignments to be done during vacation is not productive. Vacations are considered unexcused absences. Therefore, we do not require teachers to design this work in advance for supporting family vacations. We expect students to be present for state MCAS testing.

If a student is going to be absent as a result of travel, the parent or guardian should notify the assistant principal's office and the guidance counselor one week in advance. Students will be expected to make up missed assignments and classroom work within the reasonable amount of time laid out at the beginning of this make up work expectations.

## **Absence Notes Procedures**

Absent notes are crucial to the attendance policy and credit for a course. When a student is absent, it is the responsibility of the parent or guardian to write a note within five days after the student returns to school. The student must then submit the note to the first period teacher explaining the absence. Notes brought in after this time will not be processed but instead placed in the student's file. If the student loses course credit and appeals, these notes may be presented to the appeals board for consideration. Since notes are so important, they must include the following information:

1. Student's full name
2. Date(s) of and reason for absence

3. Signature of parent/guardian
4. Parent/guardian home and cell phone numbers

### **Attendance Terms**

- A. Cuts – Absence from class when officially present in school or entering the class after the half-way point without authorization. Students cutting class will not be allowed to make up work.
- B. Tardy to class – Entering class after the bell without a pass. Every three tardies to a class results in a teacher detention.
- C. Tardy to school – Students are tardy to school when arriving after 7:22 a.m. Students arriving after 7:45 a.m. must check in with the Assistant Principals’ Office before attending any class. Every four tardies to school in a quarter will result in an administrative detention. Excessive tardiness and/or failure to stay for detention may result in loss of parking privileges. Decisions regarding loss of parking privileges are within the sole discretion of the administration.
- D. Car problems and oversleeping – These events are not considered legitimate reasons for being late to school, unless as a result of power outages. Once students decide to drive themselves or travel with other students, rather than take the bus or walk (if within limits), they must assume responsibility for any transportation problems.

Reminder: Tardies to school, i.e., first period, are also addressed in the disciplinary policy as infractions. Every four tardies in a quarter will result in an administrative detention.

### **Tardy and Dismissal Procedure**

Dismissals and tardies to school will require written documentation as outlined in this section in order to qualify as an exemption. Otherwise, the class absence(s) count toward loss of credit.

### **Dismissal Notes**

Before leaving school for any reason, a student must:

1. Have written permission from their parents/guardians.
2. Submit the dismissal note to their first period teacher. Notes received after 8:00 a.m. will not be processed without an Assistant Principal’s approval.

3. Include in the dismissal note, student's name, reason for dismissal and telephone number where parents can be contacted for confirmation.
4. Pick up dismissal note at the Assistant Principals' Office between classes.
5. In case of an emergency, have a parent or guardian come into the Assistant Principals' Office to dismiss student.

After the fact excuses and/or dismissal notes will not be accepted. Students not properly dismissed will receive detentions and cuts for classes missed. Students will only be dismissed to parents/guardians.

### **Early Dismissals from Nurse**

If a student is not feeling well, he/she will report to the school nurse. The nurse, if necessary, will contact the parents or guardians, who must come into the nurse's office to dismiss the student. When necessary, the nurse will contact an Assistant Principal regarding emancipated student dismissal.

### **Rights of 18 Year Olds**

The school administration recognizes the rights of 18 year old students. Specifically as it refers to the writing of absence, tardy, or dismissal notes, the school requires a letter from the parent/guardian giving the student permission to write their own notes. This letter will be reviewed by the Principal/Assistant Principal. The administration also recognizes the need and obligation to continue to keep parents/guardians informed relative to the student's academic progress, disciplinary status, and general whereabouts.

The status of emancipation is as follows:

1. The student must be 18 years old.
2. Prior to first period, the emancipated student must give his/her dismissal note to the Principal/Assistant Principal who will determine authorization. (See "Dismissals")
3. The Principal/Assistant Principal has the right to notify the parent or guardian regarding dismissals.
4. The Principal/Assistant Principal may revoke this privilege if misused.



## **Attendance Credit Appeal Procedure**

When a student receives a notification that he/she has lost credit due to non-exempt absences, cuts and class tardies, the student must use the following procedure to qualify for an appeals hearing:

1. Check and clear any errors through teacher and Assistant Principals' Office.
2. The student will be given an appointment for a credit appeal meeting with an Assistant Principal. Information regarding the credit appeal process will be provided to the student in advance of the meeting.
3. The student must continue to attend class regularly and remain academically active during the appeal procedures.
4. The appeals request will be ruled upon.
5. Appeals will be heard near the end of the semester for semester courses and at the end of the year for year-long courses. (Guidelines provided upon notification.)
6. The documentation of non-exempt absences, cuts and tardies to class will be reviewed.
7. Before requesting a reconsideration of the appeal result by the Principal, students must have presented their case to the Assistant Principal. This request must then be submitted in writing to the Principal within 5 days of the appeals notification.
8. Students must realize that once the potential for credit has been restored through the appeals process any further unauthorized absences, cuts or tardies for that class will cause the decision to be reversed without further appeal.

## Emergency Closing Information for Inclement Weather or Other Reasons

### Introduction

Weather conditions can often change rapidly and seriously because of our coastal location, causing the possibility of school closures, delayed openings, or early dismissals. The Falmouth Public Schools website will display the announcement on all pages of the website. In addition, the following radio and television stations will carry this announcement:

- Radio
  - WCOD 106.1 FM
  - WQRC 99.9 FM
  - WOCN 103.9 FM
  - WMVY 88.7 FM
- Television
  - WBZ Channel 4
  - WCVB Channel 5
  - WHDH Channel 7
  - WFXT Channel 25

### Options

School and town officials monitor weather conditions and road conditions. If conditions are severe enough to threaten the safety of students traveling to and from school, a decision is made to close school or delay opening.

- School Closed – All school will be closed for the day. Students and staff are to remain home. Emergency personnel will report to work. All morning, afternoon, and evening activities are also canceled.
- Two Hour Delayed Opening – All school and bus times will be two hours later than regular starting time. Schools will end at the normal times. All other school activities will take place at their originally scheduled times. Morning preschools are canceled. All custodial and cafeteria employees are expected to report at normal hours. Students are not to be on school grounds until ten minutes before school begins.
- Early Dismissal – There are no set times for early closure. This will depend on weather conditions. Generally, schools are closed either one or two hours early. Buses should

arrive at their destination up to twenty to thirty minutes late because buses must complete high school and middle school runs, often with difficult road conditions. Elementary schools attempt to call the homes or the emergency numbers of preschool, kindergarten, and first grade students. Radio stations announce the early closure. Parents/guardians must have a plan for emergency coverage of students in case dismissal closure becomes necessary and no one is home. Whenever possible afternoon preschool programs will be canceled when there is an early dismissal, and all other afternoon and evening activities are also canceled.

Automated messaging will be used to notify families regarding changes in school schedule (snow day, delayed opening, early dismissal). It may also be used to announce upcoming events and school activities. The recipients of the messages are based on the emergency contact information collected at the beginning of the school year. Please notify the school office if the recipient of the messages is incorrect.

The Superintendent of Schools or his/her designee makes these decisions. Most often they are made in the 4:30 a.m. to 5:30 a.m. time period based on the latest weather information, on conversations with the Department of Public Works and safety officials regarding the condition of roads. The school system recognizes that there are inconveniences and dangers to keeping schools open during inclement weather but also that there are concerns when closing because of disruption of family routines. We attempt to make the decision that is safest for families with a priority on also maintaining the flow of education.

# Student Records

## Regulations Pertaining to Student Records

The District's policy of students' and parents' privacy rights to academic records is in compliance with Student Record Regulations under the authority of Chapters 71, 71B, and Chapter 76 of the Massachusetts General Laws.

## Access to Student Records

Parents may have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents. Upon request for access, the entire student record shall be made available. A non-custodial parent is eligible to obtain access to the student record unless the school district has been provided with documentation indicating that:

- The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
- The parent has been denied visitation, or
- The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
- There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted.
- In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access.

- The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

### ***PowerSchool Parent/Student Portal***

Access to your student’s grades and attendance through PowerSchool is being provided to you as another form of communication with teachers and administrators. Usernames and passwords are required to access the system and will be different for parents and students. To obtain a Parent account, please complete the online application that can be found on the FPS Technology website. The following guidelines apply to the use of the Parent/Student Portal:

- A. Username and passwords are to be kept confidential.
  - 1. The district accepts no responsibility in the event the username and password is shared, given, stolen or in any other way becomes the possession of a person other than the parent/guardian.
  - 2. If a username/password is compromised, the parent/guardian can contact the school to have the password changed.
  - 3. If you forget your username and/or password, a written request form, found in the Assistant Principal’s office, is required.
- B. Even though the Public Portal will be available at any time of day, there may be times when the system is down due to planned maintenance or an unplanned outage. Please check again later.
- C. The school district does not provide technical support for your home and/or work computer system.
- D. All parent/student access to the Portal is monitored.
- E. Even though you will be able to check your student’s progress 24 hours a day/7 days a week, teachers will generally post their grades within 10 school days of the assignment due date. Please realize that some assignments may take much longer to grade. Please be patient. Do not contact teachers requesting a grade sooner than 10 school days.

- F. Grades may be preliminary, and as such may change over the course of the quarter. Moreover, additional grades, such as notebook check, participation, etc., may be factored in at the end of the quarter. Final grades will be determined solely by the teacher using all of his/her records and final grades are not submitted until report cards are generated each quarter. For FHS students, loss of credit due to class attendance will not appear in PowerSchool until the end of the semester.
- G. The online grade book should be used as a reference point. To that end, look for patterns and trends in student grades as a basis for conversation with students and not focus on individual assignments. Please recognize that mistakes may occur at times. We recommend the following protocol:
  - 1. Speak with your student.
  - 2. Have your student talk to his/her teacher for clarification.
  - 3. Check teacher's grading policy on syllabus.
  - 4. Contact the teacher.
  - 5. Request a meeting through the Guidance Department.
  - 6. Lastly, contact school administration.
- H. Final quarter grades will be posted on the day report cards are distributed.
- I. Attendance concerns should be addressed to the classroom teacher (class attendance) or the Assistant Principals' Office (daily attendance).

Terms of Use:

- A. Access to the system is a privilege, and if it is abused, my account will be suspended and/or terminated.
- B. The Falmouth Public Schools is not liable for any damages to my personal equipment incurred when connected to the PowerSchool system.
- C. In consideration of using the Falmouth Schools' network and having access to my student's grades and attendance, I hereby release the Falmouth Public Schools, its officers and employees from any claims and damages from my use of the system.

Falmouth High School does not distribute hard copies of report cards unless requested by a student and/or parent/guardian. Report cards are made available online via the PowerSchool Portal.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Falmouth Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the Falmouth Public Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or

grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Falmouth Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the



disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows Falmouth Public Schools to release certain information about students with parental consent, provided that annual notification has been given and the school does not have on file written denial to release this directory information. *Directory Information* is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of *Directory Information* is to allow Falmouth Public Schools to include information from students' education records in certain school publications. Examples include:

- A playbill, showing a student's roll in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Per Falmouth Public Schools policy JRA-R, the following information is designated as *Directory Information*:

- a student's name;
- address;
- telephone listing;
- date and place of birth;
- major field of study;
- dates of attendance;
- weight and height of members of athletic teams;
- class;
- participation in officially recognized activities and sports;

- degrees;
- honors and awards; and
- post-high school plans.

If you do not want Falmouth Public Schools to disclose any or all of the types of information designated as *Directory Information*, from your child's education records without your prior consent, you must notify your child's school in writing. Upon receipt of the document, the school will forward you a form seeking additional information related to your request to not disclose any or all types of *Directory Information*.

# Food Services

## Introduction

The Falmouth Public Schools Food Services offers breakfast and lunch daily. We are committed to meeting the needs of our students with balanced and nutritious meals. We welcome your child or children to our program. If there are any special dietary needs they may have, please notify the school nurse.

## Food Costs

Make sure that your child has lunch money or a homemade lunch for each school day. Your support is essential to keep the costs low and the quality high. Support our school lunch program. It is an excellent value for the money.

- Breakfast (\$2.00) is available to all students each morning in the cafeteria. The price for lunch is \$3.00, which includes milk.
- Milk, by itself, may be purchased for \$ .50.
- An application for breakfast and lunch assistance will be sent home with students and can be found on the web page at [www.falmouth.k12.ma.us](http://www.falmouth.k12.ma.us).

## Free and Reduced Lunch

Free or reduced priced meals may be available for your child based on the size of your family and your family's income. Households may apply at any time of the year. Extra copies of the forms are available in the school office throughout the school year if your financial situation changes. The Falmouth Public School System is participating in the Direct Certification Process. If your child has received a Meal Benefit Certificate from the Department of Transitional Assistance, you do not have to complete an application.

## Online Payment System

The Falmouth Public Schools Food Services Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through the web site [www.myschoolbucks.com](http://www.myschoolbucks.com). By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so

your child has more time to eat with friends. Also, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a breakfast and/or lunch within the past thirty days. To access these services:

- Simply go to the district web site at [www.falmouth.k12.ma.us](http://www.falmouth.k12.ma.us)
- Click on the Myschoolbucks.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, and the Locally Assigned Student Identifier (LASID) number. This number may be found on your child's Picture ID, or by contacting the Food Service Office at 508-548-0151 x134.
- Parents have the option of sending cash or checks directly to the school to be deposited into student accounts.
- Parents/guardians will be invoiced for any unpaid balance on their student's account.

### **Lunch Charging Policy**

Students who occasionally forget their lunch money or their homemade lunch may charge lunch on that day and the lunch charge is paid back to the school's Food Services on the next school day.

# Transportation Services

## Introduction

Students are reminded that all school rules and expectations of behavior apply on buses in transit to and from school, extracurricular activities, and field trips. Upon arrival on school property, a student is considered present and should enter the building. Students who then leave school without permission will be considered truant and/or cutting classes and appropriate consequences will be assigned.

At the end of the school day, students should leave the parking lot by 2:10 p.m. or immediately upon completion of their after school activities.

Once the school buses have been released, students may not cross in front of any bus until all buses have left school property. Failure to comply will result in disciplinary action.

## Bus Regulations

The bus driver has full authority and responsibility to enforce order and maintain discipline on the bus. In the event of a discipline problem with a student, the driver will deliver the student to his/her destination and then notify the principal or designee via a Bus Conduct Report. In the event of a discipline problem that impedes the safety of the bus driver continuing on his/her route, the driver may summon help from either his/her employer, the Transportation Director, or in the most severe instances, the local police.

## Violations

The following violations may result in a suspension of riding privileges for a period to be determined by the building principal or designee.

1. Fighting on the bus
2. Lighting matches or cigarette lighters
3. Tampering with bus equipment/safety equipment
4. Improper use of emergency exits
5. Throwing objects at, out of or within the bus
6. Profanity or other disrespectful language or gestures
7. Spitting

8. Smoking (tobacco, electronic and/or vapor)
9. Harassment of other students or the bus driver
10. Intentional damage to the bus or bus equipment; students will be held responsible for any defacement or damage to the bus
11. Refusing to remain seated while the bus is in motion
12. Refusing to obey or comply with a driver's request or directions

The following violations shall result in an indefinite suspension of riding privileges. The building principal or designee will determine the length of suspension.

1. Possession, sale or use of drugs
2. Possession, sale or use of alcoholic beverages
3. Possession, sale or use of a dangerous weapon
4. Repeated violations of bus rules and regulations

Disciplinary action for violations other than those listed above shall be at the discretion of the building principal or designee.

### **Parent Drop-Off/Parent Pick-Up**

Student parking is in Lot A next to the tennis courts. All parents who are dropping students off will also use Lot A between 7:00 a.m. and 7:25 a.m. Parents are also to enter Lot A for student pick-up at the end of the day. Parking Lot B is reserved for buses and faculty use only.

# Student Parking

## Introduction

Student parking is a privilege for juniors and seniors in good standing and with a valid driver's license. Students can purchase a parking sticker for each academic year. All student vehicles must be registered with the Activities Office.

Vehicles should be locked after arrival and no student is permitted in the parking lot during school hours without obtaining a pass from an Assistant Principal and signing out in the Assistant Principals' Office.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors and interiors of student vehicles. This includes the use of canine units.

Reminder: When students park on school property without an FHS sticker, their vehicle could be towed. Students who park without authorization will not be allowed to apply for a parking sticker in the future. They will also be subject to disciplinary action.

## Violations

1. Failure to fill out paperwork when driving an unstickered or alternate vehicle to school
2. Failure to return a temporary tag
3. Speeding (over 15 miles per hour)
4. Improper parking (taking 2 spaces or parking on grass)
5. Reckless or careless driving
6. Failure to yield to a school bus
7. Crossing grass island
8. Causing an accident
9. Four tardies per quarter

Parking privileges will be denied for the remainder of the quarter and the sticker must be returned to the Assistant Principals' Office for two or more of the above violations.

## Causes for Revocation

1. Parking outside of the student parking lot



2. Leaving campus without permission
3. Transfer of sticker
4. Providing unauthorized transportation
5. Vandalism to a vehicle in the parking lot
6. Major infraction
7. Failure to stay for administrative detention

### **Appeals**

Students who wish to appeal a suspension or loss of sticker must meet with the Assistant Principal by making an appointment in the Assistant Principals' Office.

### **Day Tag**

Ten spaces are reserved for students (seniors) who have a special circumstance and need to drive to school. A parent/guardian and the student still must review the rules and sign the form that indicates that the rules have been reviewed. Once that procedure has been completed, one-day tags should be purchased during lunch the day before in the Assistant Principals' Office (\$1.00). Students must come with car registration and driver's license. Failure to return "day tag" will result in suspension of parking privileges and disciplinary action.

## **About Falmouth High School**

### **Statement of Purpose**

Falmouth High School's purpose is to build a community of learners reaching for their full potential. Falmouth High School recognizes the necessity of providing a challenging academic curriculum, one which fosters the mastery of knowledge in content areas. Falmouth High School also recognizes the importance of promoting the development of essential skills as well as the development of personal qualities and characteristics. Because of our school's diverse culture and economic make-up, our purpose is to provide a broad curriculum, one that recognizes individual needs and goals while it challenges all to grow intellectually and socially as they work to meet established high standards and expectations.

### **The Community**

Falmouth High School, situated two miles north of the town's center, serves the town's eight villages: East Falmouth, Falmouth, Hatchville, North Falmouth, Teaticket, Waquoit, West Falmouth, and Woods Hole. Falmouth's year-round population is 31,101 residents. Since the town's economic base is characterized by a strong retail and service sector, it is important to note that the town's population experiences a dramatic threefold increase in the summer. The median household income is \$64,070 (as of 2018). Falmouth's location has supported its growth into one of the largest oceanographic and marine research centers in the country.

The Town of Falmouth has four elementary schools, one middle school, one junior high school, and one high school. The District's per pupil costs for 2015-16 (\$16,473) remained slightly above the state averages. Approximately 49% of the town budget is appropriated to the schools and accounts for about 83% of the total school budget. State funds account for nearly 8.8% of the budget, with the remainder, about 8.2%, coming from the federal government and other grants.

### **The School and The Students**

Our school has 999 hours of instructional time. There are 180 days of school scheduled for students. The school year is broken down into thirty 6-day cycles which are comprised of letter

days, A-F. There are a total of 60 hours of professional development time available every year to faculty.

Among the efforts sustained by faculty and staff at Falmouth High School to retain students and maintain their positive progress towards graduation are enrollments in the Credit Recovery Program available through online learning, as well as enrollment in a skills based workshop course in English, mathematics, or biology.

Falmouth High School's graduation requirements have been revised. Beginning with the Class of 2013, students are required to earn 96 credits. This change aligned our graduation requirements with the minimum entry requirements for Massachusetts state universities. Students at Falmouth High School are also encouraged to participate in a number of service learning opportunities as aligned with our social and civic expectations.

Falmouth High School maintains an outstanding and rigorous academic program. We offer Advanced Placement (AP) courses. All AP and honors courses are listed by department in the Program of Studies. Falmouth High School students have continued to show marked improvement on the Massachusetts Comprehensive Assessment System (MCAS). In accordance with guidelines published by the Massachusetts Department of Elementary and Secondary education, we create and maintain individual Educational Proficiency Plans (EPPs) for students who score below 240 in either English Language Arts and/or mathematics.

Falmouth High School routinely celebrates students' achievements. Falmouth High School also has local chapters of the National Honor Society, the National Math Honor Society, the National Science Honor Society, the National Music Honor Society, and the National Art Honor Society. There are also co-curricular opportunities available for students.

Falmouth High School has forged a range of partnerships. Local businesses and agencies, including the Falmouth Volunteers in Public Schools (VIPS) and Woods Hole Science and Technology Education Partnership (WHSTEP), that collaborate with Falmouth High School. Senior students may also elect to enroll in community-based senior internships. In our support of student readiness for post-secondary education, we have also partnered with Cape Cod

Community College through the College Connection Program, which offers personalized college placement assistance.

## General Information

### School Hours/Bell Schedule

#### Clipper Time Full Day Schedule

Teacher Arrival	7:15
Period 1	7:22-8:19
Homeroom (Period 1)	7:22-7:27
Class	7:27-8:19
Period 2	8:22-9:14
Period 3	9:17-10:09
Clipper Time	10:12-10:45
Period 4	10:48-12:13
Wave 1 (Period 4)	10:48-11:18 (Lunch); 11:21-12:13 (Class)
Wave 2	10:48-11:40 (Class); 11:45-12:13 (Lunch)
Period 5	12:16-1:08
Period 6	1:11-2:03
Teacher Departure	2:11

The bell will ring at 11:18 a.m. in the cafeteria only. At this time, students at lunch will proceed directly to class. At 11:21 a.m. the bell will ring throughout the school. At this time, the students returning from lunch should be back in class. At 11:40 a.m. the bell will ring throughout the school. At this time, the students who have Wave 2 lunch should proceed from class to lunch.

#### Non-Clipper Time Full Day Schedule

Teacher Arrival	7:15
Period 1	7:22-8:25
Homeroom	7:22-7:27
Class	7:27-8:25
Period 2	8:28-9:26
Period 3	9:29-10:27
Period 4	10:30-12:01
Wave 1	10:30-11:00 (Lunch); 11:03-12:01 (Class)

Wave 2	10:30-11:28 (Class); 11:31-12:01 (Lunch)
Period 5	12:04-1:02
Period 6	1:05-2:03
Teacher Departure	2:11

The bell will ring at 11:00 a.m. in the cafeteria only. At this time, students at lunch will proceed directly to class. At 11:03 a.m. the bell will ring throughout the school. At this time, the students returning from lunch should be back in class. At 11:28 a.m. the bell will ring throughout the school. At this time, the students who have Wave 2 lunch should proceed from class to lunch.

### **Activity Day Schedule**

Teacher Arrival	7:15
Period 1	7:22-8:19
Period 2	8:22-9:16
Period 3	9:19-10:11
Period 4	10:14-11:39
Wave 1	10:14-10:44 (Lunch); 10:47-11:39 (Class)
Wave 2	10:14-11:16 (Class); 11:09-11:39 (Lunch)
Period 5	11:42-12:34
Period 6	12:37-1:29
Activity Period	1:32-2:03
Teacher Departure	2:11

The bell will ring at 10:44 a.m. in the cafeteria only. At this time, students at lunch will proceed directly to class. At 10:47 a.m. the bell will ring throughout the school. At this time, the students returning from lunch should be back in class. At 11:06 a.m. the bell will ring throughout the school. At this time, the students who have Wave 2 lunch should proceed from class to lunch.

### **“Reverse” Activity Schedule**

Teacher Arrival	7:15
Activity Period	7:22-7:53
Period 1	7:56-8:50

Period 2	8:53-9:46
Period 3	9:49-10:42
Period 4	10:45-12:11
Wave 1	10:45-11:15 (Lunch); 11:18-12:11 (Class)
Wave 2	10:45-11:38 (Class); 11:41-12:11 (Lunch)
Period 5	12:14-1:07
Period 6	1:10-2:03
Teacher Departure	2:11

The bell will ring at 11:15 a.m. in the cafeteria only. At this time, students at lunch will proceed directly to class. At 11:18 a.m. the bell will ring throughout the school. At this time, the students returning from lunch should be back in class. At 11:38 a.m. the bell will ring throughout the school. At this time, the students who have Wave 2 lunch should proceed from class to lunch.

### **Early Release Schedule**

Teacher Arrival	7:15
Period 1	7:22-7:55
Period 2	7:58-8:25
Period 3	8:28-8:55
Period 5	8:58-9:25
Period 6	9:28-9:55
Period 4	9:58-11:15
Wave 1	9:58-10:28 (Lunch); 10:31-11:15 (Class)
Wave 2	9:58-10:42 (Class); 10:45-11:15 (Lunch)
Teacher Departure	3:30

### **2 Hour Delay Schedule**

Teacher Arrival	9:15
Period 1	9:22-10:04
Period 2	10:07-10:44
Period 3	10:47-11:24
Period 4	11:27-12:44

Wave 1	11:27-11:57 (Lunch); 12:00-12:44 (Class)
Wave 2	11:27-12:11 (Class); 12:14-12:44 (Lunch)
Period 5	12:47-1:24
Period 6	1:27-2:03
Teacher Departure	2:11

### **Registration for New Students**

Students new to Falmouth High School report to the Main Office with their parents or guardians and are then referred to the Guidance Office for registration materials. Once all required paperwork, including health records with immunizations, from the previous school has been received, an appointment will be made for guidance counselor assignment. Course registration for students is conducted during the spring.

Guidance counselors are available and should always be consulted in order to select courses that meet individual needs for high school, employment or higher education. Students and their parents should consider very carefully the courses to be selected during the registration process since course changes are not easily made. A Program of Studies listing all courses, titles and descriptions is made available to all students at the beginning of the registration process. An evening presentation and information session is held annually in the winter.



## Opportunities for Parents/Guardians

### Involvement Opportunities

For every student to reach his or her potential there needs to be a strong partnership between the family and the school. We welcome the involvement of parents and the community-at-large in our schools. There are many ways for parents to be involved in our schools. The purpose of this section is to list some of the opportunities that are available for you.

- Become a School Council member. A School Council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school under Massachusetts General Laws and operates under the Massachusetts Open Meeting laws. Teachers, parents, and community members can become more committed to improving the schools and more supportive of the public school system when they enjoy the opportunity to serve or be represented on a school council that has a role in shaping the policies and programs of the school. School Councils enhance site-based decision making because they expand the participation of the school community in its schools' decision making. The involvement of different groups on the council provides the school with different and mutually complementary perspectives on its improvement goals and plans. In addition, by involving people who work in and support the school in the development of the school's improvement plan, the likelihood will increase that the plan will be successfully implemented. School Councils are to assist principals in adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards, identifying the educational needs of students attending the school, reviewing the annual school building budget, formulating a school improvement plan and to review the student handbook each spring to consider changes in disciplinary policy to take effect for the following school year.
- Attend athletic events, plays, band and choral concerts.
- Attend special events at the school, such as Freshmen Orientation, Open House and Program of Studies Night.
- Stay in communication with your child's guidance counselor and attend guidance informational meetings throughout the year.

- Attend School Committee meetings where issues affecting the Falmouth Public Schools are discussed.
- Access on-line resources such as the Falmouth High School website.
- Join one of our Parent/Guardian Booster Organizations.
- Participate in monthly Parent Connection Meetings, which focus on parenting topics and teenager issues sponsored by the district Student Services Office and advertised on the school website.
- Log into “Naviance,” the Guidance Department’s online career and college planning program for all students.
- Visit the school website to view teacher websites and current events.

The following volunteer opportunities allow an individual to work directly with the students and staff, and are quite rewarding for the volunteer, as well as the students. \*

- Become a mentor.
- Become a Volunteer in Public Schools (VIPS). Call 508-548-1621 or email: [vips@falmouth.k12.ma.us](mailto:vips@falmouth.k12.ma.us).
- Volunteer to chaperone field trips.
- Volunteer at special events, such as the Science Fair, Senior Class Auction, or Junior Work Day, or as a Booster Club member.

\*Please note that all volunteers working in any capacity with the students are required to submit a Criminal Offender Record Information (CORI).

### **Background Checking (Parents/Guardians & Volunteers)**

Falmouth Public Schools will obtain criminal offender record information (CORI) for all volunteers and others who wish to participate in school activities. This includes classroom volunteers and field trip chaperones. The CORI process must be completed before any involvement in the schools and the results of the CORI, based on the discretion of the Superintendent or his/her designee, will determine one’s eligibility to participate in school activities. CORIs can be completed at the VIPS office at Falmouth High School. All CORI information is confidential and privacy will be maintained. In addition, individuals may be asked to submit state and national fingerprint-based criminal background checks at the expense of the

individual. The requirement to submit state and national fingerprint-based criminal background checks will be made by the Superintendent or his/her designee.

You are considered a VIPS (Volunteer in Public Schools) if you donate your time in any way to any school activity, class, library, event, or club. If you take tickets, sell snacks, make phone calls for a teacher or coach or drive for an activity, you are a VIPS. You are required to complete a background check (CORI form) annually, to register with the VIPS office, and to log your hours.

Please check with the FHS supervising staff member when you volunteer. CORI and VIPS registration forms are available at all schools, during Freshman Orientation Night, or at the VIPS Office at Falmouth High School, (508) 548-1621.

## **Athletics and Co-Curricular Activities**

### **Eligibility for Athletics and Co-Curricular Activities**

A student must secure during the last marking period preceding the contest a passing grade, and full credit, in the equivalent of four traditional, year-long major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by the receiving school's eligibility standards. A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional, year-long major English courses. To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional, year-long major English courses. Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class. An athlete who meets the minimum standard after the start of a season is not eligible to participate during that season; exceptions may be allowed for non-cutting teams with the approval of the principal, athletic director, coach, and guidance counselor.

### **Rules of Co-Curricular and School Sponsored/Sanctioned Activities**

During the school year, students shall not, regardless of the quantity, use or consume, buy, possess, sell, knowingly be in the presence of, or give away any beverage containing alcohol or any controlled substances as defined under Massachusetts General Laws, Ch. 90D, or inhale vapors of any intoxicating substance such as glue, nitrous oxide and the like, sometimes referred to as "huffing".

Members of clubs and/or any other school-sponsored activity will be suspended from participating in that school activity for two weeks. At the end of the two-week period, a review board consisting of the Assistant Principal and club advisor will assess the eligibility of the student's membership.

If a student officer of a class or school sponsored activity is found to have violated any of the above rules, the student may no longer be eligible for that position.

Athletes: Any student involved in an athletic activity will follow the rules of the FHS Athletic Handbook.

## **Student Clubs and Organizations**

The following student clubs and organizations are offered each year at Falmouth High School. Students are encouraged to join clubs and organizations and should contact the Student Activities Office for more specific information:

- All School Play (Drama Productions)
- Art Shows (Student Art Gallery)
- Best Buddies (Students Helping Students)
- Civic Leadership Project (Learning about Social Issues)
- Clipper Compact (Yearbook)
- Diversity Club (Celebrating Different Cultures)
- Ecology Club (Environmental Education/Conservation)
- French Club (French Language and Culture)
- Gay Straight Alliance (Endorsement of a Safe/Positive Environment)
- Gifford Street Writers (Creative Writing)
- Latin Club (Latin Language and Culture)
- Math Team (Problem Solving and Math Competition)
- Mock Trial (Learning about the Judicial Process)
- Model U.N. (Learning about the United Nations and International Relations)
- National Art Honor Society (Awareness of Quality Art Education)
- National Honor Society (Academic Services Organization)
- National Math Honor Society (Academic Honors in Mathematics)
- National Science Honor Society (Academic Honors in Science)
- Science Fair
- Science/ROV Club
- Student Government (Class Officers, Homeroom House of Representatives, School Council and Student Advisory Board)
- Student Volunteers (School and Community Service)

- Tri-M (Math Honor Society)

## **Student Government**

### **Introduction**

Each class elects officers to work with the class advisor to organize class spirit events, fundraising and other activities. Officers are elected each spring (with fall elections for the Freshmen Class) and serve one year terms. Elections for Freshman class officers will be held in the fall. One Representative shall be elected to serve as a member of the House of Representatives from each homeroom of Falmouth High School. All serving class officers shall be full members of the House of Representatives. Please refer to the Rules and Procedures of the Homeroom House of Representatives on the FHS homepage. Guidelines are contained in the Student Government Charter and the Student Activities Handbook, which is housed in the Student Activities Office.

### **Class Officers**

Each class at Falmouth High School elects officers to work with the class advisor to organize class spirit events, fundraising and other activities. Officers are elected each spring to serve one year terms.

### **House of Representatives**

The Homeroom House of Representatives shall have the following responsibilities:

1. To pass bills and resolutions for the betterment of the School community.
2. To elect four student representatives to the Falmouth School Committee
  - a. One elected from each grade
  - b. Not necessarily members of the House, but can be.
  - c. Nominated by the Principal
3. To elect student representatives to the FHS School Council.
  - a. Nominated by members of the House
4. To approve/initiate school-wide student programs/activities
5. To advise staff of student interests
6. To serve as an outlet for clubs and organizations to reach students

### **Student Advisory Board**

The Student Advisory Board was established under state law to meet with the Town of Falmouth School Committee. The eight-member board consists of students elected by each of the four grades. The Board elects a member to hold a nonvoting student seat on the School Committee. The School Committee encourages the participation of members in discussion of School Committee items.

### **Regional Student Advisory Council**

Students are elected each spring to serve on the Regional Student Advisory Council of the Massachusetts Board of Elementary and Secondary Education. This group meets monthly to discuss students' concerns in the Southeast region of Massachusetts. Some of these concerns are then referred to the State Student Advisory Council, one of whose members sits on the State Board of Elementary and Secondary Education.

### **School Council**

Students are elected from each class to serve as student members of the School Council. These students meet monthly with parent, faculty and community representatives to deal with budget review, curriculum and other issues of concern to the high school. The School Council is responsible for assisting with the development of a school improvement plan each year.

### **Regulations Regarding School Government**

Falmouth High School election by-laws allow a student to be only one of the following: Class Officer, member of the House of Representatives, or member of the Student Advisory Board. A student may run for an office while holding the other, with the understanding that he or she must resign from the other position if elected.

### **Impeachment Process**

As a result of an article in the December 1985 Student Town Meeting warrant, an impeachment process was created. This process applies to all members of student government and to officers of all student organizations or clubs. Process of impeachment is incorporated into the Student Government Charter, which is available in the Student Activities Office.

## Interscholastic Athletic Programs

### Fall Sports

The fall season runs from the Monday before Labor Day through Thanksgiving Day. Practice and tryouts for fall sports begin in late August. Athletic practice will begin at 3:15 each afternoon. This will allow students the opportunity to seek extra help and participate in a variety of school activities such as student government and clubs.

Boys'/Girls' Cross Country	Varsity
Cheerleading	Varsity
Field Hockey	Varsity, Junior Varsity
Football	Varsity, Junior Varsity, Freshmen
Boys' Golf	Varsity
Boys' Soccer	Varsity, Junior Varsity
Girls' Soccer	Varsity, Junior Varsity
Volleyball	Varsity, Junior Varsity

### Winter Sports

The winter sports season begins the first Monday after Thanksgiving and may extend to the Saturday preceding the third Monday in March for the purpose of competing in state tournaments and championships. Athletic practice will begin at 3:15 each afternoon. This will allow students the opportunity to seek extra help and participate in a variety of school activities such as student government and clubs.

Boys' Basketball	Varsity, Junior Varsity, Freshmen
Girls' Basketball	Varsity, Junior Varsity, Freshmen
Boys' Ice Hockey	Varsity, Junior Varsity
Girls' Ice Hockey	Varsity
Boys'/Girls Winter Track	Varsity
Gymnastics	Varsity

### Spring Sports

The spring sports season begins the third Monday in March and may extend through the third week in June for purpose of competing in state tournaments and championships. Students in the



senior class may continue to participate after graduation until the end of the season. Athletic practice will begin at 3:15 each afternoon. This will allow students the opportunity to seek extra help and participate in a variety of school activities such as student government and clubs.

Baseball, Varsity, Junior Varsity, Freshmen

Boys' Lacrosse, Varsity, Junior Varsity

Girls' Lacrosse, Varsity, Junior Varsity

Softball, Varsity, Junior Varsity

Boys' Tennis, Varsity

Girls' Tennis, Varsity

Boys'/Girls' Spring Track, Varsity

Girls' Golf, Varsity

Sailing, Varsity

Game schedules and directions to away games are available through the Athletics Office and on our website.

### **Additional Information**

Cheerleading – The Cheerleaders are part of the Athletic Department. Try-outs are in the spring. Please contact the Athletic Director for more information.

Intramural Athletic Program – An intramural program for both boys and girls is available throughout the year. Information on these programs is announced in the School Notices. The program is under the direction of the Athletic Director.

Eligibility and Athletic Codes – An Athletic Handbook has been published and is available to every team member at the beginning of each season. The handbook states expectations and penalties for infractions.

MIAA policies regarding the use of drugs and alcohol are in effect from the first day of fall practice through the end of the school year.

## **Academic Information**

### **Enrollment**

All students must be assigned a full academic schedule in order to be considered an enrolled student at Falmouth High School. Students take the equivalent of six classes which meets the minimum 24 academic credits for the school year. (Exceptions exist for documented medical disabilities with administrative approval). Students seeking out of school exchange programs, etc. must withdraw from the high school then re-enroll upon return.

### **The Academic Schedule**

The calendar of district events can be found on our website, ([www.falmouth.k12.ma.us](http://www.falmouth.k12.ma.us)). Also, our calendar of high school events can be found on the high school website, as well ([www.falmouth.k12.ma.us/Domain/8](http://www.falmouth.k12.ma.us/Domain/8)).

The school year runs 185 days, including an additional 5 days in case of school closings for weather or other emergencies. Any of the 5 days not necessary to cover emergencies will be dropped from the calendar at the end of the school year.

The year is divided into four marking periods with report cards issued at the end of each. A marking period consists of approximately forty-five school days. Falmouth High School runs on a six-day rotation. A cycle might start on Wednesday and run Thursday, Friday, Monday, Tuesday, and Wednesday. The next six-day cycle would start on Thursday and run through the next Thursday.

The purpose of the six-day cycle is to create a rotation relative to the days of the week so that, for instance, Monday holidays don't consistently interfere with the same classes.

Students and teachers will be reminded each day that it is Day A, B, C, D, E, or F.

### **Conditions to Receive Diplomas**

The Falmouth Public Schools will grant differentiated diplomas to students to reflect a variety of levels of accomplishment while meeting the basic graduation expectations of the Falmouth School Committee and Falmouth High School.

High school graduation is signified by receipt of a diploma and by a statement on the student's transcript. Both the diploma and the transcript will provide for differentiation according to levels of accomplishment as set forth below. All levels allow participation in the graduation ceremony, although two types signify lack of full completion of graduation requirements. Students must be enrolled at FHS for at least one semester of senior year to receive a diploma.

The specific academic requirements for graduation leaves students and parents a range of options. The school encourages students to seek a broad sampling of learning experiences at this time in their lives. A course at Falmouth High School may be scheduled to run for half or all of a school year. In most cases, students will receive two credits for passing a half-year (two marking periods) course; and four credits upon the satisfactory completion of a full-year course.

No credit is given for courses that are failed for reasons of withdrawal, incomplete work, or unsatisfactory work. All minimum requirements listed on the next page must be fulfilled in order to receive a diploma.

To graduate, students must earn a minimum number of course credits according to the following schedule:

<b>Course Type</b>	<b>Number of Credits</b>
English	16
Math	16
Science	12
Social Studies	12
Business, Fine Arts or Applied Arts	4
Physical Education/Health	8
Electives	20
Foreign Language	8

Total credits, 96

Please realize that many colleges and career plans require other special course sequences. No more than 24 credits in one subject area will be counted toward fulfillment of minimal graduation requirements.

The School Committee, while reaffirming that high school students should attempt to broaden their interests and explore a full program of study, recognizes that it may be in the best interest of some students to graduate in fewer than four years. This may take place under the following circumstances:

1. The student's counselor and the parents agree that it is in the student's best interest
2. Appropriate forms are completed according to the following deadlines:
  - a. For juniors accelerating a full year, forms by the end of the first semester of junior year
  - b. For seniors accelerating by one half year, forms at the beginning of the first quarter of senior year.
3. All minimum requirements are met
4. Approval by the principal

### **English Language Development**

State law requires that English Language Learners (ELLs) receive instruction that is specifically designed to assist them in learning the English language and subject matter content, and that parents participate in the decision-making process. When a student enrolls in Falmouth Public Schools, the district will determine whether the student is an English Language Learner and the student will be placed in an appropriate instructional setting to support content and language learning.

### **Academic Regulations and Guidelines**

As minimum guidelines for students considering four-year colleges, the following are suggested:

1. 16 credits of English
2. 8 - 16 credits of one foreign language
3. 16 credits of mathematics, sequence of courses up to and including Algebra II
4. 12 - 16 credits of science, at least 4 credits of lab science
5. 12 credits of social studies
6. 96 total credits including PE, the arts, and other special interest courses

Please see our guidance counselors for specific requirements for individual colleges or major interests, and please also refer to the current Falmouth High School Program of Studies for further information regarding course credits and graduation requirements.

Students have the option of retaking a class to improve a grade. The original class credit remains; however, the higher grade may replace the previously earned grade on the transcript.

Falmouth High School offers a broad curriculum in terms of both the scope of courses and the skill levels at which the courses are offered. Student enrollment and ability to succeed in a class may depend on the completion of prior courses.

Prerequisites, if necessary, are listed with a course description to assist parents and students in making good choices about entering a particular course. Prerequisite courses must be passed; no prerequisites are satisfied without a passing grade. If a reasonable level of competence has not been achieved, the student may choose to go to summer school to repeat the course, if it is available. Finally, certain courses require performance prerequisites. This may take the shape of an audition (in some musical courses), an honors placement exam, a writing sample, or the completion of a project to demonstrate necessary skills.

Class Rank -- Rank in class depends upon points earned from the quality of the grades earned and the quantity of course credits undertaken. A weighted system applies to grades, with the number value for a letter grade dependent on the category of difficulty of the course.

The four-category system follows a long-standing labeling of courses in the Program of Studies. Category I courses have an AP designation. Category II courses are designated with an asterisk (\*) meaning honors work. Category III (CP2) and Category IV (CP1) courses are comprised of work that is oriented toward college and career readiness.

### **Grades and Corresponding Point Factors**

#### *Category I*

<b>Letter Grade</b>	<b>Corresponding Point Factors</b>
A	20
A-	19

B+	18
B	17
B-	16
C+	15
C	14
C-	13
D+	12
D	11
D-	10
F	0

*Category II*

<b>Letter Grade</b>	<b>Corresponding Point Factors</b>
A	17
A-	16
B+	15
B	14
B-	13
C+	12
C	11
C-	10
D+	9
D	8
D-	7
F	0

*Category III*

<b>Letter Grade</b>	<b>Corresponding Point Factors</b>
A	14
A-	13
B+	12
B	11
B-	10
C+	9
C	8
C-	7
D+	6

D	5
D-	4
P	0
F	0

*Category IV*

<b>Letter Grade</b>	<b>Corresponding Point Factors</b>
A	11
A-	10
B+	9
B	8
B-	7
C+	6
C	5
C-	4
D+	3
D	2
D-	1
P	0
F	0

The basic rationale is to provide a weighted system that rewards the work of students who choose more difficult courses, without creating such a heavy weighting that students feel forced to take advanced courses, above their abilities, in order to compete for rank in class. Students should be encouraged to work successfully and productively at their appropriate level of challenge.

Rank in class is reported by groups of one-twentieth (1/20) or 5% of the graduating class, based on work through the end of junior year only.

Grade Point Average (GPA) is unweighted and computed using the final grade for a course. Courses currently “in progress” will have quarter grades averaged for the GPA. Quarterly averaging also applies to current year courses with blank or incomplete final grades.

All course work taken during grades 9-12 applies to GPA. A=4.0 A-=3.7 B+=3.3 B=3.0 B-=2.7 C+=2.3 C=2.0 C-=1.7 D+=1.3 D=1.0 D-=0.7 F=0

At the end of each marking period an honor roll is published. To be eligible a student must meet minimum course load requirements. (See point 1 in this section.) Students having all A's and A-'s are awarded High Honors; students with no grade lower than a B- are awarded Honors. Work in all courses applies.

## **Honor Societies**

### **National Honor Society (NHS)**

Juniors and seniors are eligible for membership in the National Honor Society determined by excellence in academics, leadership, character, and community service. Academic requirements are applied to all grades up to the time of induction:

1. Candidates must have a 3.50 overall average or better in courses taken in grades 9-11.
2. A move from a more demanding level of a subject to a less demanding level will require consideration by the review committee of the reasons and of the status of the student at the time.
3. Transcripts that are not characterized by academic challenge and evidence of consistently satisfactory performance are subject to consideration by the review committee.
4. Student activity information forms will be provided which must be completed and submitted by a deadline in order to be considered for membership. Additionally, the prospective candidates must demonstrate evidence of the following:
  - a. Community service such as volunteering in a hospital, church, as a tutor or in a community activity.
  - b. Extracurricular activities, sports, clubs, community activity, and family responsibility.

Finally, these candidates will submit evidence of good character in the form of letters of support from members of the community. Also, a student's record in school must be clear of evidence of a serious violation of school rules and the student should not have any documented evidence of academic dishonesty. The NHS advisor works with the faculty committee to review each student's activity information form for membership. Students will then receive notification of their acceptance. The committee continues to ensure that the honor society standards are maintained. In order to graduate as a member of the NHS, the student must continue to meet



academic requirements and also perform community service: ten hours as a junior and 20 hours as a senior.

There will be a five-member review committee made up of faculty members from the high school. The committee will have an organizational meeting in September of each year and thereafter will meet as necessary with the advisor. Decisions of that committee may be appealed to the Principal. Membership in the NHS will be rescinded for failure to maintain established standards.

### **Math Honor Society**

Mu Alpha Theta is a National High School and Two Year College Mathematics Honor Society dedicated to inspiring keen interest in mathematics. Membership is open to juniors and seniors who have demonstrated excellence in Honors Math classes with a 3.50 or better math GPA, commit to volunteer as a math tutor, and attend monthly meetings.

### **Science Honor Society**

Membership in the Science National Honor Society is open to juniors and seniors who have maintained a 3.0 grade point average overall and a 3.50 GPA in all science courses and who have been or are enrolled in at least one honors or upper level science course. Members must also participate in a science-related service project which furthers the knowledge of science in the school and community.

### **French Honor Society**

Membership in the Société Honoraire de Français is open for students who have completed at least the first semester of sophomore year studies in French. Students need an overall average of A- in French and B- in all classes to be invited for membership. Students need to perform 20 hours of community service, 10 hours in Foreign Language service and 10 hours in any area.

### **National Art Honor Society (NAHS)**

NAHS membership is for inspiring and recognizing students who have shown an outstanding ability in art. The NAHS strives to aid members in working toward the attainment of the highest standards in art areas, and to bring art education to the attention of the school and community.

### **TRI-M National Music Honor Society**

Students are selected for membership in the TRI-M National Music Honor Society on the basis of scholarship, character, cooperation, leadership, and service to school and community. Students must be in their junior or senior years and must have earned an “A” average in all music performance courses and a GPA of 3.0 in all other academic subjects.

### **Course and Level Changes**

All course changes must be requested on a drop/add form, which is available in the Guidance Office.

- To change an academic class during the 1st cycle, a student’s parent/guardian and his/her guidance counselor must give approval on the drop/add form.
- To change a class during the 2nd cycle, a student’s parent/guardian, guidance counselor, and the appropriate department head must give approval on the drop/add form.
- To drop a class after the completion of the 2nd cycle, administrative approval must be sought, and the student will receive the appropriate WP or WF grade.
- To change a level designation in a particular class, a student will need approval from his/her parent/guardian, guidance counselor, and appropriate department head. If the level change request is initiated after the first marking period, administrative approval will be required.

### **Credit Recovery**

Students may take courses online, or in summer school under specific conditions, and apply the earned credit toward their school diploma credit. Students attending summer school are subject to all Falmouth High School discipline rules.

2. The student must receive a grade of C or better in the summer session course in order to have it accepted for graduation credit.
3. The courses in summer school must be paid for by the student, following normal procedures.
4. The number of day school credits applied to the minimum graduation requirements must not be less than three-fourths (3/4) of the total.

5. Further restrictions on Summer School credits include the fact that make-up credits may be earned by students who have failed a course during the regular school day/year, if the following conditions are met:
  - a. Enrollment must be planned in advance with the student’s counselor;
  - b. Students must have earned at least a 45 average in the failed day school course; and
  - c. Students must maintain a minimum grade of C in the summer school course as well as meet all attendance requirements for summer school.
  - d. “Original” credits for courses not previously attempted in day school are generally not permitted through summer school courses. With the approval of the student’s counselor, students may seek exception through direct consultation with the high school principal.
  - e. Certain academic courses may be repeated in summer school in order to fulfill grade requirements for advancement in the day school program. Please note that in these cases the day school course grade remains on the student transcript, and the summer school grade is recorded without graduation credit.
6. Students are able to make up credits after school through enrollment in online learning courses. Students seeking such enrollment must consult with their guidance counselor for more information. These online learning courses are also available during the summer session. Note that all credit recovery online learning classes require tuition/fees in order to be enrolled. Please see your guidance counselor for more information.

### **Credit Requirements**

In order to advance with the proper graduating class in sophomore, junior, and senior year, students must earn minimum numbers of credits toward graduation:

- Senior           68 credits
- Junior           48 credits
- Sophomore   22 credits

Students will return to the appropriate Year of Graduation (YOG) designation once they have completed the required credits.

## **Field Trip Expectations**

- Students will observe school rules of behavior and respect the laws and property of the region.
- Students must observe curfews set by chaperones and be respectful of hotel guests. Some basic reminders are: no running, no shouting, no slamming of doors, and socially appropriate clothing should be worn at all times. Music and television should be played softly.
- A buddy system will be enforced by chaperones in order to ensure safety.
- Students who are absent from school during the school activity must make up the work they missed. Unless previously assigned, this work must be done within the time period as specified in this handbook (one day missed= one day make up.)

## **Field Trip Procedures**

- The Travel and Medical Permission Form must be signed by both parent and student and returned on the due date to the chaperone.
- During transits between activities, each student will be assigned to an appropriate chaperone. The student must report to his chaperone for head counts at specified times.
- When appropriate, a telephone tree will be established by chaperones to alert parents or guardians in case of late or early return of students on a school activity or trip. Please check on who will be calling you and whom you will be calling.
- When necessary, a student should ask his/her doctor for a copy of his/her prescription in case he/she needs to confirm medication needs with the nurse and/or chaperone.
- Students participating in a school-sponsored activity are covered under the school insurance policy.
- Field Trips in the months of May and June are not encouraged and must have permission of the principal.

## **Grading and Report Cards**

### **Classroom and Grading Standards**

Departments have established their own individual standards for classroom conditions such as seating arrangements, required materials, chewing gum, and assignment deadlines. Departments

have established the specifics of grading requirements and guidelines. These will be distributed in writing at the beginning of each course. Parents should check with students to review this information when a student transfers into a new class and he or she should request a copy of the policy from the teacher.

### **District Homework Guidelines**

Time Guidelines: Grades 7-12 — Seventy-five to one hundred twenty (75-120) minutes each night, five nights per week, with assignments in most subjects each night.

- Every student is expected to spend additional time reading independently.
- Students in advanced or honors classes should expect to spend more time on homework.
- Our homework guide is available on the Falmouth Public Schools' website under Curriculum and Instruction.

## Report Cards

Report cards are issued four times a year. Achievement marks are as follows:

<b>Letter Grade</b>	<b>Grade Percentage</b>
A	93% and above
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
P	Passing
NP	Not Passing
F	59% and below
I	Incomplete
M	Medical Excuse
WP	Withdrawn Passing
WF	Withdrawn Failing

# Academic Dishonesty

## Introduction

A core value of Falmouth High School, where we seek to maintain high expectations, high standards, and no excuses, is the intolerance of Academic Dishonesty in any form. Academic Dishonesty undermines both the integrity of the perpetrator(s) as well as that of the school as a whole. At Falmouth High School, we recognize that students are often under immense pressure to get school work done and to achieve high grades, and as a result, students may resort to cheating in a variety of ways.

Falmouth High School strives to promote and emphasize the importance of individual integrity and ethics with the goal of reducing the level of stress and unhealthy competition in the school by shifting peer pressure away from cheating and the temptation to get top grades through any means possible and towards honest, ethical behavior in the pursuit of learning.

Without exception, Falmouth High School students are expected to understand that dishonesty on tests, quizzes, papers, projects, assignments, and homework constitutes cheating and is an extremely serious matter.

Academic Dishonesty is unfair to the students who earn their marks through their own hard work and effort, and undermines the integrity of grades.

Academic Dishonesty destroys the trust between teachers and students.

Academic Dishonesty is unacceptable at Falmouth High School.

At Falmouth High School, we believe that students learn best by doing their own reading, writing, test taking, projects, research, and assignments. Accordingly, it is imperative at Falmouth High School that we educate students and make our rules regarding Academic Dishonesty perfectly clear.

In plain and simple terms, Academic Dishonesty is cheating. Cheating, including plagiarism, is the act of taking someone else's work and presenting it as your own, as well as the provision of unauthorized assistance to another student. Falmouth High School recognizes that there is a difference between being honest when confronted and bringing oneself forward, voluntarily subjecting oneself to consequences. We acknowledge that the latter involves a higher degree of

personal responsibility and integrity. Truthfulness, even in the face of social pressure, is one of the values Falmouth High School most wishes to establish.

**Academic Dishonesty** consists of offering and/or receiving information under circumstances when such offering and/or receiving such information is prohibited, and includes, but is not limited to the following:

1. Copying and/or offering homework verbally, in written form, or by electronic means or obtaining homework answers from answer guides in texts.
2. Copying and/or offering answers on tests, quizzes or other assignments verbally, in written form, or by electronic means.
3. Pressuring other students to cheat.
4. Paying someone else money or any other form of payment to do work for you and/or accepting such payment to do work for another student.
5. Bringing in and/or using unauthorized information during class time, including information stored in a phone, watch, calculator or other electronic device.
6. Having anyone, including parents/guardians or tutors, complete assignments and submitting the work as one's own.
7. Presenting collaborative work as independent work.
8. Fabricating data, information, or sources; attempting to pass off fabricated material as original work.
9. Submitting images and/or documents in whole or in part from the Internet or other sources without citation of the source(s), effectively claiming the work of another as one's own.
10. Using another's ideas without proper citations.
11. Using an individual's personal statements without citations.
12. A student's name on a paper is regarded as an assurance that the paper is original and is the student's own work. Therefore, the submission of any work copied from another student will be considered Academic Dishonesty.
13. Consulting Spark Notes, Cliffs Notes, or other similar summaries or book guides without a teacher's specific authorization, whether in print or electronic form, may be considered Academic Dishonesty. Students are reminded that their teachers are here to help students overcome reading and writing challenges, and that there are no short cuts to becoming better readers and writers.
14. To be clear, it is emphasized that Academic Dishonesty includes the facilitation of Academic Dishonesty – in other words, a student who helps or attempts to help another



student engage in Academic Dishonesty will be deemed to have engaged in Academic Dishonesty him/herself, as well. Examples of this include but are not limited to the following: Student A gives Student B a specific answer to a homework assignment when Student A knows that such assistance is prohibited; Student A shares his/her lab report with Student B for Student B to submit when Student A knows that such sharing is prohibited; Student A shares one of his/her papers or essays with Student B and Student B submits it as his/her own when Student A knows that such sharing is prohibited – in each of these circumstances, both Student A and Student B will be deemed to have engaged in Academic Dishonesty.

15. The rules regarding Academic Dishonesty apply to all work, including drafts and outlines that are submitted prior to a final submission.

Academic Dishonesty may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information.

**Plagiarism** is cheating and constitutes a form of Academic Dishonesty. Plagiarism involves copying another's work and submitting it as if it were the original work of the student. Presenting as one's own, the words, the work, the ideas or the opinions of someone else without proper citation and acknowledgement constitutes plagiarism, as does borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper citation and acknowledgement. Plagiarism is commonly defined as the use of another person's thoughts and ideas – whether taken from a paper, speech, article, film, music, image, or online source – whether intentionally or accidentally, in whole or in part, and presenting it as your own work. Whether a source is copyrighted or not, printed or recorded, or a paper prepared by another student, if it is used without citing and recognizing the source, plagiarism has been committed. Simply put, plagiarism is the act of using another person's words or ideas without giving credit to that person.

In order to be found to have committed an act of Academic Dishonesty, it is not necessary for the school to prove that the student **intended** to commit the act. In this regard, Academic Dishonesty can occur accidentally when, for example, a student cites information incorrectly or forgets to cite it at all – this will still be considered plagiarism. A student's intent or lack thereof to cheat

and/or commit plagiarism is not a defense to a claim of cheating and/or plagiarism.

**Test Dishonesty** is cheating and constitutes a form of Academic Dishonesty. Test Dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test or quiz. Test Dishonesty includes giving, receiving, passing or using in any way information about a test or quiz, whether in oral, written, gesture, or electronic form. The unauthorized use of cell phones, watches and/or other electronic devices which store information during tests or quizzes will be considered cheating.

### **Academic Dishonesty Consequences:**

#### First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- An "Academic Dishonesty 1<sup>st</sup> Offense Warning" will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, and loss of candidacy for or membership in Falmouth High School Honor Societies.

#### Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- If the second offense occurs in the same course as the first offense, additional consequences in that course may be imposed.
- The student may be ineligible for awards.
- The student may be ineligible for scholarships.
- An "Academic Dishonesty 2<sup>nd</sup> Offense" will be documented in PowerSchool.

- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy for or membership in Falmouth High School Honor Societies.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student’s guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero on the assignment involved, and will not be allowed an opportunity to make-up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student’s grade for the quarter will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility.
- The student will be ineligible for awards.
- The student may be ineligible for scholarships.
- An “Academic Dishonesty 3rd Offense” will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

Regardless of whether it is a student’s first or subsequent offense, all students who are found to have committed an act of Academic Dishonesty will be required to take a course and pass a test on Academic Dishonesty.

All offenses are cumulative across subject matters/courses and throughout school years, from freshman through senior year. For example, an initial infraction freshman year in English would qualify as a first offense, a subsequent infraction sophomore year in social studies would constitute a second offense, a subsequent infraction junior year in math would be the third offense, etc.

Falmouth High School recognizes that there are different forms and degrees of Academic Dishonesty – e.g., a student who submits as his/her own a paper that he/she has copied and

pasted verbatim in its entirety from an online source vs. a student who copied and/or paraphrased two sentences from an online source without proper quotation or citation. Consequently, each alleged offense will be determined on its own merits and facts and on an individual case by case basis, fully respecting the professionalism and discretion of the teacher(s) and administrator(s) involved.

In order to prevent misunderstandings, at the beginning of each course, each teacher will clarify what constitutes an act of Academic Dishonesty in his/her class. This should include an explanation of:

- The extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examination, homework or any other work.
- The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements.
- Guidelines on what constitutes Test Dishonesty.
- Guidelines for what constitutes Plagiarism, including requirements or citing sources.

The Falmouth High School website has helpful information and resources regarding cheating and plagiarism – please visit the website at <https://www.falmouth.k12.ma.us/Page/1038>.

### **Academic Dishonesty Process:**

Findings of Academic Dishonesty are taken seriously at FHS and are not made lightly. They will be made with all due process protections on a case by case basis with full consideration of all relevant facts and circumstances.

If a student disputes a teacher's finding of academic dishonesty, the following process applies: Student, with a parent/guardian if so desired, shall meet with the teacher and the respective department head, and, if requested, the grade level assistant principal.

If the student wishes to appeal the decision reached as a result of this meeting, the student must submit the appeal in writing to the principal.

### **Academic Dishonesty Information and Resources:**

Plagiarism FAQ's

How do I know that I have plagiarized?

If there is an idea, two sentences, or item in your paper or project that you didn't create and have not cited (given another source credit for), you have plagiarized. When your name is on a paper you turn in, you are stating that anything in that paper that you have not cited, is your idea/intellectual property. Failing to alert the reader to what is not your idea is lying.

Does this happen accidentally?

Sometimes. However, accidental plagiarism is still plagiarism.

How does it happen accidentally?

When you cite information incorrectly, or forget to cite it at all, it is plagiarism.

But what's the big deal?

The big deal is: Plagiarism is cheating. When you plagiarize, another person's work is being evaluated in your name. It is unfair to other students who have worked hard on their projects and presented their own ideas. It is theft of intellectual property, which is the same as downloading a movie or stealing an iPod. It is, in fact, illegal in the state of Massachusetts.

Ok. How do I avoid plagiarism?

1. Give yourself plenty of time to work on your project. You need time to ask questions, clarify assignment requirements, do the research, rewrite, and understand the material with which you are working.
2. Take thorough notes. Be careful with your analysis. Make sure you note which information you are getting from what source. The era of "copy and paste" makes it easy to take the information that you want to use in your paper or project, but it also makes it easy to forget from where it came. **WRITE THE SOURCE DOWN!** (Tip from the pros: When you find information you want to use, paraphrase it --even if you want to use it in a quotation -- and cite the source, even if paraphrased. Paraphrasing the idea forces you to summarize and interpret the idea in your own words. If you have trouble paraphrasing the author's argument, you don't understand it. Period. Stop and ask for help. Don't cut and paste it to read over later in the hopes that two weeks from now, when you're putting together the project, it will magically make sense to you.
3. Cite your sources, correctly. Anytime you use someone else's work (whether a direct quote, something you have paraphrased, a graph, facts, images, etc.) indicate this with a citation. Citations tell us what is your work and what belongs to someone else.

Do I have to cite EVERYTHING?

No. There are two types of things you do NOT need to cite.

1. Your ideas, your thoughts, your graphs, your images, your films, your analysis, your summaries, your interpretations, are all yours to use as you please.
2. You do not need to cite information that is considered common knowledge.

What is common knowledge?

There are two kinds of common knowledge.

1. Facts: the fact is mentioned in five reliable reference sources and is well known in your culture.

Examples: George Washington was the first U.S. President/There are 50 states in the United States of America/Santiago is the capital of Chile/Bears hibernate in winter.

2. Folklore and urban legends:

Examples: Rip Van Winkle/the story about the man who wakes up in a tub full of ice with a note on his chest telling him to call 911—his kidneys have been removed and are now for sale on the black market!

Still not sure if it's "common knowledge?" CITE IT!

WARNING!! Some believe that anything that appears on the internet is "common knowledge." This is FALSE! You need to cite any information you find based on the guidelines here.

What DO I cite?

Someone else's written, spoken, or documented work. Anything you have paraphrased or quoted.  
Any information that is NOT common knowledge  
When in doubt, CITE IT! Better safe than sorry.

Proper Citation Online Tutorial:

Rutgers University, University Libraries. "The Cite is Right" Online Tutorial and Quiz with a Game Show Format:

<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

\*\*The foregoing rules regarding Academic Dishonesty were adapted from the George Mason University Honor Code, as well as the Student Handbooks at Brookline High School, Lexington High School, Wellesley High School, and Falmouth High School.

## General School Behavior

### Academic Support

- Academic Support is a formal assignment like academic classes. Students must report on time to Academic Support with material to occupy the period constructively. Games, cards, electronic devices, and food are not permitted.
- Teachers in charge may establish seating arrangements as needed.
- In order to maintain safety and student accountability during Academic Support, students must adhere to the following procedure:
- To go to the Computer Labs, Science Lab, Guidance Center, Art Room, Photo Room Learning Center or to see counselors, or to meet with an individual teacher or advisor, all students must:
- Report to the assigned Academic Support with a signed, dated pass.
- Have the Academic Support teacher co-sign and time the pass.
- Sign the Academic Support Destination Sheet.
- Report to the authorized area and sign-in.

### Bicycles

Students may ride bicycles to school, but the school cannot accept the responsibility for them. Bicycles should be parked and locked in the racks provided. It is recommended that a bicycle helmet be worn at all times.

### Cafeteria Rules

All school rules apply with special emphasis on the following:

1. Throwing food is not allowed
2. Sitting on lunch tables, window sills, or radiators is not allowed.
3. Spitting is not allowed
4. Trays or chairs outside are not allowed.
5. Students are expected to pick up after themselves
6. There is to be no trash left on or under the tables

### Card Playing

Card playing and the playing of any games of chance (gambling) are not permitted at any time.

## **Corridors, Lavatories, and Restricted Areas**

Students may not loiter in corridors or lavatories. During non-passing time students must have signed passes from staff members to be in corridors and lavatories. Certain areas of the school building and grounds are restricted and students are not permitted to be in those areas unless accompanied by a staff member. Restricted areas include most areas outside the building.

## **Drugs and Alcohol**

In accordance with Massachusetts law, smoking, consuming alcohol, and possession of illegal substances is prohibited. This includes on school grounds, on school buses, and at school sponsored events. Students will be referred to the School Resource Officer for possible legal consequences. Appropriate penalties will be enforced. Additional information about the use of drugs and alcohol inside and outside of school can be found in the next section.

## **False Alarms and Fires**

Any student who turns in a false alarm, pulls an alarm, triggers a smoke detector or calls the fire department without justifiable cause or sets fires in school or on school grounds will be suspended and reported to the police and fire department authorities. Expulsion is a possible penalty.

## **Passes**

Passes are issued by staff and must be used only for the purposes stated. Students should request a pass from Guidance or School Adjustment Counselors except in emergency situations. Please also refer the Guidance Services of this handbook.

## **Phones**

During the school day, the school phone is available for student use in the Main Office. In case of an emergency, the student must speak to an Assistant Principal.

## **Pledge of Allegiance; Moment of Silence**

Each morning in period 1, the Pledge and a Moment of Silence will occur. In accordance with Massachusetts law, each school will recite the Pledge of Allegiance and will observe a Moment of Silence at the start of the school day. School personnel will not require student participation during the Pledge of Allegiance and/or the Moment of Silence. In addition, students will not be required to provide a reason if they choose not to participate in the Pledge of Allegiance and/or the Moment of Silence nor will disciplinary actions occur.



## **Tobacco Use**

Use of tobacco products, and/or electronic or vapor cigarettes, or other related items on school grounds, on school buses, or at school functions is against the law in accordance with Massachusetts General Law Chapter 71, Sections 2A and 37H. Students will be referred to the School Resource Officer for possible legal consequences. Holding a lighted cigarette is considered smoking. A staff member may report in writing a student using tobacco without personally confronting the student. Appropriate penalties will be enforced. Please also refer to page 68 herein.

## **Visitors**

All visitors should report directly to the Main Office for a visitor's pass. Students may not have visitors during the school day.

Child care of young brothers, sisters or other relatives is not permitted on school grounds during the school day.

Delivery of flowers, balloons, birthday cakes, etc., is not permitted and will not be accepted during the school day, as it is disruptive to the educational process.

# Discipline

## Philosophy

Falmouth High School believes that the maintenance of discipline is necessary in order that an effective educational program may be conducted. The ultimate goal of discipline shall be the development of self-direction in individual students. A policy is established that recognizes the rights and dignity of others and is based on humanitarian and democratic principles.

Discipline begins in the home with the responsibility of parents/guardians to develop a positive attitude toward study and behavior. No code established or action taken by school officials can be effective without parent/guardian acceptance of this primary responsibility. Discipline continues in the classroom with the relationship between the teacher and the student.

Our high school is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education. While most discipline problems should be handled by the teacher, student and parent/guardian, the administration has the responsibility to support and maintain the enforcement of school discipline policies within the building.

All students are required to conduct themselves at all times in a manner that is in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

1. The exercise of any of a student's rights ceases when it infringes on the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school.
3. It should be understood that this is not a limiting document; not all possible violations have been identified and not all possible methods of resolutions have been listed.
4. All students will have the right to due process procedures in matters of suspension, transfer, and expulsion.
5. Corporal punishment: The School Committee stresses that any physical punishment of students is against state law. Use of reasonable physical force by school personnel is permissible to stop a confrontation endangering the welfare of a student or staff member and in cases of self-defense.

## **Objectives**

- To provide the student with a program that includes ample opportunity for a modification of his/her behavior.
- To provide a program that is progressive (moderate to most severe action).
- To provide consistency in the administration of disciplinary actions.
- To provide students, parents/guardians and school personnel with clearly stated advance knowledge of the courses of action to be followed in handling discipline matters.
- To provide a policy this is consistent with the principles of a democratic society.

## **Classroom Discipline**

All students are required to conduct themselves in the classroom in a manner conducive to learning. Teachers will give classroom management plans to students during the first week of a course. Students are expected to follow the classroom rules of each of their teachers. Students should pay special attention to each teacher's rules regarding tardiness to class and classroom conduct. Any discipline infractions and consequences that apply to the classroom will be dealt with by administration after teachers have implemented disciplinary action of their own, contacted parents/guardians and documented with discipline referrals when student behavior shows no improvement. Students who are assigned a teacher or administrative detention are given 24-hour notice.

# Code of Discipline Overview – Code of Conduct

## Code of Discipline

The violations of the Code of Discipline enumerated below describe the school-related disciplinary offenses for which a student may be subject to suspension, long term suspension or expulsion. Note that the school has the authority to impose such discipline when violations of the Code of Discipline occur:

- while the student is on school grounds (with the exception of discipline based upon a felony charge pursuant to M.G.L. c 71 § 37H1/2 – (see below);
- during a school sponsored activity;
- while on school-provided transportation en route to or from a school or school-sponsored activity (field trip); or,
- while walking to and from school or waiting for or riding on public transportation to and from school.

## Chapter 222 – Student Discipline

In accordance with student discipline laws and regulations, effective July 1, 2014, enacted by the Commonwealth of Massachusetts pursuant to Chapter 222 of the Acts of 2012 (An Act Relative to Student Access to Educational Services and Exclusion from School), the Falmouth Public School District has modified its student discipline procedures and guidelines so as to be in compliance with Chapter 222, M.G.L. c. 71, §§ 37H, 37H1/2 and 37H3/4, M.G.L. c. 76, §§ 1, 1B, 18, and 21, and 603 CMR 53.00 (adopted by the Massachusetts Board of Elementary and Secondary Education on April 29, 2014). Please refer to Appendix A for details.

All Falmouth High School students are expected to represent the highest ideals of citizenship, academic performance, and sportsmanship. Any behavior that reflects negatively on the school, the student's club, team, school-sponsored activity, or his/her community, may result in suspension or removal from participation in school-sponsored events. Such behaviors may jeopardize the student's ability to participate in the graduation ceremony.

## Sportsmanship Code

We welcome all visiting teams as our guests. We will accept all decisions of the officials. We do not utter abusive or irritating remarks or attempt to distract an opposing player. We applaud opponents who make good plays or show good sportsmanship. We strive to win fairly without excuses. We ask

that all players and fans help us live up to this code. Students participating in athletics will be expected to:

- A. Exhibit respect for himself/herself, his/her family, school teachers, community, opponents, and all persons connected with the activity.
- B. Display upright conduct and the spirit of fair play at all times.
- C. Develop self-control, self-direction, and sound judgment.
- D. Refrain from and discourage abusive language and actions at all times.
- E. Win with glory, and if necessary, lose without bitterness.
- F. Play hard to win, but with respect for the rules of the game.
- G. Convince others by example that athletics really promote the physical, mental, social and moral welfare of all concerned.

### **Corridor Behavior**

Students must use reasonable caution and common sense when passing from class to class. Running is not allowed in the building, since it could cause injury in the event of a collision with another student. In addition, students should:

- A. Use the most direct route in order to avoid being late to class.
- B. Keep corridors open to traffic by walking to the right. **Do not block traffic by standing in groups.**
- C. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- D. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
- E. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.
- F. Immature behavior such as yelling, hooting, and whistling is not conducive to a sound learning environment and is not allowed.

### **Display of Affection**

While the teaching of socialization skills is one of the objectives of our high school, students should also recognize that their behavior reflects upon themselves and their family. Students are required to conduct themselves properly. Public displays of affection constitute improper behavior for the teaching/learning environment and general school atmosphere, and will therefore not be tolerated.

## **Minor Infractions**

Minor infractions of the Code of Discipline are usually addressed initially with detention(s). Some examples are:

- Class cut
- Class disturbance
- Electronic devices used during school/class time
- Failure to report to teacher and/or Assistant Principal
- Failure to sign into school
- Forged note or phone call
- Illegal parking
- Inappropriate or distracting clothing and/or footwear
- Loitering
- Taking food out of the cafeteria, or bringing in hot/cold drinks other than water
- Tardiness to class

## **Detention**

- Teacher/Office Detention is from 2:10 p.m. – 3:30 p.m.
- Administrative Detention is from 2:10 p.m. – 4:10 p.m.
- Late bus departs at 4:15 p.m.

## **Teacher Detention/Office Detention**

When a teacher assigns a teacher detention, students are required to stay with the teacher until 3:30 p.m. The teacher will assign the date of the detention. The teacher will call the parent/guardian to notify them if the student fails to attend the teacher detention. The teacher will need to seek the assistance of guidance and/or the assistant principal if he/she is having difficulty in communicating with the parent/guardian. The teacher will then write a referral to the administration indicating that the student has cut his/her detention. The administrator will discuss the issue with the student and if no legitimate reason is given, the student will receive an administrative detention on the next available Wednesday or Thursday from 2:10 p.m. to 4:10 p.m. If the student fails to attend this detention, he/she will be assigned to In-School Suspension.

- Class cut - Teacher will assign teacher detention and call home.
- Student use of cell phone or other prohibited electronic devices in classroom - detention, teacher has the right to take student's phone and return phone end of the day.
- Disruptive classroom behavior.

- Leaving class without permission.
- Minor insubordination.
- Misuse of pass.
- 3 tardies to class yields a teacher detention for that class; whereas, 4 tardies to school will result in an office detention.
- Truancy results in an administrative detention for each class missed, or suspension.

### **Detention Rules**

Detention begins 7 minutes after dismissal. There is no entrance after this time without authorization from the Assistant Principal. Students entering detention late without authorization may be suspended. All school rules apply, which include no cards, no games, no tobacco. Students are allowed to use electronic devices for educational purposes only during detention. All students must be seated at individual tables (if possible) and may not go to lockers during the detentions. Students are expected to do their schoolwork quietly. No food or drinks are permitted. Students who are asked to leave due to their behavior will be suspended. The detention list will be given to the Assistant Principals' Office and the Athletic Director and should be posted for all coaches to check.

### **Major Infractions**

A major infraction of the Code of Discipline disrupts the school environment and creates an unsafe atmosphere for the school community. Major infractions of the Code of Discipline will result in disciplinary action up to and including expulsion. The following behaviors are considered major infractions of the Code of Discipline:

- Alcohol/Drugs Policy violations
- Assault
- Bomb scares, fake fire alarms
- Cheating / Plagiarism / Academic Dishonesty
- Failure to identify oneself, defiance
- Major insubordination
- Felony, felony delinquency
- Fighting
- Fireworks possession
- Food fight
- Gambling

- Hate Crime
- Hazing
- Inappropriate use of school technology
- Intimidation, threats, harassment
- Leaving the building and/or school grounds without permission
- Present in an unauthorized area
- Profane, vulgar, obscene behavior
- Repeated violations of the Code of Discipline
- Sexual harassment
- Smoking (tobacco, electronic or vapor cigarettes) or the use of chew
- Theft of school or student property
- Throwing objects to endanger people
- Truancy
- Vandalism
- Violation of civil rights and safety
- Weapons

### **Assault and Battery/Bodily Harm**

- a. Assaults/fights - causes or attempts to cause physical injury or harm to another person, or intentionally acts in a manner that could reasonably place another person in danger of physical damage or harm. (See also M.G.L. c. 71 § 37H included in the Handbook below).
- b. Food fight — throws food or other objects in the school cafeteria and/or creates a disruptive environment.
- c. Throwing objects (including snowballs) -- throws an object out of school windows or on school grounds, throws inappropriate objects on the school grounds.

### **Possession of Firearms, Dangerous Weapons, Dangerous Objects**

- a. Weapons - possesses, uses, handles, sells or transmits any firearms or other weapons on school property or at any school activities. “Other weapons” includes knives, razor blades, tasers, blackjacks, nunchucks, kung fu fighting sticks, and/or other inherently dangerous weapons, including but not limited to mock and toy guns. (See also M.G.L. c. 71 § 37H included in this Handbook).



- b. Firearms – Firearms of any sort are not allowed on school grounds. The definition of firearms includes any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means. (M.G.L. c. 70 § 10: “Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provision of chapter one hundred and forty, carries on his person a firearm as herein defined, loaded or unloaded in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph “firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.)
- c. Fireworks - possesses, uses, or causes to explode any firework or chemical. According to the General Law of the Commonwealth of Massachusetts: “No person shall set or have in his possession, or under his control, or use, or explode, or cause to explode, any combustible or explosive composition or substance or any other article, which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflation or detonation.”

“Whoever shall sell or keep for sale any fireworks in violation of this section shall be punished by a fine of not less than ten dollars nor more than one hundred dollars.” These excerpts are taken directly from the Laws of Massachusetts. The public law on fireworks will be strictly enforced within the buildings, at school events and on the grounds of Falmouth High School. Students in violation of the above laws will be suspended immediately and/or referred to the authorities for court action.

### **Controlled Substances, Alcohol, Tobacco**

- a. Alcohol or Drugs - Knowingly possesses, uses, sells, transports or attends school under the influence of drugs or other related controlled substances. Included as a prohibited practice in this policy is possession of drug paraphernalia, including but not limited to pipes, roach clips, rolling papers, etc. (See also M.G.L. c. 71 § 37H included in this Handbook). Use by a student of a drug authorized by a medical prescription from a registered physician in accordance with the instruction for use as prescribed shall not be

considered a violation. Being in the “knowing presence” where alcohol or drugs are being consumed, under the influence of alcohol, transporting, distributing, and/or selling is punishable as a major offense. It is required that students remove themselves from areas or situations where drugs or alcohol are present or in use. The student’s condition will be assessed by the school administrative personnel at the time of the incident and is contestable only at that point in time.

Students suspended for drug or alcohol offenses must submit written proof of negative results from a drug and alcohol screening test prior to being re-admitted to school. The test will be required for any nature of alcohol or drug offense whether it be possession, use, selling, transferring, under the influence of or in the presence of (example: prom vehicles). Costs for tests are borne by the student and/or parent/guardian, and are not reimbursable.

Students suspended for alcohol or drug offenses will not be permitted to attend any school functions and/or activities for the remainder of the year. Students may appeal this portion of the suspension consequence to the school’s Principal no later than 14 days prior to the event. The determination of the Principal is final.

NOTE — MIAA: Drug and alcohol violations under the rules of the Massachusetts Interscholastic Athletic Association may result in lengthy or permanent exclusion from athletic participation.

- b. Smoking/Tobacco Use - Uses tobacco at any time at Falmouth High School or at school-sponsored functions. This includes all school property, transportation vehicles used in athletic events, proms, clubs, performances, field trips, etc. Snuff, chewing and smokeless (electronic or vapor) tobacco are treated the same as all other tobacco products for the purposes of this rule.

### **Felony or Felony Delinquency Charges**

- a. Student has been charged with a felony (or with a felony delinquency for a student under 18); and the Principal, determines and states in writing that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. This offense may result in a suspension pending adjudication of charges. The student may appeal such a decision to the Superintendent. (M.G.L. c 71 § 37H1/2).

- b. Student has been convicted of a felony (or upon an adjudication or admission in court of guilt for a felony or felony delinquency); and the Principal determines and states in writing that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This offense may result in expulsion. The student may appeal such a decision to the Superintendent. (M.G.L. c 71 § 37H1/2)

Falmouth High School cooperates fully with law enforcement agencies regarding felony or other criminal investigations.

### **Harassment and/or Violations of Civil Rights**

- a. Intimidation — presents any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment, such as:

- name-calling (verbal / written), teasing, mimicking, slurs, or other derogatory remarks;
- offensive graffiti, symbols, posters, pictures, cartoons / caricatures notes, book covers, or designs on clothing
- phone calls, e-mails, text messaging, and/or instant messages;
- touching of a person or a person's clothing;
- words, pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation;
- stalking;
- discrimination.

- b. Threats — suggests verbally and/or physically an intent to harm another person.

- c. Harassment engages in behavior, unwelcome by the recipient, which threatens a person and impairs the learning process, impinging upon the safe climate of the school.

Harassing behaviors include, but are not limited to, behaviors that relate to a person's: gender, race, color, ethnicity / national origin, religion, age, handicap / disability, sexual orientation, physical appearance, physical / mental capacity. (Please see more specific information on the Falmouth High School policy on harassment and discrimination in this handbook.)

- d. Hate Crime - commits any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part, by racial, religious, ethnic, handicap or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.
- e. Hazing - willfully or recklessly endangers the physical or mental health of any student or other person. Hazing carries possible penalties as described below. The following sections from the Massachusetts General Laws concern the crime of hazing (M.G.L. c 269 Sections 17-19):

**Section 17:** "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 three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully 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 student 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:** "Whoever knows that another person is the victim of hazing as defined in section seventeen 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 one thousand dollars."

**Section 19:** "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 sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen 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 seventeen and eighteen 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 acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. 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 institutions, 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 seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard 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.”

Penalties will range in nature from parent/guardian conferences up to, and including, exclusion. All hazing allegations will be reported to the police.

### **Dishonesty, Stealing, and Vandalism**

- a. Theft of school / student property — Takes school property or the property of another person, with or without force, coercion, intimidation, or threat of violence.
- b. Vandalism — Cuts, defaces, marks up, or otherwise injures in any way, any part of the school property, books or equipment.
- c. Inappropriate use of technology — misuses computers or software programs; installs, downloads, and / or prints inappropriate or obscene materials, intentionally misuses another student or staff person’s identification number or password.
- d. Cheating / Plagiarism — copies prepared material and present it as one’s own copies another student’s work during a test, plagiarizes in term papers or gives false information to teachers.
- e. Forging Notes or False Phone Calls — forges or falsifies notes, corridor passes, or other authorizing documents. Impersonates a parent/guardian in writing or by any electronic method for the purposes of circumventing school rules.

### **Disruption to the School Environment**

1. Inappropriate Use of Technology — Students may not photograph or record teachers, students, administrators, or other school staff without their written permission, post images of staff or classroom activities on the Internet or any other form of electronic communication, including social networking postings such as Snap Chat, Instagram, etc., without written permission. Students may not use any form of electronic communication to harass, intimidate or threaten Falmouth High School students or staff.

Any student who engages in such inappropriate communication causing a member of the school community to feel harassed, intimidated or threatened, or who substantially disrupts the educational mission of the Falmouth Public Schools shall be subject to the following disciplinary consequences depending upon the severity of the misconduct:

- Removal from class or classes

- Detention
  - Suspension
  - Community Service
  - Long-term suspension (beyond 10 days)
  - Expulsion
2. Bomb Scares — Calls in a false bomb report. This action is a felony punishable by imprisonment in the state prison for up to twenty years and by a fine of up to ten thousand dollars (MGL Ch. 169 Sect. 14A). Persons making such report will be suspended and referred to police.
  3. Failure to Identify, Defiance of Authority, Insubordination — Refuses to comply with lawful orders of administrators, teachers or other authorized school personnel while properly under their authority or supervision; refuses to identify oneself or gives a false name or identity when asked by any faculty/staff member.
  4. Fire Alarms — pulls a fire alarm when no fire or other emergency exists. Massachusetts Law provides for imprisonment in a jail or House of Correction for up to one year, or for a fine of not less than one hundred dollars (\$100) for anyone who causes to be made a false alarm of fire (MGL. Ch. 269 Sect. 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action.
  5. Gambling — gambles and/or sells or distributes gaming cards, football cards, and other gambling materials. All gambling is prohibited on school grounds or at school functions.
  6. Leaving School Building Without Permission — leaves the school grounds before the end of the school day without written permission from the Assistant Principal or Principal.
  7. Present in an Unauthorized Area — is physically present in an area that is off limits to students.
  8. Profanity, Vulgar Language, Obscene Behavior — uses profanity, vulgarity, obscene behavior or obscenities directed at another student or member of the staff upon school premises or at school related events.

9. Failure to Cooperate During a School Emergency — does not conform to established rules regarding leaving the school building or remaining in an assigned location during any emergency or drill for such emergency.

### **Repeated Violations of the Code of Discipline**

Repeat Violations — repeatedly commits one or more of the offenses described in Sections 1 through 7 above. Consequences for repeated and flagrant violations of the Code of Discipline may result in long-term suspension or expulsion, but not until all other consequences and remedial strategies have been attempted. These consequences and strategies may include, but are not limited to, verbal or written warnings, counseling, parent/guardian conferences, restitution, and restrictions from school activities, behavior contracts, weekly progress/ behavior reports, peer mediation, detention, late detention, and short-term suspension.

### **Procedures for Short-Term Suspension**

The Principal or Assistant Principals may suspend students for periods of ten days or less, to be served in and/or out of school.

When a student is suspended, the following procedures will be followed:

1. Except where the student's presence endangers persons or property or threatens disruption to the academic process, no student will be suspended prior to having a meeting before an Assistant Principal and/or Principal. At this meeting, the student will be informed of the reason(s) for the proposed suspension, and will be given an opportunity to respond. In an emergency situation that requires the immediate removal of a student, the meeting will be held as soon after the suspension as possible.
2. The Principal or an Assistant Principal will make an effort to notify the student's parent(s) or guardian(s) about the suspension.
3. The Principal or Assistant Principal will send a letter to the parent(s) or guardian(s) confirming the suspension. This notification shall contain:
  - a. the number of days of suspension;
  - b. the re-admittance date;
  - c. the reason(s) for suspension as provided in the Code of Discipline;



- d. a request for the readmission conference, held prior to the student's return to school, the nature of which will be at the administrator's discretion (e.g., phone conference, in person meeting, etc.).

### **Procedures for Long-Term Suspension or Expulsion**

1. Provide written notice of the following:
  - a. Charges and a statement of the evidence
  - b. Date, time and place of a hearing
  - c. Notice of the right at the hearing to:
    - I. be represented by legal counsel (at the student's/parent's/guardian's own expense)
    - II. present evidence
    - III. confront witnesses
2. Provide a written decision setting forth the facts upon which the decision is based.

A parent/guardian/student may appeal any decision by the Principal to suspend a student on a long-term basis or to expel the student pursuant to M.G.L. c.71 §37H, by sending a written request to the Superintendent within 10 days of the notice of suspension/expulsion. The suspension/ expulsion will remain in effect pending completion of the appeal.

Notwithstanding the above, the Principal may suspend or expel a student from school, under the provisions of Chapter 71, Sections 37H and 37H 1/2 of Massachusetts General Laws for the following offenses when they occur on school premises, at a school sponsored or school-related event:

- possession of a dangerous weapon
- possession of a controlled substance as defined in Chapter 94C of General Laws
- assaults upon a Principal, teacher, teacher's aide, or other educational staff, and
- circumstance in which a student has been charged with or convicted of a felony
- charged/convicted of a felony using the standards and procedures set forth in M.G.L. c.71, § 37H1/2.

## **Chapter 71: Section 37H. Policies relative to conduct of teachers or students; student handbooks**

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit 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. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

- f. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- g. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

**Chapter 71: Section 37H ½. Felony complaint or conviction of student; suspension; expulsion; right to appeal**

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

### **Details and Ramifications of Suspension**

Before being re-admitted from a suspension, the student must report to the designated school official with a parent or guardian for a conference.

Students suspended from the high school are not to be in any school building, on any school grounds, or attend any school function without permission from the Principal or an Assistant Principal.

A student on suspension is excluded from participating in or attending any school-related functions or activities until the first day of classes after the completion of the suspension.

Suspensions prior to a weekend, holiday, or vacation period will render that student ineligible for all athletic participation during that weekend or holiday period. Under normal circumstances a suspension begins immediately on the day it is assigned and ends on the day the student formally is readmitted and in attendance at school. Suspension days do not include holidays, weekends, or snow days, i.e., a three-day suspension must be served on three school days.

If a suspension occurs during senior end-of-year activities, the suspension will be maintained up to and including the loss of participating in the senior banquet, senior trip, senior semi formal, senior awards, other senior activities, and graduation exercises. Any loss of money due to ticket purchases, etc. will not be refunded. The student will receive his/her diploma at a time established by the Principal.

Students suspended for violation of the school's alcohol or drug policies will be re-admitted through the office of the Assistant Principal. The student and parent/guardian must attend the re-admittance meeting. Prior to formally returning to school the student must present a written lab

report indicating his/her negative results for alcohol or drugs (including marijuana) within the body. The cost of this test is the total responsibility of the student/family.

A student who misses classes more than three days consecutively because of disciplinary reasons will be allowed to receive assignments and submit their completed work within three days of their return to school. Students should contact the Assistant Principals' Office to secure their work.

Students who receive an out-of-school suspension of three days or less will be required to submit their completed work within one day of their return. It is the student's responsibility to request the work.

### **Due Process**

Due process ensures that when disciplinary action is taken against a student, the student has the right to be treated fairly. The penalty that a student receives must be reasonably related to the regulation that the student has violated and the student is entitled to certain procedural rights when discipline is possible and in appealing disciplinary action once it is taken.

The Supreme Court has established the minimal procedural that must be followed before a student may be disciplined or suspended for less than ten days as follows:

- The student must be informed of what rule he/she has broken.
- The student will be given an explanation of why it is believed that he/she has broken the rule if he/she denies it.
- The student will be given a chance to tell his/her version of what happened.

Ordinarily these procedures are followed before a suspension takes place. However, if the student's conduct is dangerous to other persons or threatens to disrupt school, he/she may be suspended immediately. In such cases, the due process must be provided as soon as reasonable.

When a suspension for a period longer than ten consecutive days, or expulsion is being considered, the student is entitled to more formal due process protections as follows:

- The student must be informed in writing of all the charges and the evidence.

- The student has the right to an impartial hearing. (The person who conducts the hearing will not be the one who seeks to impose the suspension.) The student and his/her (legal representative/parent/guardian) will be given adequate time to prepare for this hearing.
- The student has the right to be represented by a lawyer and/or advocate at the hearing. The student's (legal representative/parent/guardian) has the right to confront and to cross-examine witnesses.
- The student will have the right to present a defense of his/her position.
- The student has the right to a written decision.

A (legal representative/parent/guardian) may appeal any decision by the Principal to suspend the student on a long-term basis, or to expel the student pursuant to M.G.L. c.71 §37H, by sending a written request to the Superintendent within 10 days of the notice of suspension/expulsion.

Notwithstanding the above, the Principal may suspend or expel a student charged/convicted of a felony using the standards and procedures set forth in M.G.L. c. 71 §37H1/2.

In all cases, the suspension/expulsion will remain in effect pending completion of the appeal.

### **Discipline Levels and Responsibility**

Teacher - Disciplinary actions may consist of preventive counseling, and before or after school obligations/detentions. Such obligations may be designed to correct attitudes or counsel on the responsibilities of living in the school community. Student club, sport, organization, or work responsibilities do not excuse the student from a teacher's discipline. A student's disciplinary action may be delayed by 24 hours to allow for appropriate notification.



# Health Services

## Introduction

The Health Office is staffed by two registered nurses to provide for the medical and health needs of the students during regular school hours. The primary function of the health office is to provide assistance to students with serious or unexpected illness or injuries. Please be certain to fully complete the Student Medical Information Sheet, which is found on the back of the Student Information form. This medical information is confidential and kept in the Health Office. If there are any medical information changes to include medication and hospitalization, notify the Health Office immediately.

## Illness

If a student requests to visit the nurse, he/she must first report to class, obtain a pass from the teacher, and then proceed to the health office. Students should only leave class for acute illness or injury.

## Medication

Massachusetts State Law requires that students shall not carry medication of any kind while in school except inhalers. Inhalers may be carried at all times after a demonstration with the nurse. Acetaminophen and Ibuprofen are available in the Health Office with an annual signed parental permission form. When other medication is required, the procedure is as follows:

- Both a physician's order form and a parental permission form must be completed. These are available from the Health Office.
- A clearly labeled prescription bottle with the following information:
  - Name of student and date of prescription.
  - Name of medication(s) and dosage
  - Name of prescribing physician
  - Times when medication is to be given

## Elevator

Students who require the use of the elevator may obtain the key from the Assistant Principals' Office. Students who do not return the elevator key will be charged \$10 for its replacement.

## **Physical Education Excuses**

Students must see their Physical Education teacher.

## **Health Screening**

Freshmen – Dates of last immunizations and physical exams reviewed with reminders sent home when necessary. Postural screening, height, and weight will be done during the year.

Sophomores – Hearing and vision screening will be done during the year.

Parents/guardians may opt their child out of any screening. Your child's school nurse must be notified by email or by written note.

## **Athletic Physical Exams**

To be eligible for participation in athletics, all students must pass a physical examination within thirteen months of the start of each season. A copy of the student's current physical must be on file in the nurse's office. Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner. (MIAA Rule 56.1)

## **Health Office Dismissals**

Only parents, guardians, or other responsible adults listed on the Student Information/Medical Information sheet will be allowed to dismiss students. Please be certain to list someone who will be able to transport the student during school hours, as well as cell phone and pager numbers when appropriate. The adult picking up the student must go into the Nurse's Office to sign out the student.

## **Accidents**

Any injury which occurs during school hours or during a school function must be reported immediately to the appropriate coach, teacher or supervisor, who will fill out an accident report that will be on record in the Health Office. When deemed appropriate, an injured student should be transported via ambulance. Parents will be notified using the information on the Student Information/Medical Information sheet. It is vital to have accurate numbers where someone is available at all times.

## **Student Accident Insurance**

A school accident insurance plan covering expenses incurred in the event of injury to a student while engaged in a school activity will be made available to parents early in the school year. Application forms will be distributed by homeroom teachers. Participation in this plan is optional.

For Accident claims, report an accident to the teacher in charge and to the main office immediately. File a claim form, which is available in the Health Office, as soon as possible as there is a time limit. All claims must be filled out jointly by a school official, a physician and a parent or guardian.

## **Other School Services**

### **Adjustment Counselors**

The School Adjustment Counselors help students to overcome problems that impede learning and support them in emotional and psychological growth. Working with the school disciplinary system and other referral sources, they provide direct services to students individually and in groups. Related services include conflict resolution through mediation and follow-up; consultation and advocacy with parents, staff, numerous agencies and the courts.

### **Guidance Services**

Guidance offices are open to all students, their parents or guardians and teachers from 7:30 a.m. to 3:00 p.m. and at other times by special appointments. Students and parents should check the guidance webpage as well as the Naviance website for up-to-date information and programs.

Students are assigned to a guidance counselor and remain with the same counselor as long as the student is enrolled. An open door policy allows for students to meet with their counselor by appointment. Students are encouraged to meet with counselors whenever there are questions. Counseling sessions that involve personal, social, home and family relations and peer relations are held in strictest confidence at the student's discretion. Students should request a pass from a counselor in advance, except for emergency situations, in which case the student should report to the guidance department for assessment.

Parents are encouraged to confer with counselors during office hours. Conferences with teachers and counselors with or without students are desirable. Involvement of parents/guardians in the educational programs of students is strongly encouraged. It can be rewarding for students, and provides information about individual progress, adjustment and career plans.

### **Naviance Family Connection**

The High School Guidance Department is excited to introduce you to the Naviance Family Connection program for students, parents, and Counselors. This web-based program will assist you with setting personal goals and making career and college planning decisions. There are numerous activities such as Learning Styles Inventory, Personality Inventory, Career Interest Inventory, and College Search. "Family Connection" is linked with "Counselor's Office" and

will allow your Guidance Counselor to view your results and assist you with making important choices on your future plans. It will also provide you with detailed information and research on career and college options. We encourage you to begin using Naviance immediately and often. As always, your Counselor is here to assist you in this process.

### **Naviance Student Registration Process**

- Go to site: <http://connection.naviance.com/falmouth>
- Skip New User and go to Returning User:
- Username = Your Student ID# (5digit # from last year)
- Password = Your Birthday = mmddyy
- Ex. 020191 (must be 6 digits and no slashes etc.)
- **\*\*Parents may enter as Guest (password = guest) (You will have limited menu choices)**
- Please see left side menu bar for activities to complete:
- **ABOUT ME” - My Profile = go to edit email. Please add your email address and save. THIS IS VERY IMPORTANT IN ORDER TO COMMUNICATE WITH THE GUIDANCE DEPARTMENT. My Resume = complete with all of your activities and awards. Add years under additional notes. This document should be saved for future additions and inclusion with your college applications.**
- My Game Plan = complete and save.
- My Colleges = add college choices.
- My Personality Type = optional career search.
  - **“ABOUT COLLEGE” = use all features as part of your college planning process. \*See schedule for college visits to FHS.**
  - **“ABOUT CAREERS” = use all features as part of your career planning.**
  - **“FROM YOUR SCHOOL” = contact/email counselor with questions, request appointments, etc.**
  - **“LINKS TO OTHER WEBSITES” = College Board, ACT, NCAA, Common Application etc.**

Begin by taking the inventories listed on the left side menu. “My Personality Type”, “My Learning Style”, “Explore Interests”. Your counselor will review your results with you.

## **Postgraduate Plans**

Exploration of such plans should be accomplished as early as possible utilizing information in the guidance resource center and discussion of specific programs with one's counselor. Students are encouraged to meet with representatives from a variety of schools and programs who are regularly scheduled in the center.

Study of schools should not begin later than the junior year because of the importance of making on-site visits. College applications are usually filed in the fall of the senior year; however, there are exceptions that should be discussed with the counselor. Intelligent and realistic decisions about plans will result from considering your interests and desires, aptitudes and academic achievement and intellectual or vocational potential.

## **Scholarships and Awards**

Many awards for achievement in various areas of school life are made to Falmouth High School students each year. For seniors, the application process extends from January through June of the senior year. These awards are announced at a special awards night program before graduation. A list of local scholarships and their requirements is made available to students in the main guidance center and the Naviance website.

All college bound seniors and their parents should attend the Financial Aid Planning Night in November/December. Falmouth High School does not endorse, nor recommend students for any of the "Who's Who" type of publications or contests.

## **Dual Enrollment**

This program offers high school students the opportunity to take college courses and receive credit towards both their high school and college graduation from a Massachusetts state college or university. Junior or senior students are eligible to participate if they satisfy the entrance criteria: a GPA of 3.0 or better; receive a recommendation from a teacher, guidance counselor, and/or principal; and successfully complete the application process. All dual enrollment applications must be received before the start of the Junior or Senior Year.

## **Community Service/Service Learning**

Community Service is an important ingredient to the educational program of Falmouth High School. The majority of Falmouth High School students actively participate as volunteers for community service organizations in the area. Community service helps bring a practical reality of the scholastic skills learned at the high school while providing valuable service to our community. Students benefit from community service by:

- a. getting first-hand experience in the community that can be used on job applications and resumes;
- b. being given additional opportunities to develop responsibility and skills;
- c. getting the satisfaction of making Falmouth a better community.

Student volunteer hours are tracked through the VIPS Office using a system designed with the assistance of students. This information is made available to guidance counselors, who use this information for writing college recommendations, scholarship applications and other recommendations. It is the student's responsibility to ensure they are registered volunteers and that their hours are properly recorded. This may be done by logging their hours monthly with the VIPS Office. Forms are available in the VIPS Office. A list of organizations and agencies willing to employ student volunteers is available through the VIPS Office and the Guidance Office.

## Library/Media Center Services

### Schedule

Day of the Week	Time Library/Media Center is Open
Monday	7:15 a.m.-4:00 p.m.
Tuesday	7:15 a.m.-4:00 p.m.
Wednesday	7:15 a.m.-4:00 p.m.
Thursday	7:15 a.m.-4:00 p.m.
Friday	7:15 a.m.-2:05 p.m.

### Profile

The library media center's programs are designed to encourage active pursuit of information, foster an appreciation of reading and literature, and create lifelong learners. The collection includes print and electronic resources; all items in the collection are supportive of the curriculum. The library teacher collaborates with subject teachers to plan lessons that will further student learning and develop students' information literacy skills. Through a combination of resources, curriculum activities, and professional guidance, students are helped to acquire not only information, but also the skills and judgment to make effective and ethical use of that information in their oral, written, or visual presentations. Bibliographic instruction follows currently accepted guidelines found in the 7th edition of MLA Handbook for Writers of Research Papers.

### Library Passes

Students visit the library during the day both individually (with a pass) and as part of a class session. No pass is needed for a student who would like to use library resources before or after school. Academic Support passes must be issued by a subject teacher and signed by the Academic Support teacher when the student checks into their Academic Support. The purpose for visiting the library should be stated somewhere on the pass so that the library teacher is aware of the assignment.



## **Library Policy**

Students are expected to behave in a quiet, respectful manner while working in the library. All students should work on research or assignments. Students can check out two books at a time for a period of twenty-one school days, with an option for renewal at the end of the twenty-one days. Students are welcome to bring their devices to the library to assist with their work. In the event that the library must be closed during and/or after school, students will be informed as early as possible. No food is allowed in the library at any time.

# Technology Acceptable Use Policy

## Introduction

The Falmouth Public Schools, through its mission statement and core beliefs, encourages students to be engaged in their education in a way that develops their capacity to pursue their goals and foster life-long learning. Technology is an integral part of the Falmouth mission and its use supports our goals to promote academic excellence and to enhance teaching and learning. Through access to all forms of technology, our students will gain the skills and expertise to prepare them for an increasingly technology-oriented society. Technology and the Internet have great potential both for use and abuse. Access to district technology is a privilege, not a right, and can be revoked if it is abused. The expectation of the Falmouth Schools is that all users will act responsibly in accordance with this Acceptable Use Policy.

## Policy

It is the policy of Falmouth Schools to provide access for employees and students to technology, including networks and the Internet, for educational and administrative purposes. Users are expected to conduct themselves in a responsible, ethical and polite manner while using district technology resources.

Falmouth has taken precautions to eliminate controversial material and implements Internet filtering in accordance with the federal Children's Internet Protection Act. It also recognizes that it is impossible to restrict access to all controversial materials and cannot replace appropriate student use and supervision by a responsible adult. In addition, some resources accessed may be inaccurate, inappropriate for classroom or library/media use, or contrary to school standards. If such inappropriate material is inadvertently encountered, it shall be the student's responsibility to disengage immediately and report it to the principal or his/her designee. Ultimately, students are accountable for all activities conducted while using technology in school.

Use of district technology will be governed by applicable sections of the Falmouth School Committee Policies and the Parent/Student Handbooks. The network is the property of the school district; therefore, Falmouth reserves the right to monitor all use, making it subject to inspection at any time. Students should have a limited privacy expectation in the contents of their personal

files on the network. All students shall assume full liability; legal, financial or otherwise for their use of technology.

The primary use of district technology resources is for educational purposes; non-school uses are not permitted. Personal information should never be transmitted on the Internet. Improper uses of district technology resources are prohibited. Unacceptable uses include, but are not limited to:

- Violation of copyright or plagiarism of another person's intellectual property
- Violation of any local, state or federal statute
- Violation of computer security systems or access to another person's files without permission
- Access, upload, download or distribute illegal, pornographic, gambling or hate materials
- Transmission of obscene, abusive or sexually explicit language or images that could be considered harassment or bullying
- Disruption of system performance including changing configurations or attaching devices, physically or wirelessly, that will disrupt the system performance
- Use of the system for commercial purposes, defined as offering or providing goods or services
- Public resources may not be used for political campaigns. Users may communicate with their elected representatives
- Any form of vandalism, including but not limited to damaging equipment, networks, data or programs, disseminating malicious software programs such as viruses, and/or disrupting the operation of the network
- Any activities that might cause a disruption of the educational process

Disciplinary actions will be handled by the building principal in accordance with the applicable provision detailed in the student handbook. Consequences imposed will be based upon the severity of the violation. Falmouth Schools will cooperate fully with the local, state or federal officials in any investigation concerning any illegal activities conducted through the district system.

# **Bullying, Cyber-Bullying, and Retaliation**

## **Introduction**

Falmouth Public Schools is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, the effects of such conduct, and retaliation.

## **Definitions**

Bullying, as defined in M.G.L. c.71, s. 370 is the repeated use by one or more students or by 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 of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim or target that:

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

Bullying generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take, words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying is bullying through the use of cell phones, computers, or other technology and may include conduct such as sending mean or threatening email messages, instant messages, or text messages; creating websites that make fun of, embarrass, or intimidate others; and posting or sending embarrassing pictures of others.

Hostile Environment is when the targeted student becomes so concerned about bullying that he/she is unable to participate in, and concentrate on, his/her schoolwork and other school activities.

Retaliation involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

### **Acts of Bullying (including Cyber-Bullying) and Retaliation are Prohibited**

The Falmouth Public Schools prohibit bullying (including cyber-bullying) and retaliation as defined above both at school and under the following circumstances:

- on school grounds or any space next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activity, function, or program;
- through use of any school computer, internet connection, or other school-based technology;
- at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

### **Reporting Bullying**

Students who believe they are targets of bullying, cyber-bullying, or retaliation, or who know about bullying or cyber-bullying conduct, should report the conduct to the school principal. Students also may report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the principal.

### **Addressing Concerns Regarding Bullying**

The principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying, cyber-bullying, and retaliation. Students or members of a school staff who engage in bullying, cyber-bullying, or retaliation will be subject to discipline by the principal or assistant principal, subject to any procedural requirements. In making disciplinary decisions, the principal/assistant principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taking includes, but is not limited to:

- verbal warning;

- written warning;
- reprimand;
- missing recess;
- detention;
- short-term or long-term suspension; or
- expulsion from school

In addition to taking disciplinary action, the principal/assistant principal will report conduct relating to bullying, cyber-bullying, or retaliation to local law enforcement if she/he believes that criminal charges may be pursued. The following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences.
- Transferring student's classroom or school.
- Limiting or denying student access to part, or area, of a school.
- Enhancing adult supervision on school premises.
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have received training in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

Nothing in this handbook provision is intended to prevent school staff and/or the school committee (if applicable) from addressing and taking disciplinary action against a student or staff member for conduct that does not meet the definition of bullying, cyber-bullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

### **Closing a Complaint Regarding Bullying**

In the event school staff determines that bullying, cyber-bullying or retaliation (as defined in this handbook provision) has taken place, the principal or designee will, in addition to taking disciplinary action:

- Notify the parent or guardian of the aggressor;
- Inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying, cyber-bullying or retaliation to the extent consistent with applicable legal restrictions.

## **Protection for Students with Disabilities**

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

In general, special education students may be suspended from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the student's special education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of conduct, except that the district must continue to provide the student with educational services during the period of the suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or the possibility of serious bodily injury to the child or others) until the Team develops and the parent(s) / guardian(s) consent(s) to a new IEP.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon or seriously injures an individual at school or at a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination the current placement is substantially likely to result in injury to the student or others. When a parent (s) /guardian (s) disagrees with the decision on the "manifestation determination" or with a decision regarding placement, the parent(s) / guardian(s) have the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students who have been determined to have a disability under Section 504 of the Rehabilitation Act.

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child



was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protection for students with disabilities can be obtained from the Director of Student Services, who can be reached at the Administration Building. 508-548-0151 x143.

## **Discipline of Students Whose Eligibility for Special Education is Suspected**

Individuals with Disabilities Education Act (IDEA) protections apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if:

- the child’s parents had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services
- the child’s parent had requested an evaluation of the child to determine eligibility for special education services, or
- the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

### **Chapter 222**

In accordance with student discipline laws and regulations, effective July 1, 2014, enacted by the Commonwealth of Massachusetts pursuant to Chapter 222 of the Acts of 2012 (An Act Relative to Student Access to Educational Services and Exclusion from School), the Falmouth Public School District has modified its student discipline procedures and guidelines so as to be in

compliance with Chapter 222, M.G.L. c. 71 SS 37H, 37H  $\frac{1}{2}$  and 37H  $\frac{3}{4}$  , M.G.L. c. 76, SS 1, 18, 18, and 21, and 603 CMR 53.00 (adopted by Massachusetts Board of Elementary and Secondary Education on April 29, 2014).

## **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 or at any school function.

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.

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.

SOURCE: MASC March 2016

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

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

APPROVED AT SCHOOL COMMITTEE: 6/28/16

## **Incidents of Alcohol and/or Drug Use**

A Memorandum of Understanding has been entered into by the Superintendent of Schools representing the Falmouth School Committee and the Chief of Police representing the Falmouth Selectmen to formalize procedures for communication and cooperation on incidents of alcohol and/or any other drug use, possession and distribution by students in the Falmouth School System. Each building principal or his/her designee will be the liaison with the Police Department. The School Resource Officer will be the police officer who interacts with the school system. We agree to coordinate our efforts to prevent student alcohol and/or any other drug use and abuse.

**Behavior:** Student voluntarily confides an alcohol and/or any other drug problem to school personnel.

**School Response:** Teacher will consult with the Counselor for help in deciding appropriate action or referral.

**Interaction with Police:** None

**Behavior:** School personnel have reasonable cause to suspect that student is using alcohol and/or any other drug.

**School Response:** Student will be removed from class. Principal/designee will confer with school personnel, assess student and call parent(s). Suspension from school and privileges as stated in handbook may be imposed. Student will confer with the counselor for one to three required sessions. Alternately, the student may meet with a counselor chosen by the parent/guardian with the conditions that it is done in a timely fashion and verified by that counselor. An expulsion hearing with the principal may be held.

**Interaction with Police:** Notification at the school principal's discretion. In consultation with, and with the approval of the principal, the school resource officer will decide on the level of police involvement.

**Behavior:** Student is or admits to being under the influence of alcohol and/or any other drug but no contraband is found.

**School Response:** Student will be removed from class. Principal or designee will immediately notify parent(s). Suspension from school and privileges as stated in handbook will be imposed. Student, his/her parent(s) and the counselor shall agree upon a treatment plan within ten days. An expulsion hearing with the principal may be held.

**Interaction with Police:** Notification by the school. In consultation with, and with the approval of the principal, the school resource officer will decide on the level of police involvement.

**Behavior:** Student is in possession of alcohol and/or any other drug.

**School Response:** In addition to notification of parent(s) and suspension, student and his/her parents will attend a meeting with the SAT counselor prior to a possible expulsion hearing with principal. Contraband is turned over to police.

**Interaction with Police:** Notification by the school. Criminal action may be taken.

**Behavior:** Student is selling or distributing alcohol and/or any other drug.

**School Response:** In addition to above, student will be removed from premises by police.

**Interaction with Police:** Notification by the school will all evidence turned over to police. Court action will be initiated.

## **Personal and School Property**

### **Computers**

Violations of the Technology Acceptable Use Policy will result in disciplinary action, including possible suspension from school, monetary restitution and denial of access to computers and courses at F.H.S. Personal use of e-mail at school is not permitted. Students are to use computers in a responsible manner. Vandalism, theft and accessing protected files will not be tolerated. Monetary reimbursement will be required for any consultant fees paid by school system to restore/repair damage by such violations. A class form will be signed and maintained by computer department teacher.

### **Electronic Devices**

Falmouth Public Schools understands the value of using various electronic devices for instructional purposes to enhance our students' learning and educational opportunities. The school district may provide students with electronic devices for use during the school day. In addition, students may be asked to use their own electronic devices. The use of these devices will be for educational purposes and may not interfere with instruction. The taking, filming, or transmitting photographic or digital images of any person on school grounds without his/her permission is prohibited. The unauthorized taking and/or using of visual images or audio recordings in school or on school grounds is prohibited. This is a violation of the personal rights of staff and students, is illegal and will result in severe penalty.

Electronic devices, including but not limited to cellphones, watches, iPads, laptops, tablets, etc., can both enrich and disrupt the learning environment. Used in a responsible fashion, they can complement learning, and as such, teachers have the discretion to allow students to take advantage of this kind of technology in the classroom when it makes sense for educational and instructional purposes. Teachers likewise have the discretion to prohibit the use of any and all electronic devices during class time. Unless otherwise authorized by a teacher, devices must remain silent and not visible or in use during instructional time.

Between classes, students may check their devices and listen to their devices so long as the students are using earbuds/headphones, and so long as any noise from the device is not audible or disruptive to others. While Falmouth High School allows such use of electronic devices on

campus, we highly respect and value personal interactions. Accordingly, we expect all students to use their devices in a way and in locations that shows respect and which do not disrupt the school environment. Greeting others and remaining “unplugged” at appropriate times demonstrates respect and consideration for others. A student listening to only one earbud at a time is not an example of remaining unplugged. If a faculty or staff member asks a student to remove earbuds/headphones and/or to stop using an electronic device, it is expected that the student will comply.

Falmouth High School reserves the right to limit and/or outright prohibit the use of any and all electronic devices, and students are required to abide by individual teacher’s classroom rules regarding such devices.

Students and their families must also remain mindful of the school’s rules regarding electronic devices and Academic Dishonesty (see Academic Dishonesty section herein).

Teachers are encouraged to collect and store students’ electronic devices during assessments, as is done during all state and national standardized assessments.

The inappropriate use of electronic devices may result in disciplinary measures as well as the temporary confiscation of the device. In this regard, students found using a device irresponsibly will be subject to the following consequences:

- First offense: Warning and a conversation about responsible use.
- Second offense: Device is temporarily confiscated by teacher or administrator, delivered to the Assistant Principals’ Office for safekeeping, and returned to the student at the end of the school day.
- Third offense: Device is temporarily confiscated by teacher or administrator, parent/guardian is required to retrieve the device, and/or administrative detention as assigned.

Any subsequent offenses or non-sanctioned use of an electronic device by a student will be subject to additional disciplinary measures, including but not limited to, loss of school privileges and/or suspension.



The school is not responsible for lost or stolen property. Students who find items of value, such as electronic devices, should bring them to the Main Office.

Students bringing electronic devices to school do so at their own risk, and the school is not responsible for attempting to retrieve lost or stolen property.

### **Elevator**

Elevator keys are available in the Assistant Principals' Office for students who are unable to use stairs to get to classes as a result of injury or illness. A service fee of \$10 will be assigned for keys not returned.

### **Firecrackers**

Firecrackers and any other explosive devices are illegal and are prohibited in school. Violation will result in the appropriate penalty being assigned.

### **Lockers**

Falmouth High School is responsible for providing each student a functioning locker. Students are responsible for the condition of their original locker beginning with the first day of school. Locker problems should be reported in writing to the Assistant Principals' Office. Each student is assigned an individual locker. Students are not permitted to share lockers. Personal lockers, P.E. Lockers and team lockers are school property loaned to students for the purpose of temporarily storing books, school material and clothing. The school may have any or all lockers searched, including by canines, if there is reasonable suspicion that one might contain illegal material. The school does not assume any financial responsibility for property lost or stolen from lockers.

Students may place private locks on school lockers assigned to them with the condition that a combination or an extra key be left with the Assistant Principal. If the Assistant Principals' Office does not have these, and access to the locker is necessary, the lock will be cut. Students are urged to keep lockers properly locked by rotating dials at least one full turn after closing.

### **Paint and Markers**

The school supplies materials needed for shop, art and other classroom projects. Students should not be in possession nor have in lockers paint, markers and other materials that may be used in defacing or vandalizing school property. If such materials are discovered the appropriate penalty will be assigned up to and including out of school suspension.

### **Search of Students and their Personal Property**

A search may be done of a student or of his/her personal property if a school administrator considers that there is reasonable cause based on school rules dealing with theft, weapons, drugs, other illegal substances and/or activities. Searches should be carried out in the presence of a second adult in a setting, which protects the privacy of the student to the greatest degree possible. Searches should be only as complete as reasonable to find the specific materials under suspicion. Student property may be confiscated and need not be returned where its use violates school regulations. Searches made at the discretion of the school administrators do not require prior notification of parents. However, searches done at the request of law enforcement officials require prior notification of parents, whenever possible. Such searches should be performed by the law enforcement official with a school administrator present.

### **School Property – Loss, Theft, or Vandalism**

All books and materials, academic or athletic, are loaned by the school and must be returned in good condition or paid for. Students are responsible for respectful care of school equipment and facilities. Intentional damage (vandalism) requires replacement, restitution, or repair.

Appropriate penalties will be enforced. Cost of accidental damage must be met by payment.

Lost and Found items should be brought to the principal's secretary's office.

### **Sports and Recreational Equipment**

Sports and recreational equipment are not to be carried around the building. Skateboards and inline skates are not to be used on school property. They will be confiscated. The student will serve a detention. The item(s) will be returned to the student's parent or guardian.

## Standards of Dress - Student Guidelines

1. Pursuant to the First and Fourteenth Amendments, students have the right to freely express themselves through their dress so long as doing so does not disrupt the educational process and/or impinge on the rights of others.
2. Pursuant to M.G.L. c. 71, § 82, public high school students have the right to freely express themselves through their dress so long as doing so “shall not cause any disruption or disorder in the school.”
3. Pursuant to M.G.L. c. 71, § 83, “school officials shall not abridge the rights of [high school] students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness.”
4. Falmouth High School is a respectful community where we encourage acceptable and appropriate dress in accordance with all applicable laws. While we at Falmouth High School value the freedom to express individuality through dress, we also believe that all members of the school community must understand that respect is conveyed through behavior and appearance. To that end, it is necessary to outline reasonable guidelines on respectable dress that will not cause disruption or disorder within the school.
5. When enforcing this dress code, the administration, teachers, and other school authorities are mindful of the constantly changing nature of the styles of dress and grooming in our society and the transient “fads” often evident in the dress and grooming of high school students.
6. The primary responsibility for appropriate dress lies with the student and his/her parents or guardians. However, it is the school’s responsibility to make sure that school dress is appropriate, respectful, safe, non-disruptive, and non-offensive. In the interest of maintaining the required school climate essential to meaningful teaching and learning, the principal may ban dress that is inappropriate due to health, safety, and/or disruption to the educational process.
7. Standards of Dress for students shall comply with the following guidelines:
  - a. Dress must not interfere with the educational process or the rights of others to secure an appropriate education.

- b. Dress must not be destructive of school property (e.g., shoes that scratch the floors, or cleats).
  - c. Hats, hoods, wallet chains and/or other chains that could inflict harm, and sunglasses shall not be worn in school.
  - d. Dress or jewelry must not have comments or designs that are obscene, lewd, vulgar, or sexually suggestive.
  - e. Dress or jewelry must not be directed toward or intended to harass, threaten, intimidate or demean an individual or group because of sex, color, race, religion, handicap, national origin or sexual orientation.
  - f. Dress or jewelry must not advertise alcoholic beverages, tobacco products or illegal drugs.
  - g. Dress/clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid-thigh is prohibited -- no undergarments or underwear of any kind, including bras, underpants, and/or boxers, should be visible. Low-hanging pants that expose underwear are prohibited.
  - h. Tops and bottoms should not expose the belly or back.
  - i. Pants, skirts, shorts, and dresses must be appropriate in length for the school setting and should not inappropriately expose the body.
8. We ask for your understanding and cooperation when it comes to appropriate and respectful dress. Please know that a faculty member, staff member and/or administrator will speak discreetly with a student about inappropriate dress when necessary. The student may be asked to change clothes and to not wear the unacceptable clothes in the future. Failure to comply with dress code requirements and/or repeated instances of dress that are deemed inappropriate and disruptive to the school environment may result in disciplinary consequences.

### **Thefts**

Taking any personal property from another person or from that person's locker is not permitted. Such theft or damage is not covered by school insurance policies, but may be covered by homeowner's insurance. Students are encouraged to leave valuable personal property, including large sums of money, at home.

## **Weapons**

The possession of a dangerous weapon, including but not limited to, firearms, knives of any size, laser pens, mace or pepper spray, or any object that may be considered a weapon is forbidden. Canes or other similar devices are not to be used or carried unless the school nurse has on file a physician's recommendation that a student use them. Violation will result in the appropriate penalty being assigned.

## **Federal, State, Local, and Falmouth Public Schools Laws and Policies**

Copies of these laws and policies along with the complete set of School Committee policies governing the Falmouth Public Schools are available in the Superintendent of Schools' and Principal's offices.

### **Affirmative Action Policy**

This policy forbids discrimination on the basis of race, color, religion, national origin, age, gender, or handicapped status.

### **Asbestos Management Plan**

This plan details recent asbestos inspections, repairs, and long term renovations of the schools.

### **Corporal Punishment**

State law prohibits the use of corporal punishment as a means of disciplining students in school.

### **Hazing**

Hazing is not allowed under any circumstances.

### **Internet Acceptable Use Policy**

This policy requires Falmouth Public School internet users to abide by the generally accepted rules of network etiquette and to agree to take full liability, legal, financial, or otherwise, for their own actions. Please refer to the policy document included in this handbook.

### **Non-Custodial Parent**

The Massachusetts Non-Custodial Parent Laws/Regulations are available in the principal's office upon request.

### **Parent Notification Relative to Human Sexuality Curriculum**

The Health Teacher will be sending a notice home with students prior to the start of this unit. Materials will be made available for parents/guardians to review.

### **Policy Regarding Videotaping of Students in the Schools**

Videotaping of students involved in routine educational techniques or activities for inclusion in programs intended for a public audience shall be subject to a series of regulations including

parental consent. This procedure does not apply to the videotaping of performances contests, athletic events or other events specifically established with an expected public audience or for use in fulfilling a specific education purpose in the classroom.

### **Returned Check Policy**

Due to a local policy, checks made out to the Town of Falmouth or any group sponsored by the Town of Falmouth including the Falmouth Public Schools are subject to a \$25.00 surcharge if the checks are returned as an overdraft.

### **Smoke Free Environment Policy**

Smoking is not allowed in any school facility or on the school grounds at any time.

### **Falmouth School Committee Policy On Preventing Harassment and Discrimination**

The Falmouth Public School System shall maintain a learning and working environment free from discrimination and harassment. In both the education and employment environments of the Falmouth Public Schools, various laws prohibit discrimination and harassment.

## **Affirmative Action Committee – Complaint Procedure**

The Falmouth Public Schools Affirmative Action Policy forbids discrimination on the basis of race, color, religion, national origin, age, sex, gender, or handicapped status. If a student, staff member or parent feels that his/her rights under this policy have been breached, he/she may follow these procedures to seek a remedy.

1. The affected person may discuss the concern or breach with any involved school official or staff member. This official or staff member may be an administrator, a teacher, the Affirmative Action Officer, the Chapter 622/Title IX Compliance Officer or a member of the Affirmative Action Committee.
  - The purpose of this informal process is to provide the complainant a means of clarifying the problem, seeking counsel and deciding a course of action. The informal process may result in a satisfactory solution for the complaint and no further action is needed.
2. A formal complaint may be filed by the complainant. It should be filed with the appropriate school principal or with a Central Office administrator. It may be verbal or written. It should be filed in a timely manner.
  - The complainant shall give details and names in support of his/her complaint.
  - The administrator shall write a summary of the complaint and the remedies offered. Both administrator and complainant shall sign the summary. If the complainant objects to signing the summary, he/she may attach a statement.
3. If the administrator and complainant do not reach a mutually satisfactory solution within 30 calendar days, the complainant may file the complaint with the Affirmative Action Officer.
  - The Affirmative Action Officer will investigate and attempt to resolve the complaint. If resolution is not forthcoming, the Affirmative Action Officer shall, within 7 days, schedule a meeting of the Affirmative Action Committee's Subcommittee on Complaints. The Affirmative Action Officer will supply the Subcommittee with all written records and results of any investigation.
4. The Subcommittee on Complaints shall hear all who wish to speak and all information offered on the subject. The subcommittee may ask for school personnel to appear and



give information. The meeting may be recessed and reconvened at a later time in order to seek more information.

5. The Subcommittee shall give a written recommendation to the Superintendent of Schools, who shall hand down the final decision.

## Frequently Asked Questions

### **What time does school start/end?**

School begins promptly at 7:22 a.m. Any student not in class by that time is considered tardy. For every 4 tardies, a detention will be assigned by the Assistant Principal, and parking privileges may be revoked. School ends at 2:03 p.m.

### **What is the policy if my child is absent?**

When your student returns to school from being absent, please send a note in with him/her. The note should include student name, date of absence(s), reason for absence(s), along with the parent/guardian signature and phone number.

### **What is the policy if my child arrives late or is dismissed early?**

If your student is tardy to school, or being dismissed from school, please send a note in with him/her. The note should include student name, current date, reason for tardy or dismissal, a parent/guardian signature, along with a phone number where that parent/guardian can be reached by the school. Students who are tardy after 7:45 a.m. check in at the Assistant Principal's office. Students who are being dismissed are allowed to go outside to meet their parent/guardian AFTER they have picked up their dismissal pass from the office.

### **When are report cards available?**

Report cards are available at the end of every quarter (November 16, 2018; February 1, April 12 and July 1, 2019) via the PowerSchool portal. Progress reports are posted on PowerSchool at the half way point of each quarter. If you have any other questions, please call your student's guidance counselor. The phone number is 508-540-2200 x 4045.

### **My student has been absent for a couple of days, is it possible to get homework for him/her?**

Homework requests are handled through the Assistant Principals' Office. Please allow 48 hours' processing time for all requests. Please call 508-540-2200 x4049 to arrange a homework request.

**Will my child's absence be excused?**

Absences for doctor's visits, court appointments, and college visits are excused when your student brings in written validation from the doctor, court, or college. Religious holidays are excused with a written note from a guardian. In the case of credit appeal, guardian notes are considered, so we request you always send a note when your student is absent from school. All notes should include student name, student homeroom number, date of absence(s), reason for absence(s), along with a guardian signature.

**What is the attendance and loss of credit policy?**

Loss of credit will occur when a student has accumulated seven absences in each semester course and fifteen absences in each full year course. Tardies and/or dismissals that result in class absence for reasons other than those listed above will be counted toward a loss of credit. The appropriate administrator, guidance counselor, parent/guardian and student will be notified in writing at the following times.

4 credit course – 15 non-exempt absences

2 credit course – 7 non-exempt absences

Students and parents/guardians are encouraged to pay attention to the mid quarter reports as well as the reports cards to monitor number of days absent. After a student has been notified that credit has been lost, he/she is expected to continue attending class, as an appeal may restore the lost credit.

**What happens to my grade if I lose credit?**

Grades earned are not affected by loss of credit. If a student loses credit in a course due to excessive absences, but receives a passing grade, that course grade will appear on the student's transcript.

**If a student loses credit in a course what do they do?**

You may contact the Assistant Principals' Office to schedule an appeal. Appeals are heard at the end of each semester and in May for seniors. Contact the Assistant Principals' Office (508-540-2200 x4049) for more details.

**How do I know which Administrator to speak with?**

You may call the Assistant Principals' Office at 508-540-2200 x4049 and a secretary will assist you.

**How do I get a copy of my child's transcript?**

To get a copy of transcripts, you may call the Guidance Office at 508-540-2200 x 4044. If your child has already graduated, this request must be in writing.

**What is the best way to get a message to my child during the school day?**

You may call the Assistant Principals' Office (508-540-2200 x4049) and the secretary will see that your child gets a message.

## Appendix A: Student Discipline

Pursuant to Chapter 222 of the Acts of 2012 (An Act Relative to Student Access to Educational Services and Exclusion from School), the Commonwealth of Massachusetts enacted student discipline laws and regulations, effective July 1, 2014, for the purposes of (1) limiting the use of long-term suspension as a consequence for student misconduct and offenses subject to M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub>, as set forth in 603 CMR 53.01(3)(a), until other consequences have been considered and tried as appropriate, (2) promoting engagement of a student's parents/guardians in a discussion with respect to the student's misconduct, and options for responding to same, (3) assuring that every student who is expelled or suspended, regardless of the reason, has the opportunity to receive education services so as to make academic progress during the period of suspension or expulsion, and (4) keeping schools safe and supportive for all students while ensuring fair and effective disciplinary practices.

In accordance with said Chapter 222, the Falmouth Public School District will abide by the following laws, regulations, procedures, and guidelines with respect to student discipline, and incorporates by reference this Appendix A as part of the accompanying Student Handbook:

### Definitions:

“Disciplinary offenses” encompassed by M.G.L. c. 71, §§ 37H and 37H<sup>1</sup>/<sub>2</sub> means one or more of the following alleged or determined disciplinary infractions:

- a. possession of a dangerous weapon;
- b. possession of a controlled substance;
- c. assault on a member of the educational staff; and/or
- d. a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a 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 M.G.L. c. 71, §§ 37H and 37H<sup>1</sup>/<sub>2</sub>

“Disciplinary offenses” encompassed by M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub> means any alleged or determined disciplinary infraction by a student *other than* those encompassed by M.G.L. c. 71, §§ 37H and 37H<sup>1</sup>/<sub>2</sub> as set forth above. A disciplinary offense, as so defined, is subject to the provisions of M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub> and the regulations set forth in 603 CMR 53.01 through 53.14.

“Expulsion” means the removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, §§ 37H and 37H½ for:

- a. possession of a dangerous weapon;
- b. possession of a controlled substance;
- c. assault on a member of the educational staff; and/or
- d. a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a 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 M.G.L. c. 71, §§ 37H and 37H½.

“In-school suspension” means removal of a student from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days, or no more than 10 school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes pursuant to 603 CMR 53.00.

“Long-term suspension” means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive school days, or for more than 10 school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of M.G.L. c. 71, §37H, or in M.G.L. c. 71, § 37H½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

“Parent” means a student’s father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

“School-wide education service plan” means the document developed by a principal, in accordance with M.G.L. c. 76, § 21, that includes a list of education services available to students who are expelled or suspended from school for more than 10 consecutive days.

“Short-term suspension” means the removal of a student from the school premises and regular classroom activities for 10 consecutive school days or less. A principal may, in his/her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

“Suspension” means short-term suspension and long-term suspension unless otherwise stated.

Suspension and Expulsion Under M.G.L. c. 71, § 37H:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in M.G.L. c. 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) above shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b) above.

- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide education services to the student during the period of suspension or expulsion, under M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide education services to the student in an education service plan, under M.G.L. c. 76, § 21.
- f. Districts shall report to the Department of Elementary and Secondary Education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the Commissioner. The Department shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the Department shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the Commissioner.
- g. Under the regulations promulgated by the Department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the Commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Suspension and Expulsion Under M.G.L. c. 71, § 37H½:

Notwithstanding the provisions of M.G.L. c. 71, § 184, and M.G.L. c. 76, §§ 16 and 17:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend



such student for a period of time determined appropriate by said principal if he/she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than 5 calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the suspension.

- b. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student 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. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall

have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the expulsion. Any school that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide education services to the student under an education service plan, under M.G.L. c. 76, § 21.

Disciplinary Offenses and Education Services Under M.G.L. c. 71, §§ 37H or 37H½:

- a. The Falmouth Public School District is required to adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
- b. Pursuant to 603 CMR 53.12, the principal may remove a student who has committed a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½ from school for more than 90 days in a school year.
- c. Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½ shall have the opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13, and as set forth below herein.

Suspension and Expulsion of Students Under M.G.L. c. 71, § 37H¾ (i.e., suspension or expulsion for offenses other than those covered in M.G.L. c. 71, § 37H (a) or (b) (dangerous weapons, controlled substances, and assaults on educational personnel) and M.G.L. c. 71, § 37H½ (felony complaint)):

- a. Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion, consider ways to re-engage the student in the learning process, and

avoid using expulsion as a consequence until other remedies and consequences have been employed.

- b. For any suspension or expulsion under this section (i.e., § 37H<sup>3/4</sup>), the principal or his/her designee shall provide to the student and to the parent/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 a designee to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or a designee shall ensure that the student's parent/guardian is included in the meeting, provided that such meeting may take place without the parent/guardian only if the principal or a designee can document reasonable efforts to include the parent/guardian in the meeting.
- c. If a decision is made to suspend or expel the student after the meeting, the principal or his/her 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/guardian 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 his/her 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.
- d. 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/guardian 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/guardian 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/guardian within 3 school days of the student's request for an appeal; provided that a student or a parent/guardian 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/guardian present if the superintendent or a designee makes a good faith effort to include the parent/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.

- e. For a disciplinary offense committed under this section, 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.
- f. 603 CMR 53.00 (Code of Massachusetts Regulations -- Student Discipline Regulations approved by the Commonwealth of Massachusetts Board of Elementary and Secondary Education on April 29, 2014, effective as of July 1, 2014):

53.01: Authority, Scope, and Purpose:

For all public preschool, elementary, and secondary schools and programs in Massachusetts, including charter and virtual schools, 603 CMR 53.03 through 53.11 sets forth:

- a. the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense *other than*: i) possession of a dangerous weapon; ii) possession of a controlled substance; iii) assault on a member of the educational staff; or iv) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a 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 M.G.L. c. 71, §§ 37H or 37H½;

- b. the minimum requirements and procedures necessary to ensure that all students who have been suspended, in-school or out-of-school, or expelled, regardless of the type of offense, have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities; and
- c. the requirements pertaining to school discipline data reporting and analysis.

53.02: Definitions:

See Definitions section above

53.03: Policies and Procedures:

The Falmouth School Committee shall ensure that policies and procedures are in place for all public preschool, elementary, and secondary schools and programs under its jurisdiction that meet, at a minimum, the requirements of M.G.L. c.71, § 37H<sup>3</sup>/<sub>4</sub>, M.G.L. c. 76, § 21, and 603 CMR 53.00.

53.04: Investigation of Disciplinary Incidents:

Nothing in these regulations shall prevent a school administrator from conducting an investigation, including student interviews, of a school-related disciplinary incident.

53.05: Alternatives to Suspension Under M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub>:

In every case of student misconduct for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

53.06: Notice of Suspension and Hearing Under M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub>:

1. Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

2. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:
  - a. The disciplinary offense;
  - b. The basis for the charge;
  - c. The potential consequences, including the potential length of the student's suspension;
  - d. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
  - e. The date, time, and location of the hearing;
  - f. The right of the student and the student's parent to interpreter services at the hearing if needed to participate; and
  - g. If the student may be placed on long-term suspension following the hearing with the principal:
    - I. the rights set forth in 603 CMR 53.08 (3)(b); and
    - II. the right to appeal the principal's decision to the superintendent.
3. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
4. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

53.07: Emergency Removal Under M.G.L. c. 71, § 37H¾:

1. Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no

- alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:
- a. Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
  - b. Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
  - c. Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent; and
  - d. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.
  - e. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

53.08: Principal's Hearing Under M.G.L. c. 71, § 37H<sup>3/4</sup>:

1. The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.
2. Principal's Hearing - Short-Term Suspension:
  - a. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent

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

- b. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
  - c. The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
  - d. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.
3. Principal's Hearing - Long-Term Suspension:
- a. The purpose of the hearing is the same as the purpose of a short-term suspension hearing.
  - b. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:
    - I. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
    - II. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;



- III. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - IV. The right to cross-examine witnesses presented by the school district; and
  - V. The right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.
- c. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
  - d. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
    - I. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
    - II. Set out the key facts and conclusions reached by the principal;
    - III. Identify the length and effective date of the suspension, as well as a date of return to school;
    - IV. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a); and
    - V. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term

suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

1. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
2. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
3. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

53.09: Superintendent's Hearing Under M.G.L. c. 71, § 37H<sup>3/4</sup>:

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (c) 5.a). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
3. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
4. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3) (b).
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3) (c) 1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

53.10: In-School Suspension Under M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub>:

1. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
2. The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).
3. The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
4. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school

suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

5. The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

53.11: Emergency Removal Under M.G.L. c. 71, § 37H¾:

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H¾ or 603 CMR 53.00.

53.12: Disciplinary Offenses Under M.G.L. c. 71, §§ 37H or 37H½:

1. School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
2. The principal may remove a student who has committed a disciplinary offense under M.G.L. c. 71, §§ 37H or 37H½ from school for more than ninety (90) days in a school year.
3. Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, § 37H or § 37H½ shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

53.13: Education Services and Academic Progress Under M.G.L. c. 71, §§ 37H, 37H½, and 37H¾:

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education 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. c 69, §§ 1D and 1F.
4. Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.
  - a. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
5. For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's

enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

## **Appendix B: Videotaping/Photography of Children in Schools**

The Falmouth School Committee recognizes that the use of media is a valuable technology tool and endorses its established practice in the schools for educational and/or public relations purposes.

The Falmouth Public Schools will be designated executive producer of all media of children in the schools.

Parents/guardians will give permission annually to allow their child to be videotaped or photographed through the use of a parent/guardian form included in the parent/guardian/student handbook, and will also be available in each school office. Records of all completed forms will be retained in the school office in which the student attends in order to be made available to staff, approved video producers, and/or photographers.

Parent/guardian permission for videotaping and photography is not required for:

- Events, such as awards assemblies, plays, concerts, athletic contests or similar events, with an expected public audience.
- Use by school officials with a legitimate educational interest or where the work meets other exceptions to Family Education Rights and Privacy Act (FERPA) disclosure rules and is performed with the explicit knowledge and permission of students.
- Use by school officials where it is done as a direct consequence of security procedures implemented with the express knowledge and approval of the superintendent.
- In unusual circumstances, such as in the event of fire or accident, the public and/or media shall not be permitted access to the school.

### **Public and Private Video Producers / Photographers**

Permission for video producers and/or photographers from outside the school district must be secured from the affected building principal and the teacher(s) involved. The requestor must provide sufficient reason to justify an intrusion into the school's learning activities.

Before any such permission may be granted, the prospective producer/director must provide the school with a written outline of the intended production and distribution, the production's goals

and a description of the treatment, if appropriate, planned to achieve those goals. This outline must be submitted to and approved in writing by the affected building principal or his/her designee in advance of the start of any school videotaping or photography.

The building principal or designee will inform the requestor which, if any, students are not to be videotaped or photographed due to the parent's/guardian's failure to provide the Permission Form or decision to deny permission. Any approval of a project is conditioned upon the requestor's commitment to videotape or photograph only those students whose parents/guardians have provided permission for such.

When such permission is granted, a designated liaison will be established by the building principal or designee, and this liaison will establish necessary contacts and participate in the project as Falmouth Public School's representative.

A label will appear on all approved videos that will state "This video is approved by the Falmouth School Department for public viewing in accordance with School Committee Policy IJOE. Any use of this film will be by approval of the school Principal only." As part of the project's permanent documentation, the producer will make available one (1) physical or electronic copy of the finished production to Falmouth Public Schools.

### **School Personnel**

Staff members who plan activities that may include their videotaping or photographing of students will adhere to all district policies and guidelines in regard to posting of student media. Video or photographs of students prepared by staff or students which include students whose parents/guardians have not provided permission may not be shown outside of school and may only be shown to school officials with a legitimate educational interest or others for whom consent is not required by FERPA and Board Policy.