

Elizabeth I. Hastings Middle School



Dr. Nicholas Bettencourt
Principal

Mr. Andrew Davey
Assistant Principal

Fairhaven Public Schools
School Committee Members:

Pam Kuechler (Chair)
Brian Monroe
Stasia Powers
Colin Veitch
Donna McKenna
Mike McNamara

Dear School Community:

We take pleasure in welcoming you to Elizabeth Hastings Middle School. We are very proud of our school's tradition of excellence in and out of the classroom. We hope you will add to this tradition and become a partner in teaching and learning by becoming involved in our school community.

To Students: You have a very important responsibility: put forth your best effort, take pride in what you do, develop good work habits, actively participate in classroom learning experiences, participate in activities, come to school on time, complete your assignments, and strive for excellence. Abide by the school's code of conduct.

To Parents: We consider the middle school years to be the most formative in your child's educational development. As your child's first teacher, you are responsible for supporting our work to help your child achieve accomplishments and goals. Your cooperation in our shared responsibilities will ensure student success.

This student handbook is published so that all students and parents will understand these responsibilities, the rules, and the day-to-day operation of the school. It is essential that all students and parents read and discuss the information contained in this handbook to avoid misunderstandings. If you need further information please contact our office. Best wishes for a successful year.

Table of Contents

Page

FREQUENTLY ASKED QUESTIONS	5
FAIRHAVEN PUBLIC SCHOOLS - Mission Statement	6
ELIZABETH HASTINGS MIDDLE SCHOOL- Mission Statement	7
ACADEMICS	8
Academic Honesty	8
Grading Policy	8
X2 Parent Portal	8
Progress Reports	8
Guidelines for Promotion	8-9
Honor Roll	9
National Junior Honor Society	9
Scheduling	9
Instructional Materials	9
Lockers	10
Agenda Books	10
Homework	10
Extra Help	10
Guidance Counselors	10
Physical Education/Wellness	10-11
Human Sexuality Education Notification	11
ATTENDANCE	11
Daily Schedule	12
Student Absences	12-13
Tardiness	14
Dismissal	14
In-School Illness	14
Vacations	15
Make-up Work	15
STUDENT CONDUCT AND BEHAVIOR	15-21
Dress Code	21
Cell Phones and Electronic Devices	22
Cafeteria	22
Strategies and Tools for Educational Progress	23
Step Program	23
Acceptable Use Policy for All Internet & School Computer Users	23
SCHOOL SAFETY	23
Threat Policy	23
Search and Seizure	24
Drug Searches: Use of Canines – Per FPS Administrative Regulations	24
Backpacks/Book Bags/Pocketbooks	25
Corridor Traffic	25

<u>Accidents</u>	25
<u>Building Evacuation Instructions (Fire Drill)</u>	25
<u>Multi-Hazard Emergency Plan</u>	26
<u>TRANSPORTATION</u>	26
<u>Buses</u>	26
<u>Automobile Traffic</u>	26
<u>Entrance and Exit from School</u>	27
<u>Student Parking</u>	27
<u>Bicycles/Skateboards/Scooters</u>	27
<u>Motorized Transportation</u>	27
<u>ACTIVITIES</u>	27
<u>Assemblies</u>	27
<u>Field Trips</u>	27
<u>After-school Programs/Activities</u>	27
<u>General Information</u>	28
<u>Bathroom Use</u>	28
<u>HEALTH RECORDS/PRESCRIPTION MEDICATIONS</u>	28
<u>Telephone Calls</u>	29
<u>Lost and Found</u>	29
<u>Student Council</u>	29
<u>Student of the Month</u>	29



Frequently Asked Questions

1. What time does school start?

Starting Time: 7:45 A.M. (Students are tardy if not in homeroom in their seats at this time.)

Please be aware that there is no supervision before 7:15 AM

2. What time are students dismissed?

Dismissal time: 2:17 P.M.

3. I have to dismiss my child early for a doctor's appointment. What is the latest time I can dismiss my child before the end of the day?

Parents/guardians will not be allowed to dismiss students after 2:00PM. If you need to dismiss your child for doctor/dentist appointments or for any other reason, it must be before 2 PM.

4. Where can I see a calendar of events for the school?

The Elizabeth Hastings Middle School website is updated frequently with new information for parents and students including a calendar of events for the school.

5. My child is going home with a friend and taking the bus with them. Is that ok?

No. Students that ride the bus must be dropped off at their designated location based on their home address.

6. Do I need to notify the school if my child is out sick?

Yes. Please contact the Elizabeth Hastings Main office at 508-979-4063 to report that your child will be out due to an illness.

7. If I call my child out sick, will that be an excused attendance?

No. All absences are considered unexcused with the exception of a doctor's or court note.

School Committee Members, numbers for school “this handbook was developed through the efforts of faculty, staff, students, administrators, and parent/guardians.

FAIRHAVEN PUBLIC SCHOOLS - Mission Statement

The Fairhaven Public Schools, in partnership with families and the community, will ensure high-level learning for all children in a safe environment, so each can become independent, productive, and successful.

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

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

Non-Discrimination Statement

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

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

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

Every Student Succeeds Act

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

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

In addition, ESSA requires states to:

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

ELIZABETH HASTINGS MIDDLE SCHOOL- Mission Statement

In partnership with our community, we will create and maintain programs that meet educational standards to develop students' knowledge and skills within a system of support.

Core Beliefs

We believe an excellent school:

- Promotes high achievement
- Ensures a safe and orderly environment
- Promotes the involvement of the community

Vision Statement

I will see curriculum that sets high standards and articulates key components, content, and skills necessary for all students.

I will see instructional practices that are dominated by research based strategies that focus on questioning, problem-solving, exploring, and critical thinking.

I will hear students, through discussion and performance, making connections among discrete pieces of knowledge and skills.

I will see student achievement measured across a variety of formative and summative assessment instruments that provide opportunities to demonstrate learning in authentic ways.

I will see a clear rubric for scoring excellence for assessment products or performances.

I will see staff and faculty collaborate as a professional learning community in an ongoing process of collective inquiry, data use, and focused goal setting to increase student achievement.

I will see a variety of programs that provide intervention and enrichment opportunities.

I will see the extended community play an active role in supporting our mission and vision statements.

I will see evidence of programs that promote a healthy and safe learning environment.

I will see evidence of parents playing an active role in students' learning experience.

ACADEMICS

Academic Honesty

All facets of our society include a code of ethics, standards to which you will be expected to adhere as a member of the community. At Elizabeth Hastings, we strive to help our students develop these ethics by encouraging them to maintain the highest standards of academic conduct. For that reason, cheating of any kind is considered a serious offense.

Cheating can be described as presenting something you did not do as your own work. This includes copying someone's work whether it is homework, quizzes, tests, or class assignments. One of the most common forms of cheating is *plagiarism*. Plagiarism is using another's words or ideas without proper citation. The key to avoiding plagiarism is that you show clearly where your own thinking or words end and someone else's (such as a writer on the Internet) begin. It is never appropriate to copy and paste other's words into your own document without proper citation.

Grading Policy

Teachers create a class policy for grading students. These policies are based on the Elizabeth Hastings Middle School goals, objectives and standards of excellence. All academic subjects and enrichment classes are graded numerically. A 64 or below is failing.

X2 Parent Portal

Parent Portal is a useful tool which gives both parents and students the ability to check their grades online and access other valuable information. The web address is: <https://ma-fairhaven.myfollett.com/aspen/home.do>. Please make sure your pop-up blockers are turned off. You need a user name and password. These are sent to all incoming students each year. Remember both user names and passwords are case-sensitive. Contact the main office at 508 979-4063 if you have any questions or problems.

Progress Reports

Progress reports are issued at mid-term to alert you of your academic performance. Receiving an unsatisfactory progress report does not constitute failure for the term. You do have enough time left in the term to improve the grade before the marking period comes to a close. Progress reports must be signed by your parents and returned by you to the homeroom teacher within 2 days of date issued.

Guidelines for Promotion

The goal of the Elizabeth Hastings Middle School promotion policy is to ensure students have acquired the skills and work habits necessary to be successful at the next grade level. It is our expectation that the policy will help all HMS students strive to achieve their full academic

potential and progress through each grade level. To this end, all students at HMS must meet the following guidelines to be promoted to the next grade:

- All students will pass three of four core academic subjects

Enrichment classes are considered in promotion as follows:

- Students who fail two enrichment courses in addition to one academic course, will not be considered for promotion
- Students who fail the same core academic subject for two consecutive years will not be considered for promotion
- In certain circumstances, a Promotion Review Committee made up of team teachers and counselors may recommend approval of alternative learning experiences when deemed in the best interest of the student. The committee will submit its recommendations to the Principal who may at his/her discretion, approve or disapprove.
- Decisions of the Principal are final.

Honor Roll

Honor roll lists are published each term with the following criteria:

High Honors – 90 or above in all subjects

Honors – All 90's or 80's or above in all subjects

National Junior Honor Society

All 7th and 8th grade students who have a cumulative average of 93 or above are eligible for membership into the NJHS. Written notification of eligibility, based on this scholarship requirement, is made after the first semester. Students who are interested in pursuing membership must also complete a Student Activity/Information Packet, which will provide the Faculty Council with information regarding the student's leadership roles, citizenship, character, and service. This packet is submitted to the NJHS Advisor by the date specified, typically just before April vacation. Students are notified in writing regarding selection or non selection in early May.

Scheduling

You will be issued a schedule on the first day of school. Team assignments will not be changed. Parents should contact guidance with any questions or concerns.

Instructional Materials

As an important part of our inventory process, each textbook and workbook is identified by number and is appropriately stamped as school property. When you are issued books you will sign for them. The school expects that you will take care of them. You are responsible for books issued to you at ALL times. Keep your books covered and handle them as the valuable and expensive materials that they are. At the end of each year, you must return the numbered books that were loaned to you. It is your responsibility to return the loaned books. Normal wear is expected. If you have lost a book, you must pay for it. If the book has received unreasonable wear, a damage fee will be assessed. Students will not be allowed to participate in extra-curricular activities, including any special end of year events, if they have outstanding bills.

Movies/Videos/Clips

Over the course of the school year students may occasionally view movies in their entirety or clips that support learning and the Fairhaven Curriculum. Students in 6th grade will view materials with the MPAA rating of G or PG. Students in the 7th and 8th grade will view

materials with the MPAA ratings of G, PG, or PG-13. Parents will be notified of any PG-13 selections in advance.

Lockers

Student lockers are provided for the safe keeping of these materials and your personal property. Do not share your locker combination with others. To ensure student safety, access to lockers will be permitted before and after school, before and after lunch, before homeroom and as your team of teachers allows. No student will be allowed to use his or her locker between classes during passing periods. Student lockers are school property and remain at all times under the control of the school. Periodic general inspections of lockers may be conducted at any time without notice, without student consent, and without a search warrant. You are expected to assume full responsibility for the security of your locker. Use only the lock and locker assigned to you and keep your locker locked at all times. If you lose your lock, you must pay for a new one. No stickers of any kind are to be posted on or in your locker. Locker clean up will be done periodically to insure that your locker is kept neat and clean.

Agenda Books

Elizabeth Hastings Middle School, through the generosity of the PTO and its supporters, has provided this agenda which allows students to record their daily assignments, project due dates, and upcoming tests and quizzes. Students are required to have their agenda books with them at all times with the exception of lunch. Any lost agenda must be replaced by the student at a cost of \$5.00.

Students are required to write their daily assignments in their agenda books. Parents are encouraged to check agenda books each night.

Homework

Purposeful homework is an essential component of a student's education. When developed effectively and completed by students, it enhances student achievement. It should be an extension of the class lesson, clearly understood by students, well planned, and meaningful. It may be assessed in multiple ways including review, discussion, and formal grading. We expect that parents will work to ensure students complete homework tasks in a timely and appropriate manner.

Extra Help

Teachers are available after school to offer you extra help. Extra help is intended to reinforce not replace classroom instruction. We urge you to take advantage of this opportunity. Please check with the teacher ahead of time and arrive with specific question or topics for specific help.

Guidance Counselors

During the school year, you may have a concern about academic, personal, or social problems. Guidance counselors are trained to be of assistance in these areas. Students wanting to see a counselor may stop in before or after school or at any time during the school day with a teacher's permission. Elizabeth Hastings Middle School has two guidance counselors on staff. Students are assigned to a guidance counselor.

Physical Education/Wellness

Physical Education/Wellness is an important part of our school. The program will offer skills and activities designed to meet future physical and recreational needs of youth and adulthood.

Instruction will also be given in topics of health and wellness. Each student capable of taking physical education must do so. If you have a permanent physical handicap or are recovering from serious illness, operation, or accident, you may be excused if a note is provided from a physician. An alternative assignment will be provided for the student. For neatness, comfort, freedom of movement and safety, you will be required to dress appropriately for class. The uniform shall consist of shorts, T-shirt, athletic sneakers (tied and with backs) and socks. Sweatshirts and sweatpants are optional.

Human Sexuality Education Notification

It is the policy of the Fairhaven School Committee that the implementation or maintaining of curriculum that primarily involves human sexuality education or human sexuality issues shall ensure parent/guardian notification. Parents and/or guardians shall be afforded the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption.

ATTENDANCE

Daily Schedule

Starting Time: 7:45 A.M. (Students are tardy if not in homeroom in their seats at this time.)

Dismissal time: 2:17 P.M.

Please be aware that there is no supervision before 7:15 AM

Student Absences

It is the policy of the Fairhaven Public Schools and a law of the Commonwealth of Massachusetts that every child between the ages of six and sixteen must attend school. Regular and punctual school attendance is essential for success in school. A student's understanding of the importance of day-to-day school work is an important factor in the shaping of character. Parents can support their child's success and our mission by refusing to allow children to miss school needlessly and ensure that they attend school regularly in accordance with state law.

Students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine
- Bereavement or serious family illness
- Weather so inclement as to endanger the health of the child
- For observance of major religious holidays
- For a school sanctioned activity
- Exceptional reasons with approval of school administration

Parents are expected to provide an explanation in writing, by phone, or in person for the absence, tardiness, or early dismissal of a child. Failure to comply with this regulation could result in disciplinary action. In instances of chronic or irregular absences reportedly due to illness, the administration may request a physician's statement, certifying such absences to be justifiable.

Absence Notification

When you are absent from school, your parents must call to report your absence and the reason for it. The school telephone number to report absences is 508-979-4066. Parents are asked to call by 9 A.M. If notification is not received, the absence will be treated as truancy.

Students who are absent or suspended from school for any part of the school day may NOT be in the building, nor attend or participate in such activities as dances, athletic events, school functions, or other extra curricular activities on the day of the absence unless permission has been granted by the principal or designee.

Tardiness

Students are expected to arrive on time and to be inside their homeroom when morning attendance is taken. You are tardy if you are not in your homeroom by 7:45 A.M. You must report to the main office for a pass if you come in to school late. Three or more tardies a term will result in administrative detentions.

Dismissal

The school shall assume that each parent has legal custody of a child unless the school principal is otherwise notified in writing by a parent or by a guardian having legal custody. Dismissal of a child to an individual other than a parent or guardian will not be permitted unless a parent or guardian having legal custody has named that individual on one or all of the school's emergency dismissal forms. The parent claiming custody will be obligated to provide legal evidence to the school principal in the case of a dispute.

1. Students shall not be permitted to leave the school grounds at any time during the school day without approval from the school office.
2. All dismissal notes shall be turned in to the main office prior to the beginning of school and MUST INCLUDE the student's first and last name, reason for dismissal and a telephone number where a parent can be reached prior to the time of dismissal. NO TELEPHONE DISMISSALS SHALL BE ACCEPTED.
3. Whenever a student is dismissed, a parent, legal guardian or authorized adult must report to the school. No student will be dismissed unless accompanied by a parent, guardian or authorized adult.
4. We urge parents to make every effort to schedule appointments at times that do not conflict with school hours.
5. Parents/guardians will not be allowed to dismiss students after 2:00PM. If you need to dismiss your child for doctor/dentist appointments or for any other reason, it must be before 2 PM. Dismissal time is a very busy time of the day for staff and students. The buses are also arriving on the rotary at this time.

Please be cooperative with staff to ensure each child's safety.

6. Three or more undocumented dismissals in a term will result in administrative detentions.

In-School Illness

1. Students who do not feel well enough to attend class must obtain a pass from a teacher to report to the Health Office. If a student visits the nurse three times or more in one week, he or she may be required to provide medical documentation.
2. If a student remains in the Health Office due to illness, a phone call shall be made to inform the parents. A log shall be kept by the nurse listing the time of arrival and departure of all students who leave class due to illness.
3. Dismissals for illness shall be issued through the Health Office and can be made only to the parent or person(s) authorized on the EMERGENCY FORM in the Health Office. It is therefore EXTREMELY IMPORTANT TO KEEP DATA UPDATED THROUGHOUT THE YEAR.

- Dismissals for in-school illness will be excused by the nurse at the nurse's discretion. In some circumstances, dismissals by the nurse will be undocumented until documentation is provided. The nurse will alert the parent to this.

Perfect Attendance

Students with perfect attendance are recognized at the end of each school year. In order to qualify for this recognition, a student must not be absent, tardy, or dismissed during the entire school year.

Vacations

Please do not schedule family vacations during school time. Students will not be given assignments in advance for vacations taken during the school year. It is the responsibility of the student to make-up all work immediately upon his/her return. The teacher is not required to provide extra help for missed class assignments due to vacation absence. Vacations are considered "undocumented" absences.

Make-up Work

All children enrolled in the Fairhaven Public School system shall be given the opportunity to make-up work missed. You are responsible for all work you miss when you are absent. The student is allowed two days for every day absent to make up missed assignments. If you know that you will be absent for more than 2 days, you may request assignments from your teachers. Have your parents call the assistant principal's office at 508 979-4066. The secretary will ask for information, so help your parents be ready with your grade, team, homeroom and the dates for which the work is needed. Assignments and books will be available in the main office by 2:15 P.M. on the day following your request.

Parents are asked to inform the school nurse of medical conditions that may affect attendance. It is also important for parents to notify the school if you will be absent for an extended period of time for illness or other emergency reasons.

File: JH

STUDENT ABSENCES AND EXCUSES

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

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

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

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

It is the policy of the Fairhaven Public Schools and a law of the Commonwealth of Massachusetts that every child between the ages of six and sixteen must attend school.

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

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

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

Student Absence Notification Program (Chapter 76, Section 1B)

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

Each principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the principal and/or designee, the student, and the student's parent/guardian. Those involved may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing and nonprofit agencies.

Dropout Prevention (Chapter 76, Section 18)

No student who has not graduated from high school shall be considered permanently removed from school unless the principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of the unexcused absences. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate that the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed fourteen (14) days. The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent or designee has documented a good faith effort to include the parent/guardian.

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

ADMINISTRATIVE REGULATION JH-R STUDENTS- STUDENT ABSENCES AND EXCUSES

MIDDLE SCHOOL

2:0 PROCEDURE

2:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system.

2:2 The building principal or his/her designee shall assess each student's situation after three (3) consecutive or accumulated unexcused absences and send a letter of concern to the parent(s)/guardian(s) detailing the attendance concerns.

2:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

A letter will be sent to the parent(s)/guardian(s) of the student requesting a meeting to discuss the absences and a course of action to change behavior.

2:4 The building principal or his/her designee shall assess each student's situation after ten (10) consecutive or accumulated unexcused absences. Another letter will be sent detailing concerns and previous meetings.

The building principal or his/her designee shall meet with the parent(s)/guardian(s) regarding possible disciplinary/corrective action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

- 2:4.1- Department of Children and Families
- 2:4.2- New Bedford Youth Court
- 2:4.3- Child Requiring Assistance (CRA)

Make-up Opportunities:

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

SOURCE: MASC

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

Adopted: February 27, 2008

STUDENT CONDUCT AND BEHAVIOR

Students are expected to observe the basic rules of common courtesy and show respect for the rights of others at all times. Teachers have the right and obligation to teach; students have the right and obligation to learn. Mutual respect will protect the rights of each and help both you and the teachers meet your obligations. A disruptive student cannot be allowed to impair the rights of others to receive a quality education. The infractions of school discipline listed below are grouped according to the seriousness of the offense. These levels have been drawn from past records and from known situations. It is not intended to be exclusive or all-inclusive. All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the administration. In all instances discretion of interpretation is left to the individual principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy and understanding. The intent of the sanctions for infractions is to secure a measure of fairness and consistency for all students within the school while at the same time allowing for judgment based upon the maturity of the child in question. As middle school students, you represent the Elizabeth Hastings Middle School and the Fairhaven Public Schools. The infractions and consequences listed below apply not only during the school day, but also to any event, sponsored activity, or school setting within the Fairhaven Public Schools. Any crime committed at Elizabeth Hastings Middle School, or any Fairhaven Public School Event, will be reported to the school resource officer and/or to the appropriate agencies.

Fidgets

Students need to be on the approved fidget list in order to have them in school. Fidgets are meant to be a tool for success and not a toy that could distract the learning environment.

Level I: Classroom Teacher

Cheating in any fashion

Distraction in class

Monitoring of the Dress Code

Failure to return a progress report, report card or other required parental signature

Lack of preparation for class
 Late for class
 Littering
 Card playing, games, and/or toys
 Electronic devices, which may include cell phones, and any sound device
 Homework issues
 Swearing or using unacceptable language not directed at other persons
 Excessive talking
 Any gum, food, or beverages other than water
 Bullying/harassment
 Cell Phone Violation
 Violation of Acceptable Computer Use Policy
 Dress Code Violation

Level II: Administration

Cheating in any fashion
 Referral to office from classroom teacher
 Horseplay (Unnecessary use of force)
 Inappropriate actions or comments
 Loitering
 Non-report to teacher's after session
 Not following cafeteria rules and regulations
 Severe defiance and disrespect
 Throwing of objects including snowballs
 Using someone else's agenda to leave the room or letting someone else use your agenda to leave a room
 Bullying/harassment
 Cell phone/electronic device violations
 Violation of Acceptable Computer Use Policy
 Continual Dress Code Violation
 Cell Phone Violation

Typical Consequences for Level
 II Offenses*

1st offense: Detention
 2nd Offence: STEP
 3rd Offense: STEP or OSS 1-3 days, parent conference

Level III: Administration

Abusive or vulgar remarks directed at a fellow student
 Forgery
 Unauthorized absence from class
 Bullying/harassment

Typical Consequences for Level
 III Offenses*

1st offense: Detention 1-5
 2nd Offence: STEP
 3rd Offense: STEP or OSS 1-3 days, parent conference

Level IV: Step/Immediate Suspension

Bullying/harassment
 Continued cell phone/electronic device violations including texting
 Continual violation of school rules
 Fighting/assault
 Immediate safety issue/concern
 Leaving school grounds without permission

Typical Consequences for Level
 IV Offenses*

1st offense: Immediate STEP/Suspension
 2nd Offence: OSS 1-3 days, Parent conference
 3rd Offense: OSS 3 or more days, parent conference

Malicious damage of or marking of school property (monetary restitution and clean up will be the responsibility of the student)
Profanity to a staff member
Smoking
Stealing of any kind
Texting
Posting or sending inappropriate pictures or posts
Violation of Acceptable Computer Use Policy
Massachusetts General Law Chapter 272, Section 40- Disturbance of School or Assembly
Any student who impedes the progress of an investigation (i.e. intimidation of a witness) during a school investigation.
Hazing
Cell Phone Violation

Level V: Immediate Suspension and/or Expulsion

Possession and/or distribution of tobacco products including lighters/matches/e-cigarettes
Possession and/or distribution of alcohol, illegal drugs, paraphernalia
Possession and/ or distribution of weapons of any kind
Possession and/or distribution of prescription drugs, over the counter drugs, or inhalants
Verbal and/or physical assault on school personnel or fellow students including threats

Any student affected by any of these sanctions/suspensions may request the opportunity to make up missed work in accordance with the school policy for make-up work. The student may not be on school grounds while the sanction is in effect.

Social probation may be determined by the administrator in which students may not be able to attend activities or events that are sponsored by the Fairhaven Public Schools.

Cameras are for school use only. Footage will not be released to or viewed by non-school personnel.

**The typical consequences are meant to be typical. Actual disciplinary measures are determined by the administrator.*

STEP Program

The STEP Program is defined as a temporary alternative placement to a student's schedule of academic and social activities within the school setting. It can be assigned by Administration in lieu of an out of school suspension. For data collection and assessment purposes, it is counted as a suspension.

Students assigned to STEP will be expected to complete assigned work. They will serve a detention on the day they are assigned to STEP. They will not be allowed to participate in any extra-curricular activities or attend any school events on the day(s) of the assignment. Students who display inappropriate behavior while in STEP may receive an out-of-school suspension. Upon their return to school they will then make up their assigned STEP time.

Section 37

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 off 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. **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.

Section 37H3/4 (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2. (b) 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.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection. (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more. (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion. (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under section 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for

more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

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

2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education (FAPE) during the period of exclusion.

3) If building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.

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

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

Dress Code

Students must be neat and clean in their appearance. Clothes, shoes, and hairstyles should be in good taste so as not to be disruptive to the education process and thereby distract from a student's or other students' ability to learn. In the interest of maintaining the required school climate essential to meaningful teaching and learning, the Principal or designee may prohibit dress that is inappropriate due to health, safety, and/or disruptive to the educational process, and/or contrary to the school's philosophy and the prevailing school and community norms of decency, courtesy and propriety.

The following items are not allowed:

- Tops with revealing necklines, without backs, or tops that expose midriffs

- Halter tops, basketball tank top jerseys, muscle shirts, and tank tops with straps less than one inch wide
- Underwear exposed in any form (i.e. pants worn below the waist)
- Pajamas, slippers and other sleep related attire
- Shorts and/or skirts that are excessively short, defined as anything shorter than your fingertips when standing at attention, or pants/skirts that are excessively tight
- Clothing, jewelry, or any other apparel which depicts or expresses obscene, vulgar, profane, or suggestive images or words
- Clothing which implicitly promotes or advocates drugs, alcohol, tobacco, sex, or violence
- Tattered clothing and/or clothing with holes that expose areas of the body that should be covered under other provisions
- Any attire that is thought to reflect a gang affiliation or resembles that of any gang
- Shoes which can damage flooring and carpeting,
- Accessories that may cause a safety concern (i.e. chains, biker's chains, safety pins, etc.)
- Studded belts
- Hats, sweatbands, bandannas, and/or sunglasses
- Garments with hoods are allowed but the hoods cannot be worn
- Any outerwear
- No face paint is allowed

This list is not intended to be all-inclusive. Fads and styles change quickly and require the judgment of the school administration and staff in areas of health, safety, and disruptions of the learning process.

Inappropriate dress as determined by the administration will result in the parent being notified so that proper clothing can be brought to school. The school will provide appropriate cover if the parent is not able to come in or is not able to be reached. Refusal to change will result in administrative action.

When an individual's behavior, actions, and/or attire undermine or are detrimental to the learning environment, actions will be taken by school authorities to correct the problem. In the final analysis, the administration has the right to interpret that which negates a reasonable standard of conduct and appearance, keeping in mind the health and safety of the individual. The decision of the principal is final.

Cell Phones and Electronic Devices

Students who bring cell phones to school are expected to turn them off and leave them in their lockers for the entire school day. Cell phones and/or communication devices are not to be used or visible once a student enters the building in the morning and until he/she exits the building at the end of the day. Possession of the above in the school building will result in the following actions:

First Offense: Phone/device will be taken away and given to administration.
 Second Offense: Phone/device will be taken away and given to administration. Detention will be assigned. Parent will need to pick up item at the main office.
 Third Offense: Phone/device will be taken away and given to administration. Suspension, in school then out, will be given. Parent will need to pick up item at the main office.

Cafeteria

The cafeteria is your dining room. You are to place books in your locker before entering the cafeteria. The following rules will be in effect:

- Enter the cafeteria through the doors assigned to you.
- Be seated at your assigned table. Wait your turn to be called up to the serving line by the cafeteria supervisor.
- Students will not be allowed to ask for, borrow, or lend money.
- Taking, touching, or altering of another person's food is strictly forbidden and will result in immediate disciplinary action.
- Take your place in the serving line in an orderly and courteous manner. Please do not cut in the serving line.
- Use the center aisle to enter the serving line and exit the single door to the right and left.
- Talk in a normal voice. Disrespectful comments/behavior towards cafeteria staff, peers, or supervisors will result in disciplinary action.
- All food and drinks are to be eaten at your assigned table. Eating or drinking while waiting in line or in the serving line is not permitted
- The traffic light in the cafeteria will indicate to all students when the noise level is too high (yellow light) and when talking is not permitted (red light).
- The students at a table are responsible for keeping all the floor areas and the table clean. Any materials needed to clean up an accidental spillage can be provided by the custodian in the lunchroom.
- Bring your own tray up after eating, recycle your bottles and cans, then return to your seat.
- You must have permission from a cafeteria supervisor to leave the cafeteria during lunch.
- Failure to comply with cafeteria procedures may result in eating lunch in another area, detention, in-school suspension, or other consequences determined by administration.
- All class books, agendas, pens, markers, and pencils are to be put in your lockers before entering the cafeteria.
- Playing of any cards, toys, and/or games, including arm wrestling in the cafeteria, is strictly prohibited.
- The throwing of any item in the cafeteria or any other disruptive behavior will result in disciplinary action such as detention and in-school or out of school suspension.
- Soda and/or energy drinks are not allowed in the cafeteria.

Strategies and Tools for Educational Progress

Acceptable Use Policy for All Internet & School Computer Users

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

Students will receive a copy of the policy along with the Statement of Responsibilities. The policy can also be found on the Fairhaven Public Schools web site.

SCHOOL SAFETY

Threat Policy

Events on school campuses have placed a spotlight on the safety and security of schools. Raising awareness about both the problem of school violence and ways to prevent it are central components of this policy. Being aware that potential acts of violence might occur at any time and at any school is the first step that school administration must take in an effort to make their schools safe. There is no guarantee that being aware that problems might occur is enough to prevent a situation from happening. But awareness based on information enables the school system to do all they can do to prevent problems and enhance safety and security of their students and staff. All disciplinary actions taken in response to a verified threat shall be in accordance with applicable state and federal laws and regulations.

Students and staff should be actively encouraged to notify a building administrator whenever they hear of a possible threat. While most rumors will prove false, schools must follow up on rumors or overheard conversations. It should be stressed to students that it is their duty to report what they hear regarding any threat or violence. All reports must be taken seriously. All threats have to be reported. They are considered a felony. Until investigated, comments should be taken at face value. To ensure that rumors and threatening comments are dealt with properly, trained personnel will follow up on student hearsay reports.

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

When an alleged violation of this definition comes to the attention of school personnel, the building principal or in his/her absence, the assistant principal, or in the event of his/her absence, central administration shall report to the members of the "crisis intervention team." The team may consist of any combination of a number of members, teachers, guidance staff, school social workers, central office administration, special needs teacher, school psychologist, etc. to assess the validity of the violation. When a person is suspected of posing a threat toward school staff and students, the school office and local law enforcement shall be notified. The "crisis intervention team" will consider all facts and circumstances and render a finding. Said finding may include a recommendation as to sanctions, and/or a form of intervention (conflict resolution contract, mediation, parent conference, etc.).

Sanctions may include:

- Immediate suspension and/or exclusion
- Notification to Police Department
- Immediate suspension with discretionary recommendation for an exclusion hearing
- Outside evaluation and/or counseling
- No trespass order

Any student who has had sanctions imposed pursuant to these provisions shall have the right to appeal. Said appeal shall be made to the Superintendent.

When a violation of this policy involves a special education student and the violation is determined to be a manifestation of a disability, protocol for Chapter 766 and IDEA will be followed.

Search and Seizure

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or their locker and/or personal effects (purse, backpack, folder, desk, etc.) whenever a school authority has reasonable suspicion that the search will reveal evidence of a violation of law or school rules. Authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures will be considered grounds for disciplinary action.

The Supreme Court of the United States of America has ruled:

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

Drug Searches: Use of Canines – Per FPS Administrative Regulations

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

GENERAL SEARCHES

To maintain safety, order, and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or student locker.

LOCKER SEARCHES

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

PERSONAL SEARCHES

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

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

Backpacks/Book Bags/Pocketbooks

Students are not allowed to carry any bags during the school day. This includes, but is not limited to, backpacks, book bags, and pocketbooks.

Corridor Traffic

There is a limited amount of time available to pass from class to class. Students are to **keep to the right** while walking in the corridor, with **no more than two together**, and pass quickly and quietly. Outward displays of affection between students are not allowed. Horseplay will not be tolerated. Signed agendas are required when leaving or entering a class/office during instructional time.

Accidents

Any accident in the building, or on school grounds, must be reported immediately to the school nurse.

Building Evacuation Instructions (Fire Drill)

Teachers will inform you of appropriate exits in their classrooms. Signs are also posted in each room for student reference. Fire drills are to be conducted in a cooperative and orderly fashion. We will not tolerate inappropriate actions of any kind during such a drill. You will pass quickly and quietly with your class and remain outside with your class until notified to re-enter the building.

Multi-Hazard Emergency Plan

Our Multi-Hazard Emergency Plan is designed to be a contingency plan for any emergency situation that may arise. It recognizes the many variables that may occur in an emergency situation and that a response is often predicated upon those variables. To this end, a Multi-Hazard Emergency Team will evaluate the circumstances of the emergency situation and develop appropriate responses based upon the emergency and variables present at the time.

TRANSPORTATION

Buses

Riding the school bus is a privilege and all school rules apply while on the bus or at the bus stop. The bus driver is in complete authority and must be obeyed promptly and courteously. In addition to school rules, there are certain safety rules that must be followed while on the bus and waiting at the bus stop.

- You are expected to enter and exit the bus in an orderly manner.
- You are expected to remain in your seat until the bus comes to a complete stop at your destination.
- You must have the permission of the bus driver to open windows and you must keep all parts of your body inside the bus.
- You are expected to be considerate of public and private property at your designated bus stop.
- Remember the bus driver is in complete charge and must be obeyed promptly and courteously. Cameras monitor behavior at all times. Students who demonstrate inappropriate bus conduct are subject to the School Discipline Code. Students are also subject to losing the privilege of riding the bus for a specified period of time or for the duration of the school year.

WALKERS AND RIDERS

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

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

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

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

SOURCE: MASC

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

Adopted: 6/7/2017

Automobile Traffic

Please help us by following some simple traffic rules when bringing your child to school and when picking up your child after school. Ash Street is a one way into the school and School Street is a one way out of the school when students arrive and depart each day. When exiting on School Street, please stay to the right. Please do not drive on the rotary during arrival and dismissal times. Automobile traffic in the morning when students arrive and in the afternoon when students are dismissed has been a challenge for all.

Please abide by the following for the morning traffic:

- Please be patient!
- Please stay in a single line of traffic.
- Have your students ready to make a speedy and safe exit from your vehicle.
- Students should exit your automobile and follow the marked lines towards the school building out of the line of traffic.
- Once your students have left your vehicle, proceed with caution.
- Please do not drop your students off at other points in the parking lot or the bottom of the rotary. This creates traffic snarls and is an extremely unsafe situation for our students.
- Drive slowly and be very careful of students going to their parent's vehicle.

Entrance and Exit from School

Students will enter and exit through the following areas:

Grade 7 & 8 the main entrance. Grade 6 the auditorium wing.

For safety reasons, all vehicle traffic is to enter the school area by Ash Street and exit by School Street. When walking to or from school, you are to use the sidewalks on School Street or the walkway leading to Route 6. In cases of inclement weather, you will be permitted to enter the building before school and remain in the cafeteria or auditorium areas. You should not loiter in the building after school. Our school is surrounded by homes and businesses owned by Fairhaven citizens and we ask you to keep away from their private property.

Student Parking

There is no student parking allowed on school property. Any unauthorized vehicles will be towed at the owner's expense.

Bicycles/Skateboards/Scooters/

Students are expected to stop riding these items once they enter school property. The school expects students to wear helmets and other necessary safety equipment. Two bike racks are provided for students to lock their bicycles and scooters. Skateboards should be in lockers or left in the main office. The school cannot accept the responsibility for stolen bicycles/skateboards/scooters.

Motorized Transportation

Motorized means of transportation by students (hoverboards, etc.) are not permitted on school property.

ACTIVITIES

Assemblies

Assemblies will be held during the school year and are the joint efforts of the teachers and students. Assemblies are part of the curriculum and are designed to be educational and entertaining. Regardless of the type of program, we expect students to be courteous and respectful at all times.

Field Trips

All students going on a curriculum related field trip will be required to have a parent consent form signed and returned to the school. Curriculum related field trips will include all students assigned to the team of teachers. Students going on a field trip for special areas or clubs will be required to have approval of their team of teachers and the principal. Field trips are open to students of H.M.S. only. All school rules apply during field trips.

After-school Programs/Activities

- Only students currently enrolled at Elizabeth Middle School are allowed to attend after school activities.
- We offer a variety of after school programs/activities for our students. Participation in all activities is a privilege. Students must be passing all classes in order to participate in an after school activity. Any student failing a class may participate as long as they get a weekly signature from that teacher verifying that they have stayed after school to improve their grade.
- Students also need to follow the handbook and not be involved in any disciplinary action. Any student who has been suspended either in-school or out of school or any student who has three or more detentions per term will not be allowed to participate.

- Grades and discipline will be checked at the time or progress reports and report cards to assess a student's eligibility.
- Permission slips will need to be filled out by parents in order for a student to participate in these activities. The parent will need to let the advisor know how the student is getting home along with the best way to contact the parent if necessary.
- Students leaving an activity before its conclusion will not be allowed to return. These students may not be allowed to attend the next activity.
- All school rules regarding discipline are in effect at all school sanctioned events and activities. Violations may result in the student being asked to leave, the student not being able to attend future activities, and/or suspensions.
- Students not picked up within 15 minutes of the conclusion of the event may not be allowed to attend the next event.

General Information

Bathroom Use

Students should use the bathroom facilities before and after school, during lunch periods, during passing time, or with the permission of teacher and staff during class time. The agenda is used as a hallway pass to travel to and from the bathroom. Students who abuse bathroom visitations will be kept after school by the teacher involved in order to make up the time missed from class. Students with medical problems should have those documented with the nurse.

HEALTH RECORDS/PRESCRIPTION MEDICATIONS

A Massachusetts school health record is kept on each student. In order to maintain an up to-date record on a student, it is important for the school nurse to have current and past health information on a child. If a student has a doctor's visit planned, please notify the school nurse. She will then give you a form for your child's physician to fill out and then return to her. In this way, any new immunizations received at the time of the visit or pertinent health information is able to be recorded on the student's health record and information is kept current. This ongoing cooperation between parent/guardian and the health service office of your child's school enables the school nurse to provide proper care for your child if the need should arise.

The Massachusetts Department of Public Health regulations state that physicals are required for entering school and every 3-4 years thereafter. Parents are given physical forms to be filled out by the physician upon registration for kindergarten or grade one. Students are notified when they are in need of an updated physical exam.

Many physicals are planned over the summer vacations. Parents can obtain a physical form from the school nurse if an exam date falls during this time. The completed form can then be returned to the school nurse in the fall when the student enters grades 4, 7, or 10.

All students are required to present (physician certified) Immunization Records prior to entering the school system. These immunizations can be obtained from your family physician. Requirements for entrance to preschool and kindergarten are:

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

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

As of September 2011, **Grade 7** entrance: MMR – 2 doses, Varicella – 2 doses, Tdap – 1 dose

Please refer to the Massachusetts Department of Public Health website (www.mass.gov) for further explanation of immunization requirements. All records are kept permanently and are available at the nurse's office for any future reference.

The records of required immunizations must be kept current and provided to the principal or school nurse before a child will be allowed to attend school.

No student shall self-administer or carry any type of medication or narcotic in or on school property, at any time. Students, for whom medication has been prescribed, and who must take medication during the school day, shall report to the nurse before school **with a parent/guardian** and the medication to be taken **in the original prescription bottle** with written instructions signed by a doctor, reason for the medication, name of medication, and doctor's name, together with a note from the parent or guardian stating the reasons for the medication and requesting that the school provide the opportunity for taking the medication as prescribed. All forms necessary are available in the health office.

Please remind your child it is his/her responsibility to remember the time medication is to be taken and to go to the office for it at that time. Any medication prescribed to be given three (3) times a day should not be sent to school. It can be given at home before school, after school, and at bedtime, unless otherwise specified by the physician. Prescribed inhalers may be kept in the student's possession for quick access in case of need. This has been requested by the American Academy of Allergies and Immunology and Allergy Associates, Inc. Please have the student report to the nurse to make her aware that he/she is carrying an inhaler.

As with any medication, any student carrying an inhaler will need a signed doctor's order specifying the student's name, name and dose of the medication, time (or times) when medication should be taken, and route of administration.

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

SBIRT

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

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

Telephone Calls

There is a phone in the main office. Phone use is limited to emergency situations only. Students will not be allowed to use the phone relative to forgotten items including agendas, homework, money, etc., or to ask for a ride to attend an activity that has not been planned ahead of time.

Lost and Found

All items found in or around the school building will be sent to the main office. Materials such as clothing, towels, sneakers, etc. are to be put in a metal container located in the back of the cafeteria. Items not claimed are discarded periodically during the school year. Announcements to that effect are made and a reasonable time is allowed for you to claim your articles.

Student Council

Student Council members are elected from each homeroom. Members act as a link between the students, faculty, and administration. As a member of the student council you will have the opportunity to express your opinions and represent the position of your classmates.

Student of the Month

Each month at our school, staff members nominate and select students for recognition as Student of the Month. Selection criteria for this award include academic achievement, school service, outstanding citizenship, or significant improvement. All students are eligible and usually two students from each team are chosen each month. If selected, you will receive a certificate and a letter notifying your parents of the award.

POLICIES AND REGULATIONS

Bullying Prevention File: JICFB The Fairhaven School Committee believes that preventing bullying, cyber bullying, harassment, and/or retaliation is critical for creating and maintaining a safe, secure and positive school climate and culture, which in turn supports high level learning, increases school engagement, respects the rights of all individuals and groups, and purposefully builds community. "Bullying", as identified in M.G.L. c. 71 sec. 370, is the repeated use by one or more students or school staff members, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that: - causes physical or emotional harm to the target or damage to the target's property; - places the target in reasonable fear of harm to him/herself, or of damage to his/her property; - creates a hostile environment at school for the target; - infringes on the rights of the target at school; or - materially and substantially disrupts the education process or the orderly operation of a school. "Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: - wire - radio - electromagnetic - photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families is expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying. Bullying is prohibited: - On school grounds; - On property immediately adjacent to school grounds; - At school-sponsored or school-related activities; - At functions or programs whether on or off school grounds; - At school bus stops; - On school buses or other vehicles owned, leased or used by the school district; or, - Through the use of technology or an electronic device owned, leased or used by the Fairhaven public schools; Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Fairhaven school district if the act or acts in question: - create a hostile environment at school for the target; - infringe on the rights of the target at school; and/or - materially and substantially disrupt the education process or the orderly operation of a school. Prevention and Intervention Plan The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying

prevention and implementation plan within his or her school. Reporting Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or their designee. Investigation Procedures The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The school principal or a designee shall promptly investigate the report of bullying, using an Incident Reporting Complaint Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student. Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified. The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. Parent and or guardians of the victim will be informed about the Department of Elementary and Secondary Educations Problem Resolution System and the process for seeking assistance or filing a claim through the PRS. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law. Retaliation Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Target Assistance The Fairhaven Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary. Training and Assessment Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students. Publication and Notice Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The bullying prevention and intervention plan shall be posted on the Fairhaven Public Schools website. REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX

Definitions

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

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: i. causes physical or emotional harm to the target or damage to the target's property; ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property; iii. creates a hostile environment at school for the target; iv. infringes on the rights of the target at school; or v. materially and substantially disrupts the education process or the orderly operation of a school.

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

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

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

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

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

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

Prohibition Against Bullying

Bullying is prohibited:

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

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

Reporting Bullying

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

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

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

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

Bullying Prevention File: JICFB

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

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;

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

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

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

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

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

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

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

Bullying is prohibited:

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

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

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

Prevention and Intervention Plan

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

Reporting

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

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

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

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

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

Investigation Procedures

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

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

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

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

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

The investigation shall be completed within fourteen school days from the date of the report.

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

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

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

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

Retaliation

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

Target Assistance

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

Training and Assessment

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

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

Publication and Notice

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

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

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

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

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

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:37O

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

CROSS REFS.: AC, Nondiscrimination

ACAB, Sexual Harassment

JBA, Student-to-Student Harassment

JICFA, Prohibition of Hazing

JK, Student Discipline Regulations

S.C. Adopted 12/8/2010

Memorandum of Understanding

Between the Fairhaven School Department And Fairhaven Police Department

Preamble

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

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

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

I. Procedures and Responsibilities

1. The School Superintendent designates the school principal or his/her designee as the responsible school official in each school for handling reportable acts and the Chief of Police designates the Juvenile/School Resource Officer the police official responsible for handling all reportable acts.

2. The parties and personnel referred to in this memorandum of understanding agree to the following:

a. The school principal or his/her designee will be responsible for reporting all reportable acts to the Juvenile/School Resource Officer as soon as possible and the parents or guardian of the students involved, both verbally and in writing.

b. The Juvenile/School Resource Officer will notify the principal(s) on any day he/she is unavailable or out of district. The principal(s) or his /her designees will on these occasions phone directly to the police department any reportable acts as soon as possible. A response will be made by the police department to the location of the incident as soon as possible.

c. The Fairhaven Police Department will notify the School Department when they receive information that an enrolled student has been charged with or convicted of a felony.

3. A reportable act may include any of the defined behaviors included under Section II, Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution, and under Section III, Reporting of Any Illegal Activity. Reportable Acts may also reach beyond said definitions per Section IV, Roundtable Meetings.

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

1. The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding any “serious act of violence.” A serious act of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, employee or member of the school community occurring in a school facility, or on school property and/or in connection with a school function, which results in bodily injury and/or involved the possession or use of a weapon.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any instance where a “weapon” is possessed by or taken from a student within the school, on school grounds or surrounding area, or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws chapter 269, section 10, and any other object that FPS, in its discretion, feels warrants further attention by FPD.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function.

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

III. Discretionary Reporting of Any Illegal Activity

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

IV. Roundtable Meetings

1. The FPS and FPD shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.

2. Such roundtable meetings will occur quarterly, unless by a suggestion of the parties, it is necessary or appropriate to meet more frequently. The parties may also invite other officials (e.g. District Attorney's Office) to participate as appropriate.

3. To the extent permitted by law, the parties shall share information regarding the implementation of the Agreement. The parties agree that any information acquired during roundtable meetings shall be confidential and subject to privacy restrictions established by law.

Dr. Robert A. Baldwin, Superintendent, Fairhaven Public School
Police Department

- Michael Myers, Chief of Police, Fairhaven

Massachusetts General Laws

The Massachusetts Education Reform Act of 1993

The Massachusetts Education Reform Act of 1993 was signed into law on June 18, 1993. This law has a direct impact on some student discipline policies and procedures. The information contained below details policy and procedural changes that are now in effect in all schools in Massachusetts. The Massachusetts Education Reform Act supersedes pertinent discipline policy and procedures that are outlined in the student handbook. These policies and procedures include:

- A. Possession of Weapons / Drugs
- B. Assault on School Personnel

It is important for students and parents to understand and be mindful of the information listed below:

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 94 C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the School Committee.

b.) Any student who assaults a principal, vice 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 School Committee.

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/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); provided, however, than any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

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 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 provision of this section.

e.) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

f.) Upon a student being convicted of a felony or upon adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal 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 changes 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 of 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 expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall 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 5 calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to expulsion.

Section 37: Section 37L of said chapter 71 General Laws, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to any incident reports in which such student was charged with any suspended act.

Massachusetts law provides that 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/her 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/her 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 5 calendar days of the hearing. Such decision shall be the final decision of the town school district with regard to expulsion.

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

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

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

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

Inspect, upon request and before administration or use -

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

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

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

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

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

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

Chapter 622

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from any course, activity or service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such child. The State Board of Education has approved regulations for Chapter 622. These regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content and extra-curricular and athletic activities.

Title IX

Federal law prohibits discrimination on the basis of sex in educational programs or activities receiving federal assistance. In accordance with the requirements of Title IX of the Education Amendments of 1972, the Fairhaven Public Schools hereby makes notice that it does not discriminate in any educational program or activity or in employment herein.

Section 504

Section 504 of the Federal Rehabilitation Act of 1973, provides that no otherwise qualified handicapped individual in the United States, shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. All staff is required to insure that we are in compliance, and are also required to report any violations or non-compliance issues.

Safe Schools

As a result of the enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5, now includes the following provision:

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

NON-DISCRIMINATION STATEMENT

It is the policy of the Fairhaven Public Schools not to discriminate on the basis of race, gender, color, religion, sexual orientation, national origin, age, or disability in its educational programs, services, activities, or employment practices. Inquiries regarding the application of the Fairhaven Public Schools nondiscrimination policy may be referred to the administration center at 508 979-4000.

Procedure for Complaint and Investigation

It is the policy of Fairhaven Public Schools to have all complaints of discrimination fully investigated and to take any steps necessary to remedy the situation.

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

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

At the conclusion of the investigation, the administrator will prepare a report, and recommend an appropriate course of action. The report and recommendation will be shared with both the complainant and the person or persons accused of discrimination. The recommended action will be implemented immediately, unless the recommendation, in the event of a student, is for suspension or expulsion. In the event of a recommendation for suspension or expulsion, the student shall have the right to appeal to the Superintendent. The student, teacher, administrator or

employee shall notify the Superintendent in writing of a request for an appeal no later than five calendar days following the recommendation for suspension or expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian, within three calendar days of the request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing, and may sustain, alter, or revoke the recommended disciplinary action. Such decision shall be the final decision of the town with regard to the suspension or expulsion.

In cases involving employees, all collective bargaining protocols and district protocols will be followed through the procedures of the complaint, investigation, and appeals process.

Fairhaven Public Schools
District School Curriculum Accommodation Plan (DCAP)
Elizabeth Hastings Middle School: 6-8

Our mission is to partner with the community to create and maintain educational programs that develop students' knowledge and skills. To facilitate this mission we have developed a framework that provides strategies and interventions to support all students to achieve success. This framework includes accommodations that are available to all students in the areas of curriculum, instruction, assessment, and school environment. Accommodation refers to approaches whereby the learning environment of the student, either some of the elements of the total environment, is modified to promote learning. Depending on the child's grade level, certain accommodations may not be appropriate given the prerequisite skills and foundation required.

<p><u>Physical/Structural</u></p> <ul style="list-style-type: none"> • Provide strategic seating to minimize distractions, maximize auditory and visual input, maintain focus, address learning styles • Use visual, auditory, and transitional aides • Provide alternate workspace (separate seating area, divider, study carrel) • Limit distractions • Allow for movement and sensory breaks • Use flexible grouping strategies • Provide properly fitting desk <p><u>Behavioral/Social/Emotional</u></p> <ul style="list-style-type: none"> • Cue student for change of behavior and/or venue • Develop strategies for behavior modification (charts, contracts, checklists, behavior plan incentives, rewards) • Behavioral Matrix (decision making and positive behavior support) • Establish clear routines/expectations/standards • Provide breaks as needed • Provide counseling services as needed • Allow access to counseling, nurse, and other personnel as needed • After school clubs and activities <p><u>Organizational</u></p> <ul style="list-style-type: none"> • Establish and communicate clear routines • Provide organizational check in as needed (guidance, teacher, paraprofessional) • Access to student progress through X2 • Time management tools (agenda, parent communication) 	<p><u>Instructional/Assistive Technology</u></p> <ul style="list-style-type: none"> • Student Support Team (SST) • Offer before and/or after school support • Provide assistance with note taking • Provide manipulatives as needed • Use differentiated instruction strategies • Provide visual, auditory, and transitional cues • Provide study guides • Use wait time • Use graphic organizers • Offer study skill strategies • Incorporate reading strategies (highlighting, underlining, outlining, anticipation guides) • Provide copy of notes • Provide enlarged copies of handouts • Provide copy of projected material • Access to assistive technology (computer, word processor, software, alphasmart, communication device, readers) • Books on tape (available upon request) • Provide calculators as appropriate • Exemplars of products • Pacing (provide timelines, calendars, checklists) • Chunk material • Provide repetition of directions and key concepts • Extended time (reteach, retest) • Curriculum Intervention Blocks • Gradpoint <p><u>Assessment</u></p> <ul style="list-style-type: none"> • Allow limited oral assessment as needed • Teach test taking strategies • Practice MCAS type questions and format • Use differentiated instructional strategies for assessment (choice, readiness level, modality strength) • Allow choice of alternative forms of assessment (project/performance based) • Extended time
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