

**2017–2018**  
Student Handbook  
**B.M.C. Durfee High School**  
**of Fall River**



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## **INTRODUCTION TO B.M.C. DURFEE HIGH SCHOOL**

### **Mission**

The B.M.C. Durfee High School community is dedicated to providing a safe, rigorous learning environment that is equitable, inclusive and collaborative, empowering students to explore diverse paths and succeed in the 21<sup>st</sup> Century.

All Hilltoppers have Durfee **PRIDE!**

**Purpose**  
**Responsibility**  
**Innovation**  
**Diligence**  
**Empowerment**

### **Nondiscrimination Policy Statement**

The Fall River Public Schools (“District”) does not discriminate against students, parents, employees, or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. Additionally, the Fall River Public Schools does not discriminate against the individuals on the basis of homelessness in a manner consistent with the McKinney-Vento Act.

The individuals listed below have been designated to handle the inquiries regarding the District’s non-discrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Act and M.G.L. c. 76, Section 5.

Julia Carlson     Assistant Superintendent/Chief Academic Officer  
Thomas Coogan   Executive Director of Human Resources  
Lisa Moy           Executive Director of Student Services  
Brad Bustin,      Athletic Director  
Michele Sharpe   District Director of Physical Education and Health

## **21<sup>st</sup> Century Learning Expectations**

**PURPOSE:** Students will demonstrate informational literacy through clear and effective articulation of ideas using various forms of communication.

**RESPONSIBILITY:** Students will demonstrate personal accountability to the school community.

**INNOVATION:** Students will demonstrate content literacy by analyzing and solving problems in collaborative academic and real world settings.

**DILIGENCE:** Students will demonstrate care, effort, and persistence in accomplishing their academic, social, and future goals.

**EMPOWERMENT:** Students will demonstrate synthesis of the PRIDE expectations.

- **Accreditation Statement**

B.M.C. Durfee High School is accredited by the New England Association of Schools and Colleges (NEASC). NEASC is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

- **Administrative Structure**

At B.M.C. Durfee High School, we have adopted an administrative structure that is conducive to student learning, fosters communication between faculty, students, parents and guardians, and provides the continuity and structure to ensure all students' experiences will be marked by excellence. Incoming freshman students will be placed in the Durfee High School freshman academy. This academy is supported by a strong administrative staff specializing in making the transition from middle school to high school a positive experience. All other students who enter B.M.C. Durfee High School at their appropriate grade level and will be assisted by a team of administrators that will follow them as they progress through completion of a high school diploma. If a student is retained at the completion of a school year, he/she will be reassigned to that grade and administrative team. The teams will consist of a Vice Principal and two Guidance Counselors, supplemented by Adjustment Counselors, a Truant Officer, and a School Resource Officer. The following is a breakdown of the administrative team and the members who will be working with the respective students:

Principal	Mr. Matthew Desmarais	Ext. 41500
Director of Operation	Ms. Shayna Morgan	Ext. 41502
Guidance Department Chair	Mr. Drew Woodward	Ext. 41560

*Grade 12 – Class of 2018*

Vice Principal	Mr. Jason Gray	Ext. 41521
Guidance Counselors	Mrs. Kerry Bulk	Ext. 41526
	Ms. Rachel Fellows	Ext. 41524
	Mrs. Coreen Gendreau	Ext. 41508
Adjustment Counselor	Ms. Manuela Rodrigues	Ext. 41525

*Grade 11 – Class 2019*

Vice Principal	Mr. Taylor Brown	Ext. 41542
Guidance Counselors	Mrs. Jenna Lagasse	Ext. 41546
	Ms. Kim Napolitano	Ext. 41545
Adjustment Counselor	Mrs. Claudia Costa	Ext. 41544

*Grade 10 – Class of 2020*

Vice Principal	Mrs. Melissa Fogarty	Ext. 41528
Guidance Counselors	Mrs. Bethany Guimond	Ext. 41530
	Mrs. Tricia Tweedie	Ext. 41532
Adjustment Counselor	Ms. Gretchen Creesy	Ext. 41529

*Freshman Academy – Class of 2021*

Vice Principal	Ms. Jessica Stephens Ph.d	Ext. 41535
Guidance Counselors	Ms. Denise Boland	Ext. 41537
	Ms. Janet Pacheco	Ext. 41538
Adjustment Counselors	Ms. Cynthia Couto	Ext. 41568
	Mr. William Thran	Ext. 41569

**School Resource Officers**

**Officer Michael Fogarty Ext. 41551**

**Officer Kelly Furtado Ext. 41552**

**Organization and Communication**

***First Level***

In order to facilitate timely and supportive communication regarding your or your students' educational experiences at B.M.C. Durfee High School, the first level of communication regarding concerns or issues is to contact the specific teacher. Teachers can be contacted via email or by teacher voice mail extension. For a full listing, please see the Fall River Public Schools web site and click on Durfee. Faculty and staff will strive to make contact with you regarding your concerns within 24 hours of receiving your message. Should the matter require additional attention, the courteous and proper sequence for contact is the following:

**Second Level**

## Appropriate Dean or Director

Athletics	Mr. Brad Bustin	Ext. 41544/41555
Guidance	Mr. Drew Woodward	Ext. 41560
Guidance Counselor	Ms. Coreen Gendreau	Ext. 41508
Career and Tech Ed	Mr. Raymond Medeirosx	Ext. 41574
English Language Arts	Mrs. Jessica Vinacco	Ext. 41484
Fine Arts	Ms. Jackie Francisco	Ext. 41548
Health and Phys Ed	Mrs. Michele Sharpe	Ext.
History & Social Sciences	Mr. Michael Costa	Ext. 41572
Math	Mrs. Jessee Clements	Ext. 41571
Science	Mrs. Jen Saunders	Ext. 41573
Special Education	Mrs. Ruth Federici	Ext. 55275

**Third Level**

## Appropriate Vice Principal

Dr. Jessica Stephens	Vice Principal, Grade 9	Ext. 41535
Mrs. Melissa Fogarty	Vice Principal, Grade 10	Ext. 41528
Mr. Taylor Brown	Vice Principal, Grade 11	Ext. 41542
Mr. Jason Gray	Vice Principal, Grade 12	Ext. 41521

**Fourth Level**

Mr. Matt Desmarais	Principal	Ext. 41500
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**Fifth Level**

Dr. Matthew Malone	Superintendent	508-675-8420
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**School Day and School Hours**

B.M.C. Durfee High School Main Office is open from 7:30 a.m. to 3:00 p.m. Administrators can be reached during these hours. Teachers are in the building from 7:45 until 2:45. All students must be in their designated classrooms no later than 7:55. The following schedule indicates the schedule and times for the school day:

## REGULAR BELL SCHEDULE

First Warning Bell	7:45 a.m.
Second Warning Bell	7:50 a.m.
Period 1	7:55 a.m. – 8:55 a.m.
Passing	8:55 a.m. – 8:59 a.m.

Period 2	8:59 a.m. – 9:59 a.m.
Passing	9:59 a.m. – 10:03 a.m.
Period 3	10:03 a.m. – 11:03 a.m.
Passing	11:03 a.m. – 11:07 a.m.
Period 4	11:07 a.m. – 12:32 p.m.
Lunch A	11:07 a.m. – 11:35 a.m.
Lunch B	11:35 a.m. – 12:04 p.m.
Lunch C	12:04 p.m. – 12:32 p.m.
Passing	12:32 p.m. – 12:36 p.m.
Period 5	12:36 p.m. – 1:36 p.m.
Passing	1:36 p.m. – 1:40 p.m.
Period 6	1:40 p.m. – 2:40 p.m.

#### ADVISORY BELL SCHEDULE

Bell	Time
First Warning Bell	7:45 a.m.
Second Warning Bell	7:50 a.m.
Period 1	7:55 a.m. – 8:51 a.m.
Passing	8:51 a.m. – 8:55 a.m.

Period 2	8:55 a.m. – 9:51 a.m.
Passing	9:51 a.m. – 9:55 a.m.
ADVISORY	9:55 a.m. – 10:15 a.m.
Passing	10:15 a.m. – 10:19 a.m.
Period 3	10:19 a.m. – 11:15 a.m.
Passing	11:15 a.m. – 11:19 a.m.
Period 4	11:19 a.m. – 12:40 p.m.
Lunch A	11:19 a.m. – 11:46 a.m.
Lunch B	11:46 a.m. – 12:13 p.m.
Lunch C	12:13 p.m. – 12:40 p.m.
Passing	12:40 p.m. – 12:44 p.m.
Period 5	12:44 p.m. – 1:40 p.m.
Passing	1:40 p.m. – 1:44 p.m.
Period 6	1:44 p.m. – 2:40 p.m.

### **Grading System**

Report cards are issued to students at the end of each quarter. In addition, students will receive progress reports from all teachers at the midpoint of each quarter. Students will receive a letter grade for each course. The letter grades, along with the corresponding numerical grades, are as follows:

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

F (64 and below)

### **Honor Roll**

All students at B.M.C. Durfee High School are encouraged to aspire to academic excellence. There are three levels of recognition:

**Honors** – Students must earn a minimum of no grade lower than A- in all classes for the reporting term.

**Principal's List** – Students must earn grades no lower than B- in all classes for the reporting term.

**Merit** – Students must earn grades no lower than B- in all of their classes with the exception of one course which cannot be lower than C.

The names of students appearing on the Honor Roll will appear in the local newspaper.

### **Grade Point Averages and Course Credit**

For information regarding grade point average, course weighting, class rank, transfer credits and/or credits earned at colleges and universities, please refer to the 2016-2017 Program of Studies.

### **Student of the Term**

Following each of the four terms of the school year, students in grades 9-12 who have helped add to the excellent quality of life in the high school community will be cited for their contributions and accomplishments by the various departments of the school. Although the achievements of these students may not be dramatic, they are, nevertheless, perceived to be significant and noteworthy. The recipients of this award will have their pictures displayed near the main office, their names mentioned in the local newspapers, and will receive a certificate citing their accomplishments.

### **Promotion & Graduation Requirements (Minimum Standards)**

To obtain a diploma from B.M.C. Durfee High School, students must satisfy three separate requirements. They must take and pass a required amount of credits, they must take and pass classes in required subject areas, and they must attain the mandated Massachusetts Comprehensive Assessment System (MCAS) test scores in the required subject areas.

### **Subject Area Requirements**

The following must be earned as part of the graduation requirement:

English	4 courses
Mathematics	4 courses
Science	3 courses

Minimum Credits Needed for Promotion & Graduation

BMC Durfee High School is transitioning to a new credit system in the 2017-2018 school year. Credits will continue to be earned based on the amount of time students spend in class. The following is the new number of credits awarded per class:

Full Year, Everyday classes	5 Credits
Semester, Everyday classes	2.5 Credits
Term, Everyday classes	1.25 Credits
Total Credits available to earn in 2017-2018 School Year	<b>30 Credits</b>

CLASS of 2021

- To enter the Sophomore Class, a student must have earned a minimum of 21 credits
- To enter the Junior Class, a student must have earned a minimum of 45 credits.
- To enter the Senior Class, a student must have earned a minimum of 70 credits
- The minimum Graduation Requirement is 100

CLASS of 2020

- To enter the Sophomore Class, a student must have earned a minimum of 3.5 credits
- To enter the Junior Class, a student must have earned a minimum of 26 credits.
- To enter the Senior Class, a student must have earned a minimum of 50.5 credits.
- The minimum Graduation Requirement is 79

CLASS of 2019

- To enter the Junior Class, a student must have earned a minimum of 7.5 credits.
- To enter the Senior Class, a student must have earned a minimum of 31 credits.
- The minimum Graduation Requirement is 58 credits.

	<p>CLASS of 2018</p> <ul style="list-style-type: none"> <li>• To enter the Senior Class, a student must have earned a minimum of 13.5 credits</li> <li>• The minimum Graduation Requirement is 38 credits</li> </ul>

History/Social Studies 3 courses  
 Health 2 courses  
 Physical Education 4 courses  
 World Languages 2 courses

### **Graduating Early**

There are a number of alternative methods for students to pursue early graduation. Upon the written request of a student and with the approval of the student's parent/guardian, guidance counselor and appropriate grade administrator, a student may be considered for early graduation at the completion of his/her junior year given he/she has completed requirements for graduation AND has been accepted to an institution of higher learning, is actively employed, or is engaged in independent study or some form of acceptable community activity. If a junior meets the above criteria and has completed the requirements for the diploma, the School Committee will, upon recommendation of the Superintendent of Schools, award the diploma.

Any student who has completed three years of high school and has been accepted to an institution of higher learning, but who has not met all the requirements for the diploma, with the approval of his/her parents, guidance counselor and appropriate administrator may request that the School Committee accept the successful completion of the first year of post-secondary study as the equivalent of the fourth year of high school. The diploma will be awarded at that time.

### **Guidance and Support Services**

Guidance counselors work to facilitate the growth and development of all students by assisting them in making educational, occupational and personal choices which will result in the attainment of life goals and personal fulfillment. Students are assigned to guidance counselors by grade. Students should see their counselors if they have any concerns. Guidance Counselors, in addition to assisting students who are having difficulty, are a storehouse of information regarding matters such as college and career choices, scholarships and financial aid, employment opportunities, testing and testing requirements (SAT, PSAT, ACT, etc.), course requirements and other related matters.

In addition to guidance counselors, the Student Services Department employs school adjustment counselors who specialize in helping students with personal, and/or social/emotional related issues that impact one's ability to be successful in school. School adjustment counselors are available to students through self-referral or referral by the Guidance Department or Vice Principals.

## **Guidance Appointments**

To request an individual meeting with a Guidance Counselor, students must sign up through the "Counselors Appointment Log" located on a clipboard outside the counselor's office. Students identify the nature of their request to indicate either academic, informational, or personal concerns. Counselors will assist and service all students in a timely manner.

Students are NOT allowed to miss class or hang around the counselor's office in search of an appointment.

## **Course Level Selection**

For information regarding course level selection, please refer to the 2017-2018 Program of Studies.

## **Schedule Changes**

The Guidance Department works very hard during and after the registration process to ensure that all students are correctly placed in their classes. The choices a student makes when scheduling are very important, therefore he/she is expected to remain in that class through the first full week before a change is considered (except for errors, duplicate courses, closed classes, credit or prerequisite problems). All schedule changes for a semester course must be initiated within the first ten school days of the semester. All schedule changes for a year-long course must be initiated within the first ten school days of the year.

## **Post-Secondary Requirements**

For information regarding post-secondary requirements, including course and G.P.A. requirements for Massachusetts state colleges and universities, please refer to the 2017-2018 Program of Studies.

The No Child Left Behind Act of 2001 requires that all schools receiving federal funds must provide the names, addresses and telephone numbers of secondary students to military recruiters and institutions of higher learning. The Act also requires that military recruiters be given the same access to a student that is given to recruiters for post-secondary education institutions and employers. Parents and secondary students have the option of requesting that such information not be released to recruiters without prior written authorization.

- ***Student ID's/Lanyards:*** ALL Durfee students will be **REQUIRED to WEAR their ID on a LANYARD( color coded for appropriate grade level) around their neck all day, every day.** Students will be issued a new ID/Lanyard the first day of school in September. Students who lose their ID will be charged a fee (\$3.00) for replacement. Students must be wearing their ID in order to enter the building. Students who do not have their ID will be required to enter **ONLY** through the Main Entrance. Students who "forget" their ID will receive a temporary ID for the day and upon the 3<sup>rd</sup> offense students will receive a Wednesday School; chronic offenders will require parent meetings to address the concern.

## ATTENDANCE AND TARDINESS

### Attendance Policy Philosophy

The faculty and administration of B.M.C. Durfee High School are committed to offering a quality education to their students. School attendance is crucial to learning and will be closely monitored. Classroom participation and student/teacher interaction are fundamentally important reasons for good school attendance. While a student may make up the paperwork missed, he/she can rarely duplicate the learning experiences lost by a day's absence. Parents, students and school personnel must do everything that they can to reinforce the importance of daily class attendance in accordance with Chapter 76, Section 1 of Massachusetts General Law.

School personnel will notify a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence. The Fall River Public Schools, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. This policy requires that the school principal, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

### Attendance Policy

Durfee High School considers good attendance to be a very important element in a student's education. It is, therefore, important that a specific set of expectations be set forth to insure a clear understanding of the conditions under which a student may be absent. All absences must be verified with proper documentation. Failure to do so will result in an unexcused absence.

**I. Excused absences** will be permitted under the following circumstances and require the indicated documentation:

- a) DESE approved religious holidays (parental note required)
- b) Death in the family (parental note required)
- c) Suspensions (noted on Absentee List) Mandated by State Law.
- d) Documented student illness: in cases where a physician certifies chronic illness, this medical note will excuse the student's absence (*the form must be on file in the Nurse's office*).
- e) Attendance at a school-sponsored activity: Students' names listed on Daily Bulletin or Absentee List.
- f) Field trips and career-oriented visitation: These are listed on Absentee List or Daily Bulletin. NO MORE THAN TWO PER TERM WILL BE EXCUSED.
- g) **Mandated court appearance:** A note from court officer or copy of summons must be provided to teachers and filed in the office.

**II.** It is the responsibility of the student to inform the teacher of any absences and to make up all worked missed because of absence. Failure to do so may result in a failing grade because of insufficient or unsatisfactory academic performance. *Every absence from class will be considered unexcused until proper documentation is presented at the proper time.*

**III.** An excused absence due to illness requires a medical note and must be presented *within three school days following an absence or absences* to the vice principal office. Doctor's note will Not be accepted after 3 days. A parent meeting with the appropriate grade office will be required to address/accept late doctor's notes.

**IV. Long term illnesses (3 days or more)** necessitate a homework request by the student's parent. The teacher will be notified by guidance or the vice-principal in such cases.

**V. SPECIAL NOTATIONS:**

a) On the sixth unexcused absence from a class, a student will receive an F6 or a 64 for the term. For the purpose of each term an end-year grading, an F6 will be treated numerically as a 64. In those cases where the academic performance is less than 64, the actual grade for that term will read F, with whatever grade the student earned.

b) Seniors: The Fourth Term is shorter for Seniors therefore, on the fourth absence from class student will receive an F4 or a 64 for the term. Every absence from class will be considered unexcused until proper documentation is presented at the proper time. For the purpose of each term and end-year grading, an F6 will be treated numerically as a 64. In those cases where the academic performance is less than 64, the actual grade for that term will read F, with whatever grade the student earned.

c) ***Three unexcused tardies to class equal one unexcused absence***

d) A tardy to school will result in a tardy to class, and absence, or both depending on the student's arrival time.

**ABSENCE-NOTIFICATION VERIFICATION:** On the day a student is absent, it is the responsibility of a parent or guardian to telephone the vice principal's office up until 9:30 am to give a valid reason for the absence. When a student returns to school, he or she must still bring in a note written by a parent or guardian as stated in the Absentee Policy.

**DISMISSALS:** Class absences resulting from a school dismissal will be deemed excused or unexcused based on the criteria set forth within this attendance policy.

**MAKEUP WORK:** Work missed will be made up in a timeframe established by the classroom teacher. Pre-established deadlines (papers, projects, long term assignments) must still be adhered to. ***Makeup work will not be given to students resulting from cutting class.***

**Calling in an Absence/Tardiness**

Parents/guardians must call the grade office to register the reason for a student's absence/tardiness. Parents need to contact the appropriate grade office. Below are the appropriate extensions for each grade office:

Grade 9 – Ext. 41540

Grade 10 – Ext. 41531

Grade 11 – Ext. 41585

Grade 12 – Ext. 41523

If the parent/guardian does not notify the office by 7:25 a.m. the following day, the student will be deemed truant or tardy unexcused and receive the appropriate consequences. The responsibility for communicating the absence/tardiness is that of the parent/guardian and student. Calls may be recorded at any time of the day. Students being called in absent and/or tardy on a regular basis will be required to provide documentation.

**Note:** When a student is truant or has an unexcused absence, the administration will contact the parent/guardian and the student will be assigned to Saturday/Wednesday School.

### ***Dismissals from School***

When a student wishes to be dismissed from school, he/she must do the following:

- The parent/guardian must communicate the nature of the dismissal to the appropriate grade office by 8:00 a.m.
- The student will obtain a dismissal slip from the grade office and must be prepared to present this slip upon leaving the building at the designated time.
- Dismissals for medical reasons must be cleared through the nurse who will contact a parent/guardian.
- Students being dismissed for any approved appointment should return with documentation from that appointment (i.e., a note with the doctor's letterhead stating the date and time of the appointment).

### ***Observance of Major Religious Holidays***

- Excused absences from school are allowed on major religious holidays. Parents may, in writing, excuse their students from school for any religious days important to the child's religious beliefs. As with all excused absences, students excused from school in observance of religious practice shall make up assigned work within 5 school days following their return to school.
- Reports or special projects due on a day of an excused absence shall be turned in to the teacher no later than the second class meeting following the student's return to school without loss of credit.
- New classroom work may be introduced on the day of a religious holiday, but consideration should be given to planning such new work around the holiday.
- When a two-day religious holiday which is normally observed by the closing of school falls on both Saturday and Sunday of the same weekend, no homework shall be assigned for those days.

### **Make-Up Work/Incomplete Grades Guidelines**

Students are responsible for making up class work, homework, or exams assigned by the teacher within the following time frames:

- Upon return from an absence, students are responsible for all missing work and can be made up in a timeframe established by the classroom teacher. will be allowed for make-up work. LONG TERM ILLNESS (3 days or more) necessitates a homework request by the student's parent/guardian. The teacher will be notified by a guidance counselor or the vice-principal in such cases.

- It is the student’s responsibility to clarify arrangements shortly after his/her return. The make-up schedule must be adhered to. If previously announced, students are expected to make up exams or submit projects, term papers, or homework the first day the student returns to class.
- Family vacation absences are not excused under our attendance policy. **All student absences will be considered unauthorized until proper authorization is received.** Students whose absences are unauthorized will have no makeup eligibility, unless authorized by the building principal or his designee.
- On rare occasions, with an administrator’s prior approval, permission may be granted for an incomplete. Students receiving incompletes will have two weeks from the date report cards are issued to complete make-up work. Unless previously arranged, work will be changed to an “F” in two weeks if work is not completed.

### ***Tardiness to School***

Students reporting to school after 7:55 a.m. must obtain a tardy slip at either the Main or West Main Entrance. Tardy slips must be shown to the classroom teacher upon arrival to class.

Students who are chronically tardy to school will be assigned after school and/or Saturday & Wednesday school detention.

### ***Unexcused Absences from Class (Class Cut)***

- First offense – one detention
- Subsequent offenses – Extended Day Detention and/or progressive discipline up to and including in-school suspension.
- An F may be given for work missed during the cut class.

**IMPORTANT NOTE:** Chronic attendance issues will be referred to the Supervisor of Attendance for appropriate consequences up to and including legal action.

Under M.G.L. c. 119, § 21, , a child may be eligible for “Child Requiring Assistance” services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is “habitually truant.” A school aged child is “habitually truant” when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, willfully fails to attend school for more than 8 school days in a quarter. The school can assist parents with pursuing “CRA” services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

- **Supervisor of Attendance (Truant Officer)**

The Supervisor of Attendance focuses on the prevention of problems affecting student attendance. Consequently, the officer works closely with a wide variety of persons in the school and the

community: school counselors, teachers, and administrators, as well as psychologists, social workers, parents, and staff from community agencies. The officer also serves as a resource for questions related to child abuse/neglect, court appearances, welfare assistance, and legal problems resulting in school attendance issues. The coordinator may be contacted through the grade offices.

- **Age of Majority**

Any student reaching the age of 18 has age of majority status. Age of majority allows the student to be recognized by the school as an adult so that he/she may be accorded the privileges of an adult – signing of attendance records to include dismissal notes, requesting records, and/or other similar type activities. However, the student must have any dismissals, tardies, and absences approved by administration. A student with age of majority must call himself/herself in sick as early as possible on the day absent.

The administration will, however, take corrective measures if the age of majority student is using this status to abuse the rules and regulations of the school, including requiring the parent/custodian to sign a consent form. Age of majority status may be revoked if the student abuses this right. The school reserves the right to inform parent/guardian of the use of age of majority of the students for each tardy, dismissal, absence. The school also reserves the right to contact parent/guardian regarding academic and behavioral issues.

### **Permanent Withdrawal**

Pursuant to M.G.L. c. 76, § 18, any student (16 years or older) who is withdrawing from school prior to graduation must obtain a withdrawal form from their house office. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of ten (10) days from the student's fifteen (15) consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. M.G.L. c. 76, § 18.

- **STUDENT ACCOUNTABILITY**

- **B.M.C. Durfee High School Philosophy of Discipline**

B.M.C. Durfee High School strives to maintain an atmosphere in which all members of the community are treated with respect, and thoughtful, civil behavior is the norm. The purpose of this Discipline Code is to maintain this atmosphere by promoting an ability to behave appropriately and responsibly in school. School personnel are committed to ensure compliance with this code in a fair, consistent, and judicious manner. The policies and procedures contained in this handbook are the result of a cooperative effort on the part of the students, faculty, parents, a school committee designee, and administration. Explanations and/or suggestions about policies should be referred to the Principal.

The infraction and the consequences contained within this handbook are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences. A range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences than contained within these guidelines depending on the individual circumstances presented. In some instances consequences may carry over from one year to the next. Please be aware that some behavior warrants police investigation as the breach of conduct may also be a criminal offense.

- **Respect In Our School Community**

At all times, students should act with courtesy towards faculty, staff, and fellow students. Each student is responsible for providing a positive and healthy environment for others by maintaining self-respect and self-discipline, while having consideration for the rights and property of others.

- in school
- on school property
- at school sanctioned events, including athletic games
- on school buses or other school sponsored transportation, or at any time to and from school
- charged or convicted of a felony for conduct which would represent a danger or health hazard within the school setting
- involved in a conflict outside of school which may have originated in school

Students who fail to accept these responsibilities will be subject to a progression of disciplinary actions, which shall include:

- Teacher detention
- Office Detention
- Extended Day Detention
- In-School Suspension
- Out of School Suspension
- Habitual School Offender
- Exclusion/long-term Suspension

- **Teacher Jurisdiction**

Teacher jurisdiction and responsibility extends over the entire building and school grounds at all times. Students failing to divulge their names to a teacher will be considered insubordinate and will receive appropriate disciplinary action. Students are required to comply with expectations published by individual teachers.

## **STUDENT DUE PROCESS PROCEDURES**

### **Discipline Definitions**

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. \* *Removal solely from*

*participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

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

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-School Suspension for more than ten (10) cumulative days in the school year are considered a long-term suspension.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

- **Teacher Detention**

Teachers may detain students for personal detentions. The length of the detention will be at the discretion of the teacher. Students are required to serve their detention on the day assigned. Detentions take precedence over co-curricular activities and work commitments. Students are allowed 24-hour notice in the event that they have an appointment with a doctor or dentist, and/or a commitment at work, which cannot be changed on short notice. Failure to attend a scheduled detention will result in the student being referred to a grade administrator for appropriate action.

- **Office Detention**

Office detention will be assigned to students who have not responded to the initial interventions of classroom teachers for inappropriate behaviors while in the classroom setting and for other minor infractions.

- Office detention is held Tuesday through Thursday, from 2:45 p.m. to 3:10 p.m.
- Students will not be allowed to enter detention after 2:45 p.m.
- Teacher detention takes precedence over Office detention, but does not take its place.
- A student who does not attend an assigned office detention because he/she is detained by a teacher should obtain a note from the detaining teacher and submit it to the student's grade office.
- Failure to report to detention may result in Extended Day Detention or suspension.

- **Extended Day Detention**

Extended Day Detention is scheduled from 2:45 p.m. – 5:30 p.m. This program is designed to provide consequences for disciplinary, academic and attendance problems and to encourage proper

behavior in the regular high school setting. The student will always be placed with a teacher. It is the student's responsibility to come with 3 hours of work. A parent/guardian will be notified about the action taken concerning a student's assignment to Extended Day Detention. Students having religious or family obligations must make alternative arrangements with the appropriate grade administrator. Students who fail to attend their scheduled Extended Day Detention may be suspended from school.

- **Saturday School Detention**

Saturday School is scheduled from 8:30 a.m. – 11:30 a.m. This program is designed to provide consequences for disciplinary, academic and attendance problems and to encourage proper behavior in the regular high school setting. The student will always be placed with an administrator. It is the student's responsibility to come with 3 hours of work. A parent/guardian will be notified about the action taken concerning a student's assignment to Saturday Morning Detention. Students having religious or family obligations must make alternative arrangements with the appropriate grade administrator. Students who fail to attend their scheduled Saturday Detention may be suspended from school.

- **In-School Suspension**

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

- **Out of School Suspension**

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or

felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

### **Principal's Hearing:**

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district; and
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

### **Principal's Decision:**

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

### **Appeals:**

Where the student is expelled in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal of a long-term

suspension with the superintendent of schools. For expulsions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for long-term suspensions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

### **Academic Progress:**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

### **Discipline of Students with Disabilities**

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11<sup>th</sup>) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.

e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:

- The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
- The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
- The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
- The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

f. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

- **Academic Ethics**

B.M.C. Durfee High School strives to provide academic excellence and the opportunities for each individual student to excel. In keeping with this goal, a high standard of academic ethics must also be maintained. All students will:

- Learn to value and demonstrate ethical behavior.
- Be better prepared to deal with such expectations outside the school environment.
- Be assured that the integrity and value of their academic achievements will not be diminished.

Therefore, CHEATING, COPYING, PLAGIARISM, FORGERY, AND ALTERING SCHOOL DOCUMENTS IN ANY MANNER ARE NOT TOLERATED. According to *Webster's Collegiate Dictionary, 10<sup>th</sup> Edition*, plagiarism is defined as "stealing and passing off ideas or words of another as one's own; to use without crediting the source; to commit literary theft." This definition also applies to information acquired via the Internet. Academic Ethics elicits the following responsibilities of the groups listed:

***Responsibilities of students:***

- To maintain a personal standard of academic ethics.
- To understand clearly the instructions, classroom management, rules, and expectations of their individual teachers.
- To in no way participate or give the appearance of contributing to any cheating, copying, or plagiarizing.

***Responsibilities of teachers:***

- To expect and maintain a high standard of academic ethics.
- To communicate clearly their instructions, classroom management policies, rules, and expectations.
- To deal fairly and swiftly with any breaches of academic ethics.
- Teachers should fully inform the student, parent, department chair, and grade administrator when the academic ethics code is violated.

***Administrative responses:***

- First offense – 1 day of Extended Day Detention and a zero on the assignment/paper/test/assessment/etc.
- Second and subsequent offenses – Progressive disciplinary action up to and including long term suspension.

• **Cell Phones and Other Electronic Devices**

Cell phones and other mobile devices have become commonplace in the 21<sup>st</sup> Century. As such, the B.M.C. Durfee High School recognizes and encourages the responsible use of such technology to enhance the educational experience. The responsible use of cell phones and other mobile devices is permitted in the following areas throughout the day:

Classroom: For educational purposes only as permitted by the classroom teacher.

Cafeteria: Before and after school and during lunch time.

Hallway: During passing time. (Students who are late to class as a result of irresponsible use of their electronic device during passing time will be subject to progressive disciplinary measures for tardiness to class.)

Important Note: Students will be subject to progressive disciplinary action if they choose to use their electronic device for any action that disrupts the school environment. There is no way to define

every possible scenario; however some common examples of disrupting the school environment may include the following:

- Taking photographs, audio or video recordings of other students or faculty members during the school day, In Massachusetts audio recording another individual without their consent is a felony offense;
- Sending electronic communication to students who are in class;
- Using the cell phone to talk or text during class time
- Use of an electronic device that results in a student being tardy to class

Students who use their electronic device in violation of this policy will be subject to having their electronic device confiscated by their grade level administrator where it will be held in the office for one week or until a parent/guardian arrives to retrieve the device. Students found to be in chronic violation of this policy will be subject to further consequences which could include extended detention or In School/Out of School suspension.

- **Classroom Conduct**

Expectations for classroom conduct are consistent throughout the school:

- Arrive to class on time and be prepared for the work at hand.
- Remain attentive to the task at hand during the entire period.
- Be considerate of the rights and feelings of others.
- Respond promptly to the direction of the teacher.

***IMPORTANT NOTE:*** Any student who fails to respond promptly to a directive of a teacher has demonstrated insubordination. If a student is requested by a teacher to leave the room for disciplinary reasons, the teacher will notify the grade office that the student is reporting immediately. Acts of insubordination, failure to leave the classroom immediately and/or failure to go directly to the grade office will result in appropriate disciplinary action.

- **Conduct after School**

Students are encouraged to remain after school and participate in supervised academic and/or co-curricular activities. A student with an after school academic or disciplinary obligation is required to fulfill the obligation before reporting to a co-curricular activity. He/she will present a pass validating his/her presence with a staff member. Students who remain after school and are no longer involved in a supervised academic and/or co-curricular activity must leave the building or report to the late bus pick-up area. Those not complying with the above regulations will be subject to appropriate disciplinary action.

- **Conduct Inside/Outside of the Building**

If a student were to engage in unlawful and/or improper conduct in or out of school, thus raising serious question about the effect that his/her presence in school might have on the rest of the student body or the staff, the principal may consider such activities sufficient cause for exclusion. Any threat (verbal or otherwise) directed at an individual, student body, or staff will be dealt with under this provision.

- **Corridor Behavior**

In order to establish a climate for courtesy and mutual respect, and for the safety and well-being of everyone, the following behaviors are **not** allowed:

- Running, shoving, pushing or playing of any kind in the corridor or hallways.
- Yelling, shouting, or abusive language in the school building.
- Banging, slamming or kicking of locker doors or classroom doors.
- Rollerblading, skateboarding, or use of athletic equipment.
- Excessive public display of affection is inappropriate in any area of the school.
- Littering, throwing objects, or spitting.

- **Code of Acceptable Dress**

B.M.C. Durfee High School is a learning environment and a place of business. As such, our expectation is that students will exercise maturity and responsibility with respect to behavior including their choice of attire. Students should take pride in their appearance and dress appropriately for success. Parents are also expected to monitor how their children dress for school.

At any time during the school day, if a student is wearing an item of clothing not permitted by the following regulations, the Vice Principal and student will seek resolution. As such, parents/guardians may be contacted to bring a change of clothing to school, or the school will provide appropriate clothing if possible. The student will not resume his/her regular schedule until clothing is modified.

At the Principal's or Vice-Principal's discretion and with a parent's/guardian's permission, a student may be sent home to change into more appropriate clothing. A parent conference may be called to discuss the issue. If the problem persists, appropriate disciplinary action will be taken as indicated in the Discipline Code.

Suggested clothing includes crew neck or collared long-sleeve or short-sleeve shirts, denim or chino pants, and shoes or sneakers. Parents and students may opt for Durfee PRIDE-Wear, an "approved" line of clothing which may be purchased through our Campus Store.

In addition, the following guidelines may be useful in helping parents to determine acceptable school attire, as the following items are **permissible** for the 2017-2018 school year:

- Clothing and footwear that are not considered "sleepwear"
- Tops that cover the shoulders, chest, back, midriff and undergarments
- Bottoms that fall to at least mid-thigh and cover undergarments
- Clothing may not be disruptive to the school environment; disruptive clothing may include clothing that is construed as sexual, obscene or violent, or as advertising drugs, alcohol or tobacco products; also, items that may be perceived as gang-related
- Apparel, accessories or other modes of appearance (such as tattoos) that do not in any way promote hatred regarding another person's race, color, sex, national origin, religion, or sexual orientation
- Jewelry, footwear, and other apparel that do not pose a threat of bodily harm to the wearer or other individuals

When a violation of the Code of Acceptable Dress occurs the following steps will be taken:

Step 1: An attempt by the grade level administrator to resolve the issue with the student.

Step 2: Parent/Guardian will be contacted if necessary for student to be sent home to change clothes

Step 3: Parent-Administrator conference will be scheduled to discuss chronic violations and progressive disciplinary measures will be taken as necessary.

- **Hats, Hoods & Other Headgear**

All hats, bandanas, sweatshirt hoods and other headgear (including knit hats and berets) are prohibited. These items may not be worn or otherwise visible during school hours and should be left at home or in a locked locker. (Exceptions include religious and/or health related headgear.)

Possible consequences for wearing headgear of any kind are as follows:

First Offense: Confiscated

Second Offense: Confiscated and Office Detention

Third Offense: Confiscated and Extended Day Detention

Any item confiscated will be held in the grade office for one week or until a parent or guardian comes into the school and retrieves it. If a parent does not wish to leave the building with the item, it will be held in the office for student pick-up after school hours.

- **Leaving School without Permission**

Students leaving the school building or property without a proper dismissal or authorization from an administrator will be subject to a possible one Extended Day Detention and/or In-School Suspension. In addition, such students will be prohibited from participating in co-curricular activities that day. Once a student has arrived on school grounds or has taken the school bus, he/she is not permitted to leave without a proper dismissal. This rule applies whether or not the student has signed into homeroom for the day or whether the school day has formally started.

- **Fighting**

Fighting on school property will result in a possible one-day out of school suspension. In more serious confrontations, students may be suspended up to ten days or more. The incident will be reported to the Fall River Police and the school may initiate court action.

Students who place their hands on other students in a forceful, threatening, or violent manner will be dealt with aggressively by administration and may be subject to suspension, possible police intervention, and possible criminal and civil charges.

- **Theft**

Theft and/or failure to divulge information concerning a theft when requested will be dealt with aggressively. Disciplinary action, restitution, service hours, and a conference with the student, parent/guardian, guidance counselor, and administration may be required. Referral to the School Resource Officer may ensue and may result in legal action.

- **School Property**

We have a school facility that is second to none. We must demonstrate pride and care in its use. There is no money to repair or replace equipment damaged by vandals. All paper and trash are to be placed in the proper receptacles. Writing on, or in any way destroying, walls, ceilings, woodwork, furniture, and lockers will not be tolerated.

- Parents will be notified;
- The student will thoroughly clean the marred surface;
- The student will be financially responsible for repair if the damage is not corrected by scrubbing;
- The Fall River Police Department may be notified and formal legal complaints for vandalism may be entertained.
- Student may face disciplinary action up to and including suspension from school.

### **Vulgarity/Profanity**

A student who is disrespectful or uses profanity to school personnel or to another student will be subject to disciplinary action.

### **Gambling**

Betting, card-playing, flipping-coins, using dice or other games of chance are prohibited on school grounds. Failure to comply may result in suspension and/or legal action.

### **Alcohol and Use of Illegal Drugs Policies and Procedures**

The use of alcohol and illegal drugs in school is both a violation of law and harmful to the educational purposes of our schools. It is the policy of the Fall River School Committee that the schools will respond to the use of alcohol and illegal drugs through education, medical/health assistance and discipline. An educational/ medical/health approach will be the first step in an attempt to help children decide not to use alcohol or illegal drugs to assist students who are involved. Every effort will be made by teachers and counselors to educate students about alcohol and drugs and to create an atmosphere of knowledge, confidence and trust that will encourage young people to seek help in overcoming problems in substance abuse.

The use of any alcoholic beverages, tobacco or tobacco products, or illegal drugs is strictly prohibited on school grounds, at school functions or on school buses. The rule regarding alcoholic beverages applies to all students, regardless of age. The success of this policy depends, in part, on creating a link between the educational community and the local law enforcement agencies. To this end the Fall River Public Schools and the Fall River Police Department agree to coordinate their efforts to prevent and control student drug/alcohol use and to respond effectively therein to incidents in and out of school and at school-sponsored events. **AT NO TIME SHOULD A STUDENT BE IN POSSESSION OF ANY DRUG.**

*For more information, including the Drug/Alcohol Policy and the Student Assistance Program, please refer to the District Handbook for Pre-K – 12 Students.*

File: JCI

## **Smoking Policy**

It is the policy of the Fall River School Department that it is illegal to possess tobacco products on the premises of B.M.C. Durfee High School. Possession of all types of smoking paraphernalia including, but not limited to: lighters, matches, cigarette rolling papers, electronic nicotine-delivery devices, vaporizers or any other types of flammable igniters are not permitted on school premises or other school related events. With reasonable cause, administrators reserve the right to search and confiscate any of the above items. Possession of these items will be cause for progressive discipline up to and including suspension.

Any student who smokes on school property or is found to be in possession of tobacco products or smoking paraphernalia may be subject to the following:

### **First Offense**

- \$100 fine (will be rescinded upon completion of a smoking cessation program)
- Community Service equaling the \$100 fine if financially unable to pay
- 2 weeks out of any extracurricular activity or MIAA sanction (where applicable)
- Assigned to Extended Day Detention
- Parent/guardian notification

### **Second Offense**

- \$100 fine
- If student did not take part in a cessation program, that option will remain open and the \$100 fine will be rescinded upon completion of the program
- Community Service equaling the \$100 fine if financially unable to pay.
- 12 weeks out of any extracurricular activity
- Progressive discipline possibly leading to long term suspension
- Mandatory parent/guardian meeting with grade administrator

### **Third Offense**

- \$100 fine
- Community Service equaling the \$100 fine if financially unable to pay.
- 6 months out of any extracurricular activities.
- Mandatory parent/guardian meeting
- Progressive discipline possibly leading to long term suspension

## **SCHOOL RESOURCES FOR LEARNING**

B.M.C. Durfee High School is a comprehensive school with expanded and updated facilities offering numerous resources to students beyond those mentioned in this handbook. Please check with respective departments to obtain information regarding time and availability of such resources.

A team comprised of teachers, counselors and curriculum specialists come together to diagnose students' learning differences in an effort to prescribe appropriate interventions or make referrals for testing.

## **School to Career**

The Work Experience Program allows credit toward graduation by using the work place as a classroom. The student leaves school at a designated time each day after completing academic requirements and goes to a work site. Work Experience is an alternative way to earn academic credit. Students are given a head start on a career as well as an opportunity to earn money.

Incorporated into the course is a work-readiness class that teaches skills needed for success in the business world.

## **Summer School**

In the B.M.C. Durfee Secondary Summer School, students are able to take courses for original or makeup credit. In order to enroll for a makeup credit course, a student needs to have completed the full course, failed, and received permission from the classroom teacher and grade administrator to attend summer school. The grade administrator, whose permission must be obtained in writing before summer school commences, will determine the amount of credit to be awarded. NOT ALL COURSES ARE OFFERED IN SUMMER SCHOOL.

## **Keeley Library Instructional Media Center (IMC)**

The Keeley Library is the information center for the school. The library has a collection of print and electronic materials for students to use for assignments, research projects, and leisure reading. Materials may be borrowed for fourteen days. Computers with internet access, word processing, and powerpoint programs are available for students. In addition, the librarian provides services to help students. These services include searching the online catalog, creating search strategies, and citing information, among others.

The library is open and staffed for student use 7:00 AM – 4:30 PM Monday through Thursday, and is open during regular school hours on Friday. Students must present a pass or signed agenda book from their classroom teacher to use the library. An atmosphere conducive to learning will be maintained at all times. Students are expected to work quietly and productively and not interfere with any other student's ability to do the same.

Questions may be directed to any library staff person. The librarian looks forward to helping you with your research project or finding a book to read.

## **Health Services**

- The Student Health Office is staffed by three full-time registered nurses that provide assistance to those who become ill while at school or require emergency care.
- Students who need to see the nurse anytime during the school day must obtain a pass from their teacher.
- Any student returning to school after an illness or injury that has a medical permit to return to school is required to present all paperwork before the beginning of the day to the school nurse in order to return to class.
- State mandated screenings are performed and parents will be notified by mail if medical follow-up with their child's primary care provider is needed.

## **Medication in School**

- The administration of medication in schools are subject to the provisions of 105 C.M.R. § 210.006.
- The school nurse may dispense Tylenol and/or Ibuprofen if the parent/guardian has signed permission for the nurse to do so as noted on the Emergency Information Health Form. This form will be provided to each student on the first day of school.
- The only two medications that students are allowed to carry in school are Epi-Pens and inhalers, provided the nurse has doctor's orders and parental permission forms updated each year.
- Any prescription medication to be dispensed from the Health Office must be in a container with a pharmacy label which includes the student's name, drug's name, dosage, and time and duration of administration.
- Any over-the-counter (OTC) medication, with the exception of Tylenol and Ibuprofen, requires the labeled medication provided to the Health Office.
- Doctors' orders and parental/guardian permission forms are required for all medication, with the exception of Tylenol and Ibuprofen.

## **ATHLETICS & CO-CURRICULAR ACTIVITIES**

Studies have shown that students who are involved co-curricular activities perform at a higher rate on standardized tests and are better prepared for academic and social challenges. To that end, the administration at B.M.C. Durfee High School encourages and supports the participation of all students. Our wide range of offerings includes sports, clubs, arts, theater, and academic enrichment opportunities. Students who wish to create additional clubs or activities may speak with the building principal who will evaluate the merits of the particular proposal. As participation in these activities is a privilege, not a right, the following guidelines describe a minimum standard to which all participants must adhere.

### **Athletic and Co-Curricular Eligibility**

#### ***Academic Eligibility Determination***

To be eligible to participate in athletics, a student must pass a minimum of 5 classes which includes English and Math. Eligibility for fall sports will be determined by the final grades and overall average of the previous school year. Students entering B.M.C. Durfee High School as freshmen will be eligible to participate in all sports during the fall season. In order to maintain eligibility, students will be evaluated at the end of each term. Students chronically tardy to school or absent/dismissed from school may not participate in practice, game or event without the grade administrator's permission. A student who is absent or dismissed on Friday may not participate in a game or event held on Saturday/Sunday without the grade administrator's

#### ***Ineligibility and Waivers***

Physical Education Waivers may be granted for extenuating circumstance in which students who are currently participating in an M.I.A.A. sanctioned sport are experiencing a scheduling conflict with their required classes or AP courses. Students that meet this criteria can apply for a waiver that would satisfy their required physical education course for one school year. The purpose of this policy is to expand access and opportunity for student athletes to participate fully in

approved rigorous academic courses and still satisfy their Physical Education requirements. Students seeking this waiver must obtain and sign a Physical Education contract from their perspective guidance counselor. The contract and the student's eligibility will be reviewed and determined by the District Coordinator for Health and Physical Education. If the contract is approved it must also be signed by the Athletic Director, Guidance Counselor, Coach and Parent. The contract will only be recorded as being fulfilled upon completion of the student's athletic season.

- ***Participation & School Suspensions***

A student who is suspended in-house or out of school will not rehearse, practice, or participate in a game or an event on the day of and for the duration of the suspension. If a student is suspended on a Friday participation in activities during the weekend shall be at the discretion of the grade administrator. In case of extenuating circumstances, the coach/advisor must confer with the Athletic Director or grade level administrator.

- ***MIAA Student Eligibility: Chemical Health***

*(B.M.C. Durfee High School has adopted these MIAA standards to apply to all co-curricular activities.)*

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. (MIAA Handbook July 1, 2015 – June 30, 2017)

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

**Minimum PENALTIES:**

- *First violation:* When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
- *Second and subsequent violations:* When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.

All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty[ies] during the fall season of the next academic year).

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g., many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

*Please refer to the Athletic Handbook for more information regarding the Chemical Health Policy.*

- **Hazing**

As defined in Chapter 269 of M.G.L., hazing shall mean "any conduct or method of initiation into a student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons. Violations of this law may be punished by a fine of not more than \$3,000.00 or by imprisonment in a House of Correction for not more than one year or by both such fines and imprisonment."

***Hazing Regulations and Definition:*** "Hazing" shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

***AN ACT PROHIBITING THE PRACTICE OF HAZING***

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**Chapter 269 of the General Laws** is hereby adding the following three sections: Section 17: “Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.”

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Section 18:** “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.”

**Section 19:** “Each secondary school and each public and private school or college shall issue to every group or organization under its authority opening on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization or individual has received a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

### **Athletic Program**

The role of athletics in the co-curricular related program is to develop good citizenship, character, self-discipline, and leadership through competitive activities that further develop the specialized athletic abilities of students. These programs will both stimulate personal growth and develop role models for other members of the student body and the community.

Participation in the Durfee High School Interscholastic Athletic Program is a privilege available to all students. While physical skills and demonstrated ability are primary consideration in determining team membership and participation, it is also important to realize that the school must be represented by students who are responsible school citizens, active scholars, and trained and conditioned participants who are willing to abide by prescribed regulations and standards. This privilege carries

with it serious personal commitments and responsibilities to the school, student body, and the City of Fall River.

*Additional information regarding athletics at B.M.C. Durfee High School is found in the Student-Athlete Handbook of Fall River and can be obtained from the Athletic Director.*

Note: All school rules and regulations apply to all athletic competitions either home or away and during transit times. B.M.C. Durfee High School is regulated by the Massachusetts Interscholastic Athletic Association (MIAA), the B.M.C. Durfee Student Handbook, and the B.M.C. Durfee Student-Athlete Handbook. B.M.C. Durfee High School teams compete in the Big Three League in the following sports:

### **FALL**

Cross Country (Boys/Girls)  
Field Hockey  
Football  
Golf  
Soccer (Boys/Girls)  
Swimming (Girls)  
Volleyball (Girls)

### **WINTER**

Basketball (Boys/Girls)  
Cheerleading  
Ice Hockey  
Track (Boys/Girls)  
Wrestling  
Swimming (Boys)

### **SPRING**

Baseball  
Softball  
Tennis (Boys/Girls)  
Track (Boys/Girls)  
Volleyball (Boys)

### **Clubs and Activities**

Students are encouraged to participate in all Durfee extracurricular activities. Since many of these activities involve time, which is spent over and above the regular school day, these activities should never be allowed to detract from a student's primary focus, which is to obtain a quality education.

The following clubs are available to promote the varied interests of students. For information on meetings, read the morning bulletin, check the message board in the cafeteria, or contact the club advisor. If students have an interest in developing a club or activity that is not listed below, see your grade administrator to determine how to start this process.



### ***General Clubs and Activities - Club Listing Subject to Change***

#### **Art Club**

Membership in the Art Club is open to all students of Durfee High School, especially those who want to broaden their knowledge of the Arts. Meetings are held monthly. The club is also involved in fundraisers and trips.

### **Connecting Cultures Club**



Membership is open to all students with an interest in promoting multicultural awareness and cultural diversity. The goal is to bring awareness to both the student body and the community through involvement in cultural celebrations, field trips, and community events. Connecting Cultures Club meetings are held on a bi-weekly basis.

### **Cosmetology Club**

Membership is offered to sophomore, junior and senior students enrolled in the Cosmetology program. The club's purpose is to allow students to experience the endless opportunities the Cosmetology industry has to offer. Activities include attendance at several beauty shows as well as various opportunities for volunteer work. Meetings are held monthly.

### **Culinary Arts Club**



The Culinary Club is a new student driven program to hit Durfee! This unique and tasty club meets in the Tradewinds restaurant kitchen (Room 148) after school Tuesdays or Thursdays twice each month. Members are introduced to the basics of Knife skills, unique ingredients and foods and just having a good time cooking and tasting great dishes. Most meetings students are able to get hands on cooking time whether they are dipping strawberries or making a hearty chicken soup. Newcomers are always welcome as are current culinary arts students. Some events may include cooking demos by top local chefs, tours of local restaurant kitchens, cooking competitions

### **Fashion Club**

The fashion club is open to all students interested in the world of fashion. The club's purpose is to promote an interest in the history of fashion, the constant changes exhibited in our culture's/society's fashions and the ability to use a form of art to express oneself. The club allows students to promote cultural diversity, express their individuality through today's latest fashions, apply problem solving skills, collaborate and develop the knowledge and skills necessary to clearly express their ideas.

### **Freedom Writers**

The Freedom Writers Club promotes tolerance for all students, and embraces each student for their differences. We encourage activism and getting involved in making positive changes throughout B.M.C. Durfee High School, and throughout our community via community service. All students are welcome to join. Meetings are held bimonthly and it is always our goal to continue to learn about tolerance through field trips to speaking engagements, museums, and other venues which promote our mission

### **Future Educators of America**

Membership is open to all students who are interested in pursuing a career in teaching. The club is a charter member of the Future Educators of America (FEA). Club activities include participation in the annual FEA Conference, fundraising activities, teacher shadowing, and the annual Teacher Academy Showcase Day held at the end of the school year. Meetings are held monthly.

### **Gay Straight Alliance**

The Gay/Straight Alliance is a confidential group for Lesbian, Gay, Straight, Bi-Sexual and Transgender students. The group advocates support and acceptance for all. Students may become involved in speaker training workshops, equal rights causes, social events etc.

### **Green Team**



The Green Team is a group of students and teachers who lead the school and community toward sustainable solutions to environmental problems. The Green Team meets regularly and organizes an annual Green Week in the spring. Additionally, the Green Team goes on field trips to various sites to help our local community and to improve our understanding of the natural world.

### **Hope 4 Durfee Christian Club**

Membership is open to all students. The club is a student led organization. Club activities include the study of the bible and discussion of each reading. Club members are encouraged to participate in the studies by leading a particular study on a topic of interest that the member has previously studied. Additionally, club members are encouraged to participate in community service activities, such as working in local soup kitchens and in community clean-up activities.

### **Interact Club**



Often referred to as the “Junior Rotary,” the B.M.C Durfee Interact Club is the only club whose sole mission is engage in community service. Interact partners with the Fall River Rotary Club, an international service organization. Each year, Interact clubs complete at least two community service projects, one of which furthers international understanding and goodwill. Through these efforts, Interactors develop a network of friendships with local and overseas

clubs and learn the importance of developing leadership skills and personal integrity, demonstrating helpfulness and respect for others, understanding the value of individual responsibility and hard work, and advancing international understanding and goodwill. Membership is open to all, and is a great way to gather community service hours for other high school requirements.

### **Mathematics Team**



Membership is open to all students, especially to those who enjoy a challenge in mathematics. As members of the Southeastern Massachusetts Mathematics League, members will compete in six math contests meets each year. Each contest is given after school for half an hour and consists of six questions from across all of High School Math. Recognition is given to the highest scorer from the school and for consistent commitment to the team.

### **National Honor Society**

The National Honor Society, Mu Kappa Delta Chapter, is a national program that recognizes excellence in academic achievement, leadership, service, and character. Prospective members are eligible for selection **in the fall of sophomore year**. Students who maintain a minimum of a B+ average at that time will be invited to apply for enrollment. **Student records will also be reviewed in the fall of junior and senior years and students may be invited to join at that time.** In addition to the academic requirements, the National Honor Society is an organization that recognizes students considered to be outstanding in scholarship, character, leadership, and service. Students wishing to be considered for membership must also meet these standards. The following guidelines will give further help in the definition of leadership, service, and character. **Once a student is inducted into the National Honor Society, he or she must continue to uphold the standards by which the organization is governed.**

### **Portuguese Club**

Membership is open to all students who are taking or have taken Portuguese class. The club's purpose is to expose students to the Portuguese language and culture by participating in a variety of cultural activities. This will allow students to experience the Portuguese language and culture outside the traditional classroom setting. Activities include field trips, visiting different museums, and lunch at a Portuguese restaurant. Meetings are held monthly.

### **Prom Committee**

The prom committee works together to plan prom held in the spring. The club allows students to make decisions concerning theme, favors, food, decorations, music, etc. This club meets monthly early in the year, and then weekly as prom gets nearer to finalize all details. Students will also be able to help set up on the day of prom and see their vision come to life.

### **Quiz Show Club**

This club is open to any interested students who like trivia. A Team of 6 students participates in WGBH's High School Quiz Show television show every fall. This club is also responsible for planning and participating in Durfee's Brain Bowl trivia competition.

### **Science Club**

The Science Club welcomes any student who is interested in exploring all aspects of science, nature, and the world we live in. We investigate natural phenomena and conduct experiments while emphasizing the fact that Science is fun! Meetings are held bi weekly and include a year-end field trip.

### **Spanish Club**

Membership is open to all students who are taking or who have taken Spanish and are interested in Spanish culture. The club's purpose is to expose students to the Spanish language and culture by participating in a variety of cultural activities. This will allow students to experience the Spanish language and culture outside the traditional classroom setting. Activities include attending performances of Spanish plays/dances, visiting of different museums, and dinner at a Spanish or Mexican restaurant. Meetings are held monthly.

### **Student Government**

The Student Government is an elected body of student representatives set to offer the student voice to school administration and community, sponsor community building events within the school, and engage in projects for the benefit of the school community. Students eligible for election to Student Government will be in good academic standing and have no disciplinary infractions on their record. Elections for the following academic year will take place in June, with freshman officers being elected in late September when they enter Durfee.

### **Seniors Helping Freshmen**

A two year program whereby upper-class students are trained to serve as leaders, ambassadors, and mentors for members of the incoming freshman class. These students meet regularly with their mentees to assist in their transition to high school and to assure that their freshman year will be as successful as possible.

### **The Sixth Man Club**



The Sixth Man Club is a school spirit group at Durfee who take pride in supporting our student athletes in all sports. The Sixth Man is all about school unity and school spirit. This club is for anyone and everyone who truly bleeds red and black. Be ready to scream, cheer, and chant. Get your voice ready, and let's display the pride we all hold so dearly, for our beloved Durfee High School.

## **Video Club**

Membership is open to all sophomores, juniors, and seniors who wish to learn T.V. production skills and work in front of the camera. Members of this club will assist in the television productions and creating pieces for air on Channel 17.



## *Music and Theater Activities*

### **Concert Parade Band (Band)**

The Concert Parade Band performs at all home football games, winter and spring concerts, area parades, and other civic functions. Membership is open to all who play an instrument and are enrolled in the music program. Members must be able to attend after-school rehearsals throughout the year.



### **Field Show Band (Drill Band)**

The Field Show Band performs at all home football games, competes in area marching band competitions and festivals, being adjudicated in musical performance, visual effect and marching technique. Members must be able to attend Band Camp (usually within August) and after-school rehearsals during the football season.

### **Jazz Band**

The Jazz Band performs at winter and spring concerts, at least one adjudicated festival, school events, and civic functions. Membership is open to all who play an instrument and are enrolled in the music program.

### **Select Chorus**

Select Chorus is for students who are presently enrolled in Chorus, Band or Orchestra class. Membership is contingent upon audition. The group meets once a week for 2 hours. Students sing in 4-part harmony and learn a varied repertoire of music. Each semester culminates in a concert performance. There is a Music Festival and field trip each spring.

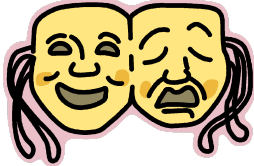
### **Strings**

Membership is open to those students enrolled in Durfee Orchestra and String Orchestra classes. Members of Durfee Strings are required to perform at two concerts and various other functions throughout the school year.

### **Technology Education Club**

The Technology Education Club involves the technical internship program for events in the Nagle Auditorium. Students are trained to operate and maintain the lighting, sound and stage equipment for in-school and outside events. Membership is open to all who have an interest in the technical side of production work.

### **Theatre Company**



Membership is open to everyone at B.M.C. Durfee High School all year long. Students will work on a variety of productions during the entire school year. A parents' group helps the club and every club member must commit to fundraising to support the productions. Meetings are after school on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month and rehearsals are Mondays and Thursdays in the evening and Tuesday afternoons. Possible productions include a musical, an annual Drama Competition piece a School-wide Talent Show, and other events throughout the year. Students who are interested in backstage work as well as performing on stage are always welcome. We need a wide range of talents of many kinds from a lot of people.

### ***Pep Squads***

**Cheerleaders: Varsity & Junior Varsity**



The Varsity and Junior Varsity cheerleading squads will support athletics during the fall and winter seasons – typically, but not limited to: football, basketball, and wrestling. They may also perform at other school functions and events, and compete seasonally as seen appropriate by the coaching staff. Teams will be chosen for the fall season at the end of the previous school year, as well as try-outs at the beginning of both the fall and winter sports seasons. All cheerleaders need to re-try out at the beginning of each season. A practice squad may be formed based on student interest. The practice squad supports freshmen athletics; students do not need to be freshmen to make this team. Students of all grades are eligible for teams, as long as they are academically eligible.

### **Color Guard**

The Color Guard is open to freshmen, sophomores, juniors, and seniors. Auditions are held in the spring of each year for membership for the following year. The group performs with the Field Show Band and the Concert Parade Bands at games, parades, and other functions

### ***Student Publications***

B.M.C. Durfee High School of Fall River provides opportunities for students to get involved in a number of publications including a monthly newspaper, a literary magazine, and a yearbook. The school's Publications Center, located in the IMC, is well equipped with Macintosh computers to allow for desktop publishing. Although most students enroll in either one or both of the journalism

courses, the program allows and encourages other students to submit material to any of the publications. There is also a Press Club, which makes the offerings accessible to all students.

### **Durfee Hilltop**

The school newspaper, the Durfee Hilltop, is a 12-24 page tabloid which is published twice each month and funded by advertising that is solicited by the student staff members. An editorial board oversees its content with the guidance of the newspaper advisor. In addition to developing writing and editing skills, students can also work with photography, business, and graphic design, using desktop publishing programs on Macintosh computers.

### **Durfee Yearbook**

The school yearbook is also produced using industrial desktop publishing software with both student and professional photography. While the staff is made up primarily of seniors, other students are encouraged to help produce the volume.

### **Literary Magazine**

Students who are interested in creative writing, illustration, or design are able to submit manuscripts to the Phoenix Nest, Durfee's literary magazine. The Phoenix Nest promotes creativity and accepts submissions in a multitude of genres and forms. The club meets monthly in the library to discuss works in progress and prepare the magazine for its annual publication.

### **Press Club**

The Press Club is the social and fund-raising arm of B.M.C. Durfee publications. Money is raised to fund purchases and journalism trips. This club is open to all students.

- **GENERAL PROTOCOLS**

- **After School**

Students may remain after school for work, detention, extra help, makeup, or any scheduled after-school activity. Students may NOT loiter about the building. After 2:40 p.m. each day the building is reserved for those students having a specific educational reason for being in the building. Students remaining after school must be located in a specific room or at a specific activity. Students who complete an activity early must wait in the outer foyer.

- **Assemblies**

All students are expected to attend assembly programs unless they are excused by the administration, since such programs are considered to be an integral part of the educational process. During assembly programs students are reminded that proper respect is to be given to all speakers. You represent yourself, your parents, and your city. Students are to report to assemblies in an orderly fashion and be seated as quickly as possible. Assembly requests must be made to the office at least a week in advance. The Principal must approve all assemblies.

- **Bathrooms**

It is the responsibility of every student to keep bathrooms clean and in good condition. Please respect the rights of others. Lavatory use should be kept to a minimum. All students given a pass to use the bathrooms will do so by using the closest bathroom to their class. Students who trash, deface, vandalize, or smoke in lavatories will be dealt with severely by administration up to and including legal action.

- **Books and Equipment**

Students are loaned books and equipment for the duration of classes or extracurricular activities such as sports. Students will be assessed for damaged and lost books and other school equipment. Payment for lost books will be based on the replacement cost of the book. The same method will be used for damaged or lost equipment, including laboratory equipment, sports equipment, uniforms and other attire. Parents/guardians will be notified of lost or damaged school property in writing. It is required that payment be made to the school as soon as possible. Failure to meet financial obligations can result in denied participation in school activities including graduation ceremonies.

- **Bulletin Boards, Signs and Posters**

Students are required to have permission from the principal regarding the display of posters or signs. These are to be placed in such a way as not to cause damage to the school. Groups and individuals putting up signs are responsible for their removal at the proper time. The Bulletin Boards located outside each grade office are the only places to be used for posters and announcements relative to school and out of school activities.

- **Bus Rules**

Bus transportation is a privilege afforded to students of B.M.C. Durfee High School. This privilege extends to field trips, class trips, late runs and athletic trips as well as daily transportation. **Bus privileges may be revoked and/or disciplinary action will be taken for violation of the following rules:**

- Students are expected to keep their hands and heads inside the bus at all times.
- Loud talking and laughing may divert the driver's attention, making safe driving difficult.
- Inappropriate behavior, offensive language, smoking, loud noise, throwing items off the bus, consuming food or beverage, and getting out of one's seat while the bus is in motion are not permitted at any time.
- Keep the buses clean and orderly at all times

- **Cafeteria Rules**

The cafeteria is maintained as a school service to the pupils. It is expected that acceptable manners and proper conduct be maintained at all times.

- ID cards are required, unless a student is paying full price for a lunch.
- Students are required to dispose of all trash at their table prior to leaving.
- Throwing of food or disruptive behavior will result in appropriate disciplinary action.
- Leaving the cafeteria without permission is not permitted.

- **Elevators**

Elevators can only be used by students with permission of the administration or nurse. Because the elevators are locked, a key must be obtained from the nurse. A deposit for the key is required and when the student no longer requires its use, he or she must return the key to the nurse for a refund.

- **Fire Drills/Alarms**

Periodic fire drills are conducted to insure a rapid and safe evacuation of the building. The sounding of a false alarm is a violation of state law. Persons responsible for false alarms will be subject to suspension and legal proceedings.

- **Homework Guidelines**

Homework refers to work assigned by a teacher to be completed outside of class time. A reasonable guide for student homework assignments is a minimum of 1-2 hours per night. Since the effectiveness of these guidelines depends upon the cooperation of all concerned, the following responsibilities are understood:

*Students will:*

- Record assignments daily in a notebook or other assignment book
- Gather materials necessary for the completion of the assignment
- Ask for clarification or help prior to the due date if an assignment is not understood
- Complete assignments on time
- Plan adequate time for long term assignments
- Establish a homework partner in each class/course to gather assignments when absent from school
- Be prepared to remain after school at the discretion of teachers if assignments are not completed

*Teachers will:*

- Provide a thorough explanation of how to complete an assignment
- Comment upon, grade, or otherwise acknowledge in some way each assignment
- Vary the types of assignments given
- Ensure that the homework assignments are meaningful and relevant to the learning objectives and curriculum
- Plan the assignment of homework to avoid overload
- Provide ample time for long term assignments throughout the school year
- Communicate consequences for completing or not completing to students and parents at the start of the semester

*Parents will:*

- Establish homework as a priority
- Communicate with the classroom teacher if there is a question regarding assignments
- Foster pride in completed tasks
- Provide access to a quiet place, time, and materials to complete assignments
- Encourage consistent daily routine
- If student says that assignments are completed, see that time is devoted to reading, reviewing, or other academic pursuits

- **Identification Cards**

- All students must wear their Identification Card on the appropriate color coded grade level lanyard. This is to be worn around the student's neck, and must be visible to all staff

throughout the entire school day. This is done to afford protection to B.M.C. Durfee High School students and to identify those who are not enrolled.

- Students must present the ID card when checking out library materials.
- The ID card will be required for admission to certain extracurricular activities such as evening dances.
- The ID card must be shown for free and reduced lunch and bus passes.
- The first ID card is provided free of charge and cards will be replaced when lost for \$3.00.

- **Lockers**

The lockers are the property of the City of Fall River and are on loan to each student while he/she is attending Durfee High School. The locker is for storing books, not for securing valuables. The school cannot be responsible for lost articles. **Students are discouraged from bringing valuable property to school.**

The school principal or vice-principal has a legal right to search lockers at any time the situation warrants it and students have no expectation of privacy in their school lockers. No student is to use any locker other than his or her assigned locker. Students may not be tardy to class, so they must plan locker time wisely! Students have no right to privacy in their locker. Students will be issued a school lock for the locker. Students are not to affix their own lock. If a student affixes a lock other than the assigned school lock, that lock will be cut off by school security. If a student loses a school assigned lock, the student will need to pay for a replacement lock like any other school assigned property, i.e., school books.

- **Lost and Found**

Any items found in or around the building or on buses should be turned in to the Main Office or the Security Office. Books and notebooks can be returned only if the owners can be identified. If you have lost anything, check with the Main Office or Security.

### **Parental Notification**

The purpose of sexuality education in the Fall River Public Schools is to increase students' knowledge about various aspects of sexuality including, but not limited to, understanding of the reproductive system, the definition of sexual abstinence and its place in the lives of young people, goal-setting, communication, emotions, sexually transmitted diseases, and AIDS.

The Massachusetts legislative session ending in fall of 1996 passed (Chapter 291) Sex Education: Parental Notification bill into law, mandating that school districts notify parents when the subject of human sexuality is to be discussed in school, and providing parents with the opportunity to instruct a school district to exempt their children from such presentations.

All materials presented to students as part of the health curricula and supporting materials are available to parents, guardians, educators, school administrators and others for inspection and review, and are available in the health room and Principal's and the Superintendent's offices.

- **Parking and Driving**

For the safety of staff and students said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

Students driving vehicles on school property must view that action as **a privilege** that is regulated by the following rules and responsibilities. Failure to comply with these expectations will result in disciplinary action and a referral to the Fall River Police Department.

Driving students must proceed cautiously while driving anywhere on the high school grounds. Many cars and pedestrians travel to and from school and any type of reckless driving is strictly prohibited. In cases of this nature, the school has the authority to restrict any student from bringing a car onto school property. In the parking lot and on the streets adjacent to the school, the student is expected to follow safe driving procedures in addition to the regulations stated below. Students who drive to endanger the safety of others will have their driving and parking privileges revoked, their parents will be notified, and they will be referred to the Fall River Police Department.

- Students must have their cars under control at all times. Do not drive around needlessly. The speed limit on campus is 15 mph.
- Students are to obey all traffic signs on campus.
- Students are not permitted to use the campus roadway connecting the Elsbree Street parking lot and the Chestnut Street parking lot;
- Students must park only in the designated areas. Any vehicle illegally parked will be ticketed by the Fall River Police and may be towed at owner's expense.
- Once a student has parked his/her car, he/she should leave the car immediately, and proceed into school.
- Students may not go to their cars during the school day without permission from the Vice Principal.
- Drivers/owners are responsible if any other students are found in their vehicles during school hours.
- Student drivers who are dismissed before the end of the regular school day must leave school grounds immediately. They cannot wait for other students.
- Students should lock their cars. Students are responsible for any problems that might result from the use of their cars by other persons. Students should not leave valuables in their cars. B.M.C. Durfee High School is not responsible for personal property in vehicles parked on school grounds. All precautions must be taken regarding the protection of your personal property. PLEASE LOCK YOUR VEHICLE AT ALL TIMES.
- The school administration reserves the right to search vehicles parked on school property when a determination has been made that such a search would be in the best interest of the safety and/or health of that student driver and/or other students.

- **Passes**

Students must have passes at all times to travel to a designated area. When arriving late to class, students are required to present a pass with an authorized signature of a staff member. Students arriving late to class without a pass shall be admitted to class and are required to provide the

classroom teacher with an authorized pass by the end of the school day. Failure to do so will result in a detention. Students who are chronically late and/or fail to serve detentions should be referred to the grade administrator.

When students miss an entire class because they are in another designated area with permission (i.e., support center, guidance, grade office, etc.), it is their responsibility to provide the classroom teacher with an authorized pass from the staff member who supervised them during that period. This should be done by the end of the school day. Failure to do so will result in a class cut and notification should be sent to the grade administrator. Passes to leave the school building may be issued only by administrators.

- **Search and Seizure**

The Fall River Public Schools recognize that School Administrators are under an obligation to insure that reasonable safety, discipline and good order be maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes conflicting need of school officials to insure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

#### **Search of Student Lockers and Desks**

- Lockers and desks are the property of the Fall River Public Schools. The Fall River Public Schools maintain control of all locks affixed to lockers. No other locks are permitted and such locks will be removed by the school administration.
- Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
- It is prohibited to store any illegal items/substances or items/substances in violation of any school rule or Federal, State or Local law in a locker or desk.
- Items/substances prohibited from being in lockers include but are not limited to: guns/knives/weapons (real or fake), drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
- Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time and prohibited items/substances will be seized.

#### **Search of Students and Their Belongings**

- Search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments

- such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.
- Search of a student or his/her belongings shall be conducted, when possible, with at least two adult school personnel present, one of whom shall be the Principal or his/her designee. A female staff member shall be present when a female student is searched, and a male staff member shall be present when a male student is searched.
  - Search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, search of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official.
  - "Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
  - Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
  - Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

- **Solicitations**

Solicitations are not allowed on school grounds unless prior approval has been obtained from the administration. The Principal or his designee must approve all sales by clubs, etc.

### **Student Records Regulations**

The Fall River Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure these regulations are set forth to insure student rights of confidentiality, inspection, amendment, and destruction of student records.

1. The Massachusetts Student Record Regulations and the Family Education Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

*Inspection of Record:* A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

*Confidentiality of Record:* With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

*Amendment of Record:* The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

*Directory Information:* Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

*Destruction of Records:* The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system.

Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

*Transfer of Records:* It is the practice of the Fall River Public Schools to forward the student record of any student who seeks or intends to transfer to another school.

*Non-Custodial Parents:* Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

*Third Party Access:* Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

*Complaints:* A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this

notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

- **Visitors**

No student (from another school) can shadow a Durfee High School student unless they go through proper visitor procedure. The visiting student must have a purpose for shadowing our student, i.e., the student wants to attend Durfee High School in the future. In order to shadow one of our students the following procedure must be followed:

- The student being shadowed must consult with his/her grade administrator as to the request for a shadow.
- The Durfee student must have his/her teachers in writing approve the shadow to take place in their class.
- The student must return this signed form to the grade office prior to proceeding.
- After initial approval from their grade administrator, the Durfee student must bring in a signed note from their parents giving permission for the shadow to take place.
- The student who will be coming in for a shadow day must also have a consent form signed by their parents/guardians.

All visitors to the school must report to the office when they arrive and receive a badge. All visitors are expected to follow the same rules as all other students. Prior arrangements to observe specific students or classrooms must be made with the principal at least 48 hours in advance of arriving at the building. Classroom observations are strongly discouraged during the first three weeks of school and during the month of June. Such observations will be subject to agreement to maintain the confidentiality regarding students unless the observer has consent from the parents and/or eligible student to release such information.

NO GUIDE CAN ANTICIPATE EVERY IMAGINABLE VARIETY OF MISCONDUCT. ACCORDINGLY, THE PRINCIPAL AND STAFF RETAIN THE RIGHT TO PUBLISH AND MAINTAIN SUPPLEMENTARY DISCIPLINARY RULES DURING THE COURSE OF THE SCHOOL YEAR AND TO IMPOSE DISCIPLINE FOR ANY OTHER CONDUCT THAT IS UNQUESTIONABLY IMPROPER.

- **PROTECTIVE REGULATIONS**

### **Bullying Prevention**

Durfee High School is committed to providing a safe, positive, and productive learning environment for *all*—and to discourage any behavior that interferes with that goal. Accordingly, Durfee High School complies the Fall River Public Schools Policy regarding Bullying Prevention and Intervention summarized below.

Definition-Bullying Prohibited - Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in a public educational institute: “Bullying” means the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of an unwelcome 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 the target’s property; student or employee, (ii) places the target in reasonable fear of harm to himself or of damage to his 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. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities, or privileges: (a) that are being offered through the school district; or during any education program or activity; or while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

“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, photoelectronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 persons.

Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute. As used in this Section, “electronic communication” also means any

communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

“Aggressor” is a student or 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.

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

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 Fall River Public Schools.

Bullying and cyberbullying 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 Fall River Public Schools 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 disrupts the education process or the orderly operation of a school.

The following procedures are based on the requirements of M.G.L. c. 71, § 370. In addition to the requirements of M.G.L. c. 71, § 370, where the alleged conduct is on the basis of race, color, national origin, age, gender, gender identity or expression, sexual orientation, disability or religion, the district should also consider whether the conduct constitutes a hostile environment based on those protected classes, consistent with its Discrimination and Harassment Grievance Procedures.

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to

a staff member will be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

**Reporting by Staff** - A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

**Reporting by Students, Parents or Guardians, and Others** - The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

#### Responding to a report of bullying or retaliation.

**Safety** - Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the

aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

In determining the steps necessary to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents, the principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation

Investigation - Upon receipt of a report or complaint that would, if true, constitute bullying, cyberbullying, or retaliation, the principal will promptly commence an investigation. In investigating any such complaint, the principal or designee will interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the principal's obligation to act promptly and to thoroughly investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the principal will inform the target, aggressor, and all witnesses that retaliatory treatment of any individual for reporting or lack of cooperation with an investigation of bullying will result in disciplinary action may include suspension or expulsion from school.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for bullying investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

At any point after receipt of a report of bullying or retaliation, including after an investigation, the principal shall notify the Fall River Police Department and School Resource Officer if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice shall be consistent with the requirements of 603 CMR 49.00 and established agreements with the local law enforcement agency. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to

require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Determinations - The principal will make a determination based upon all the facts and circumstances. If, after the investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Depending upon the circumstances, the principal or designee may choose to consult with the student's teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

Notice of Investigative Findings - Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Taking Disciplinary Action - If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Possible consequences to

serious incidents of bullying include suspension and expulsion from school. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

## **Discrimination and Harassment Grievance Procedures**

The Fall River Public Schools is committed to maintaining a school environment free of discrimination and harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. Harassment or discrimination by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Fall River Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

### Definitions

For the purposes of this procedure:

- A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual

harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

### Retaliation Prohibited

Harassment and discrimination in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Fall River Public Schools.

Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

### How to make a complaint

- Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or designee. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
- District staff is expected to report allegations of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any

concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

- Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- Students and employees are encouraged to utilize the District's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to: The United States Department of Education, Office for Civil Rights, 5 Post Office Square, 8<sup>th</sup> Floor, Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or to Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710.

### Complaint Handling and Investigation

- The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School

Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.

- The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
- The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
- The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
- The investigator will keep a written record of the investigation process.
- The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
- The investigation will be completed within fifteen (15) school days of the date of receipt of the Complaint.
- The notification of the outcome to the complainant and the subject of the complaint shall be completed within ten (10) school days after the investigation is completed.
- The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
- If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify

the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.

- Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
  
- If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to:
  - Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
  - Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  - Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) in accordance with the above timelines, unless the investigation is extended under the provision described above.
  
- If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Superintendent or designee within seven (7) calendar days after receiving notice of the outcome of the investigation. Such appeals must be made in writing to the Superintendent, Fall River Public Schools, 417 Rock Street, Fall River, Massachusetts 02720 Telephone: (508) 675-8420.

Civil Rights Coordinators:

For complaints alleging discrimination or harassment on the basis of disability:

Thomas Coogan, Executive Director of Human Resources

For complaints alleging discrimination on the basis of sex, sexual orientation, gender-identity, race, color, national origin, religion or age:

Thomas Coogan, Executive Director of Human Resources