



Falmouth High School Mission and Expectations

Navigating Creative Pathways to Courageous, Compassionate, and Fulfilling Lives

Student Learning Outcomes:

- **A clear and effective communicator;**
- **A self-directed and life-long learner;**
- **A creative and practical problem solver;**
- **A responsible and involved citizen and**
- **An integrative and informed thinker.**

One way these outcomes are demonstrated is through the successful completion of the Senior Discovery Portfolio and Presentation. Students are urged to work diligently on their advisory portfolios in grades 9-11 and are required to have all portfolio components completed by June 1 of their senior year.

FALMOUTH PUBLIC SCHOOLS
CODE OF CONDUCT

Ethical and responsible behavior is an essential part of the educational mission of the Falmouth Schools. To that end, this system-wide Code of Conduct has been developed with input from school staff, students, parents and community members. The Code defines our collective expectations for students, staff, parents and community members' behavior and provides the framework for a safe, orderly and respectful learning environment.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage all school community members to meet the following community wide standards for ethical and responsible behavior:

Respect
Honesty

Tolerance
Fairness

Responsibility
Courage

Code of Conduct

All school community members are expected to comply with the Code of Conduct and all related district policies and school rules. The Code applies on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools and at school-sponsored/related events. Each student is expected to:

- 1. Be courteous to fellow students, staff and visitors.*
- 2. Respect the rights and privileges of other students, school staff, visitors and guests.*
- 3. Obey all district policies and school rules governing student conduct.*
- 4. Follow directions from school staff.*
- 5. Cooperate with staff in maintaining school safety and order.*
- 6. Arrive at school ready to learn on all scheduled school days.*
- 7. Meet school standards for personal grooming and dress.*
- 8. Respect the property of others, including school property and facilities.*
- 9. Not cheat or plagiarize the work of others.*
- 10. Refrain from vulgarity, profanity, obscenity, lewdness and/or indecency.*

Violations of the Code of Conduct will result in disciplinary action. Refer to policy JIC and related addendums at the FHS website.

The following is an update to specific items found within the **FHS Student Handbook** in order to maintain proper physical health and safety for students, staff, and families.

DAILY HOME HEALTH SCREENINGS

Checking for symptoms each morning by families and caregivers is critical and will serve as the primary screening mechanism for COVID-19 symptoms. Families should complete the daily digital screening prior to sending their students to school. Families may not send their children to school if they exhibit COVID-19 symptoms.

HAND WASHING AND SANITIZING

Hand sanitizing stations have been installed throughout the building. Students will be encouraged to use sanitizer when they are entering and exiting classrooms. Students can also bring their own hand sanitizer for personal use.

LUNCH

Lunch will be served in the cafeteria. Students will then need to be seated at least 6 feet apart at various locations on the First Floor while eating.

LATE BUS

In the event that after school activities are not permitted there will be no late bus.

FACE MASKS

All students will be required to wear a face mask when on campus.

BACKPACKS

Students will be asked to bring their backpacks with them throughout the day. Students will store their backpacks in their classrooms in an area designated by the teacher.

VISITORS

For the safety of our students and staff, there will be no parents, visitors, or volunteers allowed in the building unless they have been pre-approved by the school administration. In the event that visitors are in the building, they must wear a mask at all times and adhere to the health and safety guidelines that have been put in place. Any and all visitors must identify themselves at the main office before entering the building.

2021-2022 Open Campus Privileges Guidelines

Students are expected to attend all classes. Students do not have to be in the building until their first scheduled class of the day. Students may go home following their last scheduled class for the day. Once a student has left for the day they may not return to campus during the school day. Students who elect to remain, or are required to remain, on campus must be in their assigned study hall or advisory.

Eligible Students

Ninth Grade:

Students are expected to attend all classes. Students who have earned open campus privileges do not have to be in the building if their first period of the day is a study hall. Students who have earned open campus privileges may also leave school if their last period of the day is a study hall. Ninth Grade privileges apply to study halls that fall on the first or last period of the day only. Ninth grade privileges do *not* apply to advisory, activity or AFT periods and ninth grade students are expected to attend those periods. Once a student has left for the day they may not return to campus during the school day. Students who elect to remain, or who do not have privileges, *must* be in their assigned study hall.

Tenth, Eleventh and Twelfth Grade:

Students are expected to attend all classes. Students who have earned open campus privileges do not have to be in the building when they do not have advisory or a class. Eleventh and twelfth privileges apply to study halls, lunch, AFT, and activity periods only. Students who are on campus must be in their assigned study hall. Students returning to campus must do so through the main office.

Eligibility:

1. Parental permission.
2. Students must be enrolled in at least five classes or have permission from administration.
3. Students must have a GPA of 85 and no Incompletes including in Advisory.
4. Students must be current on their community service hours.

****eligibility will be reviewed beginning November 5th, 2021

Loss of Privileges:

1. Parent request.
2. Being absent unexcused from a regularly scheduled class.
3. Returning to campus late from privileges, the school clock is determinative.
4. Transportation of an unauthorized student to or from campus.
5. Disciplinary action at the discretion of administration.

STUDENT BEHAVIOR EXPECTATIONS

Attendance Policy

Each student is expected to be in school, on time, every day that school is in session, unless legally excused. The Maine Department of Education has defined the following as legal excuses for tardiness and missing school:

1. Personal illness, verified by parent, guardian or medical authority.
2. Appointments with health or other professionals of a necessary nature that cannot be scheduled outside the regular school day.
3. Observance of recognized religious holidays when the observance is required during a regular school day
4. Emergency family situation
5. Planned absences that have been approved in advance (state law requirement) for personal or educational purposes

Procedures for Student Absence

Students absent from school must have their parent/guardian call the school to confirm the absence. Students who need to be dismissed during the school day should present a note from parents prior to the beginning of the school day with the time and reason for dismissal. When parents are unavailable, they are asked to appoint a temporary guardian whom the school can contact regarding attendance issues. Students who are ill and wish to be dismissed must see the school nurse who will notify parents/guardians. The school requires written verification for appointments scheduled during the school day. Absences must be excused within **1 business day**. Students absent from class may not participate in any co-curricular activity unless the absence conforms to our **athletic eligibility policy. (page 16)**

Planned Absence

Every effort should be made to schedule college visits, interviews, and family vacations during school vacation periods. Attempt to schedule medical and dental appointments outside of school time. All written work, class work, homework, quizzes, and tests missed due to a planned absence can be made up. The responsibility for obtaining the missed work, completing the assignments, and submitting the work within the time allowed rests solely with the student. Despite everyone's best efforts and intentions, it is simply not possible to recreate class discussions, labs and lectures that students miss when they are out of class for an extended time.

Planned Absence Form: A student who will be absent for three or more consecutive school days must complete a Planned Absence Form and return the completed form to the main office.

Make-up Policy

It is the student's responsibility, upon returning to school, to meet with teachers and arrange for make-up work and discuss deadlines.

Tardiness

Transportation is provided for all students to and from school. Parents and students who choose to provide their own transportation accept full responsibility for arriving on time. The common reasons for tardiness - e.g. oversleeping, missing the bus, personal transportation issues, are considered unexcused.

Statement Academic Dishonesty and Integrity

Submitting someone else's homework, compiling a paper from copied segments from the internet, or having someone else prepare work for your submission are all examples of **plagiarism**. Any cheating infractions, including plagiarism, will result in consequences (i.e. denial of credit for the assignment).

Falmouth High School's mission is to develop ethical and responsible citizens, thus all students are expected to abide by the Academic Honesty statement at all times. FHS academic expectations are outlined in the Academic Honesty statement along with examples of academic dishonesty. Academic dishonesty may result in any of the following consequences, depending on the severity and/or chronic nature of the offense. Consequences are always determined at the discretion of the teacher and administration:

Level 1:

A level 1 offense is teacher level. For 9th and 10th graders, the teacher may require the student to redo the assignment for a maximum grade not to exceed 50. For 11th and 12th graders, the assignment cannot be redone and results in an automatic 0. The teacher has the discretion to contact the parents at this level. This offense will be reported to administration.

Level 2:

Once a student has been reported twice to administration for academic dishonesty, administrative consequences are in effect. The student will receive a 0 on the assignment **and** be subject to a one-day suspension **or** another administrative consequence. Parents will be contacted.

Level 3:

Once a student has been reported three times to administration for academic dishonesty administrative consequences are in effect. All consequences of a level 2 will be administered plus an additional day of suspension (or additional consequences to be determined case by case).

Level 4:

These offenses are subject to any of the above plus additional consequences to be determined case by case.

Any student accepted to the National Honor Society can be suspended or expelled from NHS for any infraction of the academic honor code. Violations of the academic honor code will affect potential admission to NHS.

Student Dress

Students attending school or any school event should dress in an appropriate manner. At no time should student dress distract from the educational process. Clothing which includes language that is harassing or offensive, advertising tobacco/alcohol/substances, will not be tolerated. Any student who is dressed inappropriately will be asked to change their clothing. Repeat or extreme violations may result in disciplinary measures.

Student Behavior at School-Sponsored Events

Falmouth High School students are expected to comply with all school rules during school-sponsored events, on or off school property. Individual events may have specific behavior guidelines and any reported non-compliance will result in disciplinary procedures for students involved. Please cooperate and follow necessary guidelines to keep all students safe at all times.

Harassment

Harassment of individuals because of race, color, sex, social status, sexual orientation, ancestry, national origin, or disability is prohibited. Violations of this policy need to be reported to the building administrator immediately. The alleged incident will be investigated and will result in disciplinary action, as deemed necessary. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the school board policy JICIA.

Sexual harassment includes, but is not limited to, unwelcome sexual conduct such as: sexual advances, requests for sexual favors, pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal contact that is gender-based.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge.

Harassment/sexual harassment of students by other students or students to teachers is considered grounds for disciplinary action, up to and including expulsion. The Superintendent or an employee designated as the Title IX Coordinator will investigate harassment complaints in accordance with the Student Harassment Complaint procedure.

Personal Property at School

The school is not responsible for lost, damaged or stolen property. Please secure all valuables. Do not bring large sums of money to school. Keep lockers locked and valuables out of view. Report any theft immediately to the supervising teacher or an administrator.

Care of School Property

Textbooks, uniforms and other school property are provided to students for their use. Each student is responsible for loss or damage, beyond routine wear and tear. Students will be billed for the replacement costs of such materials.

Use of School Lockers

Lockers are issued to each student at the beginning of the school year. Student lockers are school property and are provided to students for their convenience. Students are to use only those lockers issued to them by the office or physical education teacher. They may not at any time place a personal lock on any school locker. Students may not open or enter another student's locker at any time.

The lockers remain the property of the school and can be searched at any time. Students are held personally responsible for the content of their lockers; therefore, no student should permit others access to his/her locker for any reason.

Student Drop Off

If you drop your child off to school, please make sure they are dropped off at the front of the building near the flagpole. There will be no access to the school from the rear or side entries.

Parking and Driving

Driving to and parking at Falmouth High School are privileges. Students driving recklessly on or near school property will lose privileges for a **minimum of five days**. Student parking is provided on a first come first served basis. Violations such as parking in visitor spaces, handicapped spaces, other parking lots and non-designated areas may result in your car being towed. Parking areas are subject to random searches conducted by Falmouth Police Department.

Study Halls

In study halls, a certain standard of behavior is expected. These standards include:

- Only personal headsets can be used
- Quiet conversations only
- Permission to leave from an adult

Cafeteria Expectations: Lunchtime and Break-time Guidelines

In an effort to meet social and nutritional needs of the student body, we ask that students follow the following guidelines at all times:

Payment for food items:

- It is standard practice for the Falmouth School Food Service program to collect money for school meals either in advance (preferred) or at the time of purchase.
 - All items that are not part of a meal are priced and charged separately. This includes any milk or snack drink that is not part of a school breakfast or lunch.
 - Students in grades 9 thru 12 will not be allowed to charge.
 - Be sure to pay for all items and leave the serving area before eating food. It will be considered stealing if a student leaves the service area without paying for items and will result in disciplinary consequences.
 - Students will be asked to set their items down on the counter to allow for accuracy when entering the sales.
- No eating until you pay for your items.

Behavior expectations:

- Please leave your backpacks outside the serving area.
- Please wait in line for your food and do not handle food on display.
- When leaving your table/area, pick up all trash and recycle materials.
- Never throw trash or food items.

Cell Phone Use/Search

Cell phones are not allowed to be used during class times and should be silenced during classes. A student's phone may be confiscated if it seen or used during inappropriate times or when classes are interrupted. Searches involving electronic devices can legitimately be done if administration has reason to suspect that the device contains evidence that the student violated the law or school rules.

Student Computer & Internet Use

Student use of computers, technology devices, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension of privileges and/or other disciplinary and/or legal action. The building principal and/or assistant principal shall have final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers and other technology devices as with other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing computers, technology devices, networks and Internet services.

Prohibited Use

The user is responsible for his/her actions and activities involving computers, technology devices, networks and Internet services and his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to:

- Accessing inappropriate materials
- Illegal activities
- Violating copyrights
- Harassment
- Plagiarism
- Copying software
- Non-school related uses (including game playing)
- Misuse of passwords/unauthorized access
- Malicious use/vandalism
- Unauthorized access to chat rooms/news groups
- Online translators for world language writing

Parental Permission

Students and their parent/guardian are required to read, sign and review the Computer Access Acknowledgement Form (IJNDB-E) before being allowed to use school computers.

Students using personally owned computers and technology devices must follow procedures outlined in the document "Procedures for using laptops/technology devices from home". This document is available on the high school website home page.

A complete copy of the policy and guidelines of the Falmouth School Department Policy (IJNDB) is available in the Falmouth High School office and on the website.

DISCIPLINARY PROCEDURES

Extra & Co-curricular Disciplinary Consequences

Any behavior which is in violation of Falmouth's Student Code of Conduct during an extra and/or co-curricular activity will result in the disciplinary consequence prescribed in Student Code of Conduct (JIC) and may also include removal from the activity and/or team and club suspension. (JJIE)

Discipline Violations

Students who break rules are subject to disciplinary action by teachers, administrators, or other school personnel. There are four levels of disciplinary action:

Level 1: Teacher assigned discipline that may include a teacher-supervised detention. Parental notification is expected for all disciplinary actions.

Level 2: Referral to the office for administrative action most often resulting in a half day in school restriction. Students will not be able to participate in any co-curricular activity the day of the in school detentions. This includes sports practices and games, rehearsals and productions.

Level 3: Administrative action resulting in the removal of the student from their regular academic program for all of one school day. Students will not be able to participate in any co-curricular activity the day of the in school suspensions. This includes sports practices and games, rehearsals and productions.

Level 4: Administrative action removing a student from their regular academic program for two or more days.

Repeat offenses may result in a higher level of discipline than is indicated.

II. Violations

Attendance

A student is to attend school, including all classes and study halls, each day of the school year. In addition, a student is to report to school and to all classes on time.

Tardiness: Failure to be in the assigned place of instruction at the assigned time without a valid excuse. **Level 1** minimum.

Absent Unexcused: Failure to report to school, class or study hall without proper permission, knowledge, or excuse by the school or teacher. **Level 2** minimum.

Harassment: A student will not engage in any behavior that infringes upon the rights of other individuals to be educated or to work in an atmosphere free of intimidation, ridicule, hostility, and/or offensiveness. **Level 2** minimum.

Insubordination: Failure to comply with the lawful direction of any staff member while in school or participating in a school activity. **Level 2** minimum.

Disruption: No student may disrupt any class or school activity. **Level 1** or **Level 2** minimum depending on location and severity.

Assault/Threatening: A student will not assault/threaten another student or staff member. **Level 3** minimum.

Fighting: Exchanging mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited. All parties engaged in physical contact will be disciplined. All students engaged in instigating and planning a fight will also be disciplined as participants. **Level 4** minimum.

Reckless Vehicle Use: A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health or safety. **Level 3** minimum.

Vandalism: A student will not willfully or maliciously damage or destroy property belonging to another, including both school and private property. A student or parent/guardian will be held financially responsible for willful destruction of property. **Level 2** minimum.

Theft: A student will not steal or knowingly possess stolen property. **Level 3** minimum.

Criminal Trespass: A student will not be on school property or at a school sponsored event without permission. **Level 3** minimum.

Alcohol, Tobacco and other controlled substances: A student will not use, purchase, sell, distribute, possess or be under the influence of any kind of controlled substance as defined by state law. **Level 3** minimum.

Use/Under the influence: Students may not be on school property under the influence or have their person the residue of any controlled substance. **Level 3** minimum.

Weapons: A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substances that could cause harm or irritation to another individual. **Level 3** minimum.

Willful misrepresentation/lying to staff. Level 3 minimum

The length of suspension may vary from one to ten school days, depending on the infraction. The school board has the authority to suspend students in excess of ten days, if deemed necessary.

During suspension, the school work and books will be provided to the student and credit will be granted for all work completed. It is the student's responsibility to schedule time to make up tests/quizzes upon returning to school. During the suspension time period, the student is not to be on school grounds or attend any school-sponsored activity, home or away.

STUDENT DRUG, ALCOHOL AND TOBACCO USE POLICY

Ensuring a Drug Free School Zone

The Falmouth School Board has adopted administrative policies designed to create a zone around our schools that is free of illegal drugs and alcohol. These policies are clear: **absolutely no possession or use of drugs or alcohol, at any time, on school property.**

In support of this policy and consistent with the recommendations of the Falmouth Schools Safety Team, we will conduct random and periodic K-9 sweeps of the parking lots surrounding Falmouth High School. These random sweeps will be conducted by the Falmouth Police Department and coordinated with FHS administration. Any violations will be investigated by the FHS administration and board policy will be followed. It is our belief that this measure is reasonable and will deter illegal possession, distribution or use in or around Falmouth high School.

In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to aid students in abstaining from the use of tobacco; alcohol and drugs; provide for early intervention when use is detected; and provide corrective disciplinary action when necessary. Compliance with this policy (JICH) is mandatory and is available to students through advisory and to parents on the website.

Expectations of Students, Parents, and Staff

During an investigation, students, parents and staff are expected to be honest and cooperative with the administration. All violations of this policy will require police notification and referral to the Substance Abuse Prevention Coordinator.

Timing of Penalties

Penalties for infractions will begin on the day the administrator determines there have been a violation and shall remain in effect for the stated number of school days.

Administrator Judgment

The administrator in charge of the investigation shall conduct a thorough and fair investigation that may include the questioning of students. All student rights shall be protected at all times. Following the completion of the investigation, the administrator shall make an informed decision concerning the incident based on evidence collected and his/her professional judgment. The building administrator shall communicate and discuss the incident with the Superintendent, as needed, before a disciplinary decision is made.

GENERAL INFORMATION

Activities and Clubs

The following clubs and activities are available to Falmouth High School students: (Some groups are limited to certain grade levels and may not be offered each year.)

<i>Anime Club</i>	<i>Kids Helping Kids</i>	<i>Prom Committee</i>
<i>Astronomy Club</i>	<i>The Mast</i>	<i>Robotics Team</i>
<i>Big Buddies</i>	<i>Math Team</i>	<i>Sailing</i>
<i>Civics Club</i>	<i>Model UN</i>	<i>Science Bowl</i>
<i>Class Executive Board</i>	<i>National Honors Society</i>	<i>Science Olympiad</i>
<i>Environmental Action</i>	<i>Natural Helpers</i>	<i>Service Club</i>
<i>Gardening Club</i>	<i>Ocean Studies</i>	<i>Speech & Debate</i>
<i>GST Alliance</i>	<i>Outing Club</i>	<i>Student Council</i>
<i>Gorp</i>	<i>Photography Club</i>	<i>Theatre Company</i>
<i>Improv Troupe</i>	<i>Poetry Club</i>	<i>Yearbook</i>

With the exception of contests and performances, all co-curricular activities will conclude by 9:00 p.m. on a school night and 11:00 p.m. on a non-school night. In addition, no school sanctioned team or activity may hold a contest, performance or practice on two consecutive weekend days without prior permission from the principal or athletic director

Falmouth High School Athletics

Athletic participation at Falmouth High School encourages student athletes to have strong minds and strong bodies. We teach our athletes to be respectful citizens, good teammates and leaders. Through our strength program and our leadership opportunities our goal is to build student athletes that have a lifetime foundation of physical fitness and a strong mental approach.

FALL

Cross Country
Field Hockey (G)
Football (B)
Golf
Soccer
Volleyball (G)
Cheerleading

WINTER

Basketball
Skiing, Alpine
Ice Hockey
Indoor Track
Skiing, Nordic
Swimming
Cheerleading

SPRING

Baseball (B)
Lacrosse
Softball (G)
Tennis
Track & Field

Falmouth Athletics Communication

You can access Falmouth sports schedules at www.yachtsmen.org. It is possible to sign up for game "change notifications" at this web site to receive up to the minute schedule changes. If requested, the web site will notify you of the changes by email and/or by text messages on your cell phone.

The department also uses social media frequently to provide schedule updates, announcements and accomplishments of our athletes. Our social media pages can be found by visiting the athletics link on <http://www.falmouthschools.org>

Extra and Co- Curricular Eligibility

Under Falmouth High School) eligibility rules, students are required:

1. Parental permission.
2. Students must be enrolled in at least five classes or have permission from administration.
3. Students must have a GPA of 85 and no Incompletes including in Advisory.
4. Students must be current on their community service hours.

-We will check August 16, November 15, January 28 and Apr 8, 2022

- Athletes must also meet the philosophical, physical, personal and team guidelines as outlined by individual coach and team policies. According to MPA policy, a student becomes ineligible for competition upon reaching his/her 20th birthday.

- Daily Attendance – **to participate in practices, contests and performances the student must be in attendance for all scheduled periods during the school day.** There will be five acceptable reasons for not attending classes: 1) An appointment with a health professional **which requires written verification;** 2) Observance of a religious holiday; 3) A family emergency; 4) A planned absence for a personal or educational purpose which has been approved in advance; 5) A field trip or other related activity. **When in doubt, contact the athletic director for clarification or if you have an extenuating circumstance.**

In order to register for athletics, parents/guardians must log on to www.familyid.com, create an account and register their son/daughter for athletics. There is a one-time participation fee that covers all three sports seasons.

- Sports Physical Exam: The Falmouth Schools require a pre-participation physical evaluation of all students who plan to play a school-sponsored sport any time during their high school years. A copy of this exam must be on file at the school before a student can participate in school sports. The physical exam must be current within two years of the date submitted to the school. (Ideally, as an incoming freshman and before their junior year). Athletes sustaining a major injury or significant medical diagnosis would require a new physical exam for clearance to participate in sports.

Advisory Program and Structure

The purpose of Advisory is to provide students with a sense of connectedness to FHS within a small cohort of peers as well as with the same faculty advisor for their 4 years at FHS. During Advisory periods, students will engage in activities and discussions that will develop student skills and strategies for:

- 1) taking care of themselves;
- 2) support learning;
- 3) being an engaged citizen and community member and ;
- 4) explore interests, values, skills, and personality to explore their future interests.

Advisory will also serve as a place to disseminate school information and assist in home/school communication with school-wide events.

The Advisory period occurs 1x week on B days and students are REQUIRED to attend their Advisory period. Students will be graded on their attendance in Advisory (Pass/Fail) and the grade will be recorded in PowerSchool.

Advisory is also the “home base” for students to go to during Activity period and Academic Focus Time (AFT) periods. Activity period occurs 1x a week, and it is an opportunity for students to participate in co-curricular activities. AFT period is 2x a week and it is an opportunity for students to seek help from their teachers and/or make up missed work, as well as work with their peers and seek help from the various academic resources that FHS offers. During Activity and AFT periods, students start in their Advisory group and then they can sign out to various places, and if a student does not have an Activity or AFT intervention to attend, they will remain with their Advisory group.

Senior/Junior Privileges

Privilege guidelines are presented to students and parents in the fall of their junior/senior year. Privileges will be reviewed regularly. Students may lose their privileges due to disciplinary issues, grades or at parental/guardian request. Students and their parents/guardians should read the privilege forms carefully and comply with all regulations. The signed permission form must be returned and is necessary before privileges begin.

Guests at School

Visiting students from other schools will be allowed to attend Falmouth High School only if they intend to enroll at some point. These visits will be arranged through the guidance office at least 48 hours in advance. No visitors will be allowed to attend while incurring absence from another school or during exam days. Pre-approved visitors must register with the main office upon arrival at Falmouth High School.

Library-Media Center

The Library-Media Center is a place for academic behavior, printing, and technology assistance. The librarian and assistant librarian are available to facilitate information searches for staff and students. Our student and professional technology team is also located in the library to support staff and students. We encourage all students to access the library before and after school. During school hours, students must reserve a space using the library hall pass link located on PowerSchool. The library is open from 7:45 to 3:30 Monday - Friday. Books and materials may be signed out for three weeks. Video and Audio equipment is also available for checkout through the Tech Office.

The FHS Tutoring Center

The Tutoring Center commons area provides a comprehensive array of academic support and skill building in literacy, math, and core content areas as well as assessment monitoring services. Support is provided through individual and group tutoring. The goal of the Tutoring Center is to assist students to become more independent and efficient learners. Teachers and teacher-recommended peer tutors will be available to support students in their coursework. Students using the Tutoring Center should check in with their study hall teacher first, sign up on Power School using the "hall pass" system, and then report to the Tutoring Center and check in with a teacher. The FHS Tutoring Center is available to all students Monday through Friday, periods 1-8. The schedule is also posted on the FHS website.

Child Find Notice

The Falmouth School Department seeks to ensure that all students within its jurisdiction are identified, located and evaluated who are school-age (5 through the school year in which they turn 20) and who are in need of special education and supportive services. Those students may include state wards, state agency clients, students who have been suspended or expelled, students attending private schools and home schools, institutional residents, highly mobile students with disabilities, and students who are suspected of being disabled and in need of special education and supportive services even though they are advancing from grade to grade. Identification of students with disabilities and programming for such students occurs after an appropriate evaluation and a determination of eligibility is conducted by the Pupil Evaluation Team (PET).

Special Education Services/504

Special Education services are available for all students who qualify under state and federal laws. Students with a physical or mental impairment that substantially limits a major life activity may be eligible for Section 504 accommodations or services. If you have questions about whether your child may be eligible for such services, please contact the District Director of Instruction Services 781-2079.

Evacuation Drills

Unannounced evacuation drills are held throughout the school year. Students should be aware of the instructions posted in each classroom and the appropriate escape route. When departing, students should walk in an orderly fashion and stay with their class at all times. Once outside, students are to remain with their class in the designated area until notified to return to the building.

Student Support Services

Social Work Services

Staff:

Robin Haley	Substance Abuse Prevention Coordinator/Social Worker
Sarah Maloney	Social Worker
Michele Brown	Social Worker

Falmouth High School provides social work services for all students and their families. The social workers assist students who are experiencing personal, emotional, behavioral and/ or social problems. Services include assessment, crisis intervention, counseling and ongoing supportive care to students and their families. Using direct counseling and/or referral options, social workers identify and formulate solutions to problems, and develop and obtain resources to help students and their families. Direct counseling may take place on an individual basis or in groups. The social work clinicians work closely with the guidance counselors, the school nurse and administration to ensure that students' needs are being met comprehensively.

In addition, the substance abuse prevention coordinator provides support to students who may have substance use-related issues, and offers a multi-pronged approach through prevention, assessment, intervention and education. Substance abuse prevention services include crisis intervention, counseling and family meetings, and are available to students and parents. If you have a concern about yourself or a friend and feel alcohol and/or drugs may be a factor, and would like to discuss the situation, please call 781-7429 ex: 5525 or visit Robin Haley in the Student Services Office. All calls will be confidential.

Health Services

The school nurse is available full-time to see students on an individual basis to provide assistance with illness, injury, health problems and concerns. If a student becomes ill during the school day, she/he should report to the health office. Ill students can be dismissed from school for the day only after a parent/guardian or responsible adult listed on the emergency card has been contacted by the nurse. If the school is unable to contact a responsible adult, the student will remain with the nurse for proper care and supervision.

If it is necessary for a student to take prescription medication during school hours, the parent/guardian must provide the medication in its original container and sign a medication administration form. A physician must complete and sign the medication administration form or a medication order written by the physician can be supplied to the school as well. ALL medication must be kept in the health office and dispensed by the nurse. The only exceptions are certain prescription medications: inhalers, insulin, EpiPens, for which parents and the physician have provided written permission for the student to carry.

Vision Screening

All ninth grade students will be tested for distant vision. Parents/Guardians will be notified by mail if there is any concern.

School Counseling

School Counseling Team:

Danielle Calhoun	Counselor for students with last names A-K
Tammy Heathco	Counselor for students with last names L-Z
Ashley Pullen	Post-secondary & College Counselor
Danielle Schinzel	Student Services Administrative Assistant

FHS school counselors provide a wide range of services for students, including academic advising, personal counseling, career interest surveys, test interpretations, and college planning and career counseling. Students are encouraged to visit the Student Services Office for support and assistance whenever they are faced with educational, vocational or personal issues and decisions. See our school counseling website for further information about services offered.

During your four years of high school, you will participate in planned school counseling programming each year. You may also schedule an appointment at any time by contacting the Student Services Administrative Assistant or your counselor.

Each student has the right to privacy and we will keep information shared in the counseling relationship confidential unless disclosure is required to prevent clear and imminent danger to you or to others, or when legal requirements demand that confidential information be revealed.

Grading Scale

A+	B+	C+	D+	
100	90-92	82-84	75-76	
A	B	C	D	F 0-69
96-99	87-89	79-81	72-74	
A-	B-	C-	D-	I
93-95	85-86	77-78	70-71	Incomplete
WP	Withdraw/ Pass	WF	Withdraw/ Fail	WM Withdraw/Medical

Students qualify for High Honors if 'A' grades are earned in all subjects, and qualify for Honors if all 'A' or 'B' grades are earned. Students must be enrolled full time and must not have any incomplete grades to be eligible for Honor Roll recognition.

All students will demonstrate proficiency in the content area graduation standards of the Maine Learning Results. Proficiency will be achieved through school approved learning experiences. A learning experience is complete when designated standards have been met. Meeting the standard entails demonstrating proficiency in each of the following content areas prior to graduation:

- English Language Arts (4 credits)*
- Math (3 credits; additionally, have an experience in mathematics in all years of high school)*
- Science and Technology (3 credits; additionally, have an experience in science and technology in all years of high school)*
- Social Studies (3 credits)*
- Visual and Performing Arts (1 credit)*
- Physical Education (1 credit) and Health (.5 credit)*
- Electives (4.5 credits)*
- Career and Education Development (may be embedded in other content area learning experiences)**
- World Languages (1 credit)***

A learning experience can carry academic credit or not. It can indicate work done in a classroom, through embedded/ integrated settings, time spent focused on given content or skills during supports/interventions, or indicate other relevant experiences per the superintendent of schools and his/her designees.

* = in accordance with statute 4722, classes of 2018 - 2020; in accordance with statute 4722-A, class of 2021 ad infinitum

** = in accordance with statute 4722-A, class of 2024 ad infinitum

*** = in accordance with statute 4722-A, class of 2025 ad infinitum

Discovery

Requirements for Discovery include collecting samples of best work through advisory, creating a resume each year of high school, participating in the school's Discovery Day (including a financial fair, hands-only CPR, and a personality profile), a junior job shadow, and a senior project and presentation.

Community Service Requirement

Note: Due to COVID and moving to remote learning Spring 2020, the Class of 2020, Class of 2021, Class of 2022 and 2023 have a reduction of their community service requirements by 7.5 hours, therefore these classes have a 22.5 hours obligation.

Falmouth High School requires 7.5 hours of service per year to meet the 30 hour graduation requirement. Students are encouraged to check in with the service learning office located in the library to help students find activities that interest them or if they have questions. When on a service trip, a student may count **no more** than 12 hours of service per day.

Activities which do NOT qualify for service hours: 1.any activity for which pay is received, 2.baking food for a bake sale, 3.working for immediate or extended family members, 4.the travel time to/from a service activity, 5.school related activities that have required attendance and/or are part of the course requirement to earn credit, unless approved by the administration and 6. attendance at meetings which are required as part of memberships in a club or organization.

Post-Secondary Planning: The College Search & Selection Process

As a freshman, you will meet one-on-one with your guidance counselor to discuss course selection and curriculum planning, explore your interests, and begin considering post-secondary options.

As a sophomore you will continue your career exploration when the guidance counselors visit your English class. You will set up an account on collegeboard.org (if you do not already have one) and begin to explore your interests.

As a junior, you will take part in a College Planning Workshop run by the college counselor in late fall. Students will learn about:

- 4 year and 2 year college options;
- campus visits and college reps who visit FHS;
- the components of a college application; and
- how to search for colleges of interest, evaluate them, and build a balanced list.

You will begin work on developing your own college planning timeline, work that you continue in your individual Junior Meeting, where you will also review your transcript, standardized testing and extracurriculars, and begin planning for your teacher recommendations and college essay. Using the online college planning program at collegeboard.org, you will research colleges of interest and begin developing a list of schools.

As a junior, you will also be encouraged to begin visiting colleges during the spring semester. Call ahead or visit college websites for times of campus tours and group information sessions, offered regularly at nearly all schools and open to the public. Or jump start this process and visit local schools – we have a wide range of public and private colleges and universities within an easy hour's drive. Visiting a variety of campus settings will help you begin to get a feel for what works for you – large vs. small, public vs. private, urban vs. suburban vs. rural, distance from home, etc. – which will be very valuable later as you develop and then refine your list of schools.

As a senior, in the fall you will have an individual Senior Meeting with one of the counselors on staff. During this meeting, the counselor will check in with you about your progress on applications and answer any questions you have. This may include, but is not limited to, conversations about teacher recommendations, standardized testing, the transcript request process, and finalizing a list of schools to apply to. Seniors are also encouraged to take advantage of the many college representatives who visit FHS during the fall.

Most regular application deadlines are in early January, although some colleges' deadlines are later than that and students applying Early Decision or Early Action will likely need to submit their materials in November or December. Students typically hear back from colleges by April, and usually must choose which school they will attend by May 1st.

Standardized Testing

All students take the PSAT in October of their sophomore and junior years. We encourage all students to take the SAT and/or the ACT during the spring of their junior year and again in the fall of their senior year. All colleges that require standardized testing accept either the SAT or ACT.

Some schools (although not the majority) also require SAT Subject Tests for students who take the SAT. Juniors applying to schools that require SAT Subject Tests should either take them on the June test date or take the ACT, which is accepted in place of both the SAT and SAT Subject tests at nearly all schools that require Subject Tests. The SAT and the ACT are both offered seven times a year. For more information, go to www.collegeboard.org or www.actstudent.org or contact the Guidance Office.

All Maine students who have taken the PSAT have free access to The Official SAT Online Course, available at collegeboard.org. All juniors are introduced to this program and are helped to set up accounts. Each student needs a unique registration code the first time they access this program; these access codes are available from the Guidance Office.

Add/Drop Policy

The add/drop period lasts for the first five school days of the first marking period of the course (fall or spring semester). During the first five school days, students may add and drop classes without an add/drop form. It is necessary, however, to meet with the guidance counselor in order to accomplish this. After the first five school days of the first semester of the course, students wishing to add or drop a course are required to complete the add/drop form with the inclusion of the teacher's signature (to denote acknowledgement), the parent's signature and the guidance counselor's signature.

After the first ten school days, it is necessary for the student, parent and teacher to consult with the guidance counselor. If the decision is to allow the student to add a course, the student will be required to demonstrate – to the satisfaction of the teacher – a mastery of previously assigned work in order to obtain full credit toward the course, which is well underway. If the decision is to allow a student to drop a course, then this process must be completed before the mid-point of the first semester of the course. If the course is dropped after the mid-point of the first semester of the course, the grade will remain on the transcript and a WP – withdrew passing or WF – withdrew failing (or WM – withdrew medical) will appear for the semester.

Advanced Placement Courses

Falmouth High School offers a variety of AP courses. These courses are rigorous and designed for students who wish to be challenged intellectually, and give students the opportunity to take college-level courses while still in high school. AP courses. Advanced Placement courses currently planned for 2017-2018 include:

AP Biology
AP Calculus AB
AP Chemistry

AP Comparative Government & Politics
AP Computer Science Principles
AP English Language & Composition
AP English Literature & Composition
AP European History
AP French Language & Culture
AP Human Geography
AP Macroeconomics
AP Physics 1
AP Physics 2
AP Psychology
AP Spanish Language & Culture
AP Statistics
AP US Government & Politics
AP US History
AP World History

Falmouth students also have access to Virtual High School (VHS) and other on line Advanced Placement courses. Students taking AP courses at Falmouth High School take the corresponding AP exam in the spring. The 2020 fee for each exam is \$94, with fee reduction or waiver available for qualified students. Some colleges and universities award college credit and/or placement through qualifying AP exam scores. This allows students the possibility of moving into upper-level courses, pursuing a double major, or gaining time to study abroad while in college.

Early College Aspirations Program (ExplorEC)

Juniors and seniors are allowed to take 2 classes or 6 college credits per semester at the University of Maine system or Maine Community College system. Price varies by institution. Dual credit options exist, which means the student can earn both high school and college credit for the same course. It is a great opportunity to get up to 24 college credits for free. These courses are often taken on the college campus. Students need to look at the college schedule to find a time that works for them. Because grades earned for dual enrollment classes are part of a student's transcript, a high degree of commitment is recommended. Students must provide their own transportation. Please see your guidance counselor if interested. Further information can be found at:

<https://academics.maine.edu/early-college/exploreec-portal/>

Notice Regarding School Integrated Pest Management (IPM) Policies

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school's buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Your Right to Know

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Topper West, at twest@falmouthschools.org or 321-0030. The School's IPM Policy can also be viewed on the School's website at www.falmouthschools.org/supt/supt/policies.cfm (Policy ECBA and Notification ECBA-E1).

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

