

# FALMOUTH HIGH SCHOOL



## **Student & Family Handbook 2023 - 2024**



**Navigating Creative Pathways to Courageous,  
Compassionate, and Fulfilling Lives**

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## **GENERAL INFORMATION**

### **FALMOUTH LEARNING OUTCOMES**

Clear and effective communicators - Understand the attributes and techniques that positively impact constructing and conveying meaning for a variety of purposes and through a variety of modes.

Self-directed and lifelong learners - Understand the importance of embracing and nurturing a growth mindset.

Creative and practical problem solvers - Are skilled at selecting and applying a process of problem-solving to deepen understanding and determine whether redefining the goal is a better way of addressing a problem situation and continuing to consider other alternative solutions until one resonates as the best one.

Responsible and involved citizens - Understand the interdependence within and across systems and brings to each situation the appropriate actions.

Integrative and informed thinkers - Are skilled at using complex reasoning processes to make meaning.

### **FALMOUTH'S BELIEFS AND PRACTICES**

- Student learning and growth is our common goal.
- Students learn best when they are engaged.
- Students learn in a variety of ways and at different rates.
- Students need practice and feedback before being expected to demonstrate learning.
- Students need to develop habits of work.
- Professionals use evidence from student work, behavior, and feedback to inform decisions.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Falmouth School Department is committed to providing equal educational opportunities as required by federal and state laws for all students, regardless of race, color, sex, or national origin. Students or families/caregivers should direct any questions or concerns to the building principal.

## **FREQUENTLY USED CONTACTS**

FHS Main Office: 207-781-7429  
FHS Student Services: 207-781-7429 x5687  
FHS School Nurse: 207-781-1321  
Transportation: 207-321-0030  
Athletics: [athletics.falmouthschools.org](http://athletics.falmouthschools.org)

## **CALENDARS & SCHEDULES**

[2023-24 Falmouth Schools District Calendar](#) - Year At A Glance  
[2023-24 School & District Monthly Events Calendar](#)  
[FHS 2023-24 Bell Schedule](#)

## **BEHAVIOR EXPECTATIONS**

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, family/caregivers, and community members. The Code defines our collective expectations for students, staff, family/caregivers, 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

Compassion  
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 IIC.](#)

## **ATTENDANCE POLICY**

School begins promptly at 8:00am. Students should not arrive before 7:30am unless they are participating in a scheduled activity. The regular school day ends at 2:20 pm. [See the FHS Bell Schedule](#)

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 family/caregivers, or medical authority.  
\*Any student who is out for multiple days in a row or recurring frequently may require verification from a medical professional.
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 family/caregivers call the school (207-781-7429 ex 1) or email [attendancehs@falmouthschools.org](mailto:attendancehs@falmouthschools.org) to confirm the

absence. Students who need to be dismissed during the school day should present a note from family/caregivers prior to the beginning of the school day with the time and reason for dismissal. When family/caregivers 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 family/caregivers. **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 (see [Extra and Co-Curricula Activities](#) for more information) .

### **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. Family/caregivers 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.

### **Unexcused Absences:**

An unexcused absence is considered a skipped class. Skipped classes are subject to disciplinary action by the school which could include an in school suspension.

## **ACADEMIC HONESTY & INTEGRITY**

Under revision for the 23-24 school year.

## **STUDENT DRESS**

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. Dressing appropriately is important in order to maintain a safe, healthy, and non-discriminatory environment for promoting academic and social development. 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, or advertises 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 Protests:**

Falmouth High School recognizes the student's right to free expression including student protests, such as a walk out. The school's primary concern is the safety of all students and staff in the building, as well as, the rights of each student's educational process. Any student that wishes to engage in protest that causes a disruption to the school day and learning environment will be subject to disciplinary consequences based on the school's attendance policy or code of conduct.

### **Student Surveys:**

All student surveys must be approved by administration prior to being sent out. All student surveys must state that they are optional. Certain surveys may fall under purview of the ILD policy and parents may opt out of having their student complete those in the parent portal.

## **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 ACAA](#).

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.

## **PARKING & 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. Students using vehicles to leave campus without permission will also lose their parking privileges.

## **STUDY HALLS/AFT/Advisory**

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

- Permission to leave from an adult
- There are spaces for different types of study environments (see descriptions below). Not all grades can access all the spaces.
- **ALL** Students must report to their assigned study hall teacher before signing out to go to one of the spaces and must receive permission to leave (unless you have signed out to the library before 8 am).
- Any student that is being disruptive to the environment or not using it for its intended purpose will be asked to leave and return to their assigned study hall

**Library:** Individual Quiet Study or small groups of 2-3 quiet work groups. Grades 9-12 may access the library.

**Downstairs Commons:** Quiet small group work on academics. Only half of the commons will be used for small group study. Grades 10-12 may access the commons except during lunch blocks.

**Upstairs Commons Tutoring Center:** Academic support from a student tutor. Grades 9-12 may access the Tutoring Center.

**Cafe:** Grade 11 & 12 students will be assigned to the cafe for study hall (except for lunch blocks). This is designed to be a more social area where students may have casual conversations, work in groups, and access the outside space. Any jn/sr that

has privileges does not need to check into the cafe unless signing out to one of the other spaces. Only Grades 11 and 12 can access this space. Any Gr 11/12 student returning from privileges before class begins must report to the cafe and check in.

**Any other space:** will require a pass from the receiving teacher. For example, if you want to go to the art room then you must have a pass from the art teacher providing you with permission.

**AFT:** All students must report to their AFT teacher on AFT days before signing out. Students **may not** sign out to the Commons, Library, or Tutoring Center. Students may sign out to a club or to a teacher they need to see.

**Advisory:** Advisory is mandatory. Students must report to their advisory teacher and may not sign out or leave the space before the bell rings to end the day.

### **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 is 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 SURVEYS & MARKETING INFORMATION**

Students may, on occasion, be asked to participate in surveys which serve to evaluate education programs and services offered in schools.

The school follows Board policy ILD as it pertains to student surveys and marketing information. From that policy, please note the following:

### **Parental Consent to Surveys**

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and the written consent of parents/guardians:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

- Religious practices, affiliations or beliefs of the student or the student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the case of surveys not funded under U.S. Department of Education programs, that reveal the information listed above, parents/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the building administrator within ten days of receiving the notice.

[Read the full District Student Surveys and Marketing Information Policy](#)

## **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

- Misuse of passwords/unauthorized access
- Malicious use/vandalism
- Unauthorized access to chat rooms/news groups
- Online translators for world language writing

### **Family/Caregivers Permission**

Through PowerSchool students and their family/caregivers are required to read, sign, and review our technology usage policies before being allowed to use school computers. Policies also guide how students, using personally owned computers and technology devices must follow procedures when using them from home. [A complete copy of the policy and guidelines of the Falmouth School Department Policy \(IJNDB\) is available online.](#)

## **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 \(IJC\)](#) and may also include removal from the activity and/or team and club suspension.

### **DISCIPLINE VIOLATIONS**

Students who break rules are subject to disciplinary action by teachers, administrators, or other school personnel. Any disciplinary action that removes the student from any academic programming (including study halls) will result in the student not being allowed to participate in any co-curricular activities on that day. This includes (but is not limited to) sports practices and games, rehearsals, and productions. Repeat offenses may result in a higher level of discipline than is indicated.

### **DISCIPLINARY PHILOSOPHY**

The purpose of discipline is to support students in the development of self-discipline and assist in changing behaviors that are considered inappropriate. Discipline procedures are designed to help students recognize choices and take responsibility for their decisions. Education is most effective when family/caregivers and scholastic partnership exists.

Falmouth High School reserves the right to the implementation and use of a restorative practices model as part of our discipline routine which encourages students and staff to identify how they may have impacted another and address

those concerns directly with that person. This approach may also be used in the disciplinary process in order to create positive growth for students and staff.

## **STUDENT DRUG, ALCOHOL, & 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.

### **EXPECTATIONS OF STUDENTS, FAMILIES/CAREGIVERS, AND STAFF**

During an investigation, students, family/caregivers, 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.

### **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.

## ACTIVITIES, CLUBS, & ATHLETICS

### ACTIVITIES & CLUBS

A club is a group of individuals who request to use Academic Focused Time (AFT) time to gather and explore topics. [A club request form must be completed](#). The form can be found on the high school website at the bottom of the club and activities page. Clubs must have academic or civic relevance. Approval of clubs are at the sole discretion of the administration.

An activity does not need to have an academic or civic focus but needs to occur outside of school hours. In order for an activity to be listed on the website, it must have adult supervision. Some examples of existing activities are Sailing, Robotics, and Fitness Groups. The club and activities form still needs to be filled out for approval.

The following are examples of clubs and activities available to Falmouth High School students. Some groups are limited to certain grade levels and may not be offered each year. [Visit the Clubs & Activities page of the website](#) for a current list.

<i>Anime Club</i>	<i>GORP</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>Civil Rights Team</i>	<i>National Honor Society</i>	<i>Science Olympiad</i>
<i>Class Executive Board</i>	<i>Natural Helpers</i>	<i>Service Club</i>
<i>Diversity Student Union</i>	<i>Ocean Studies</i>	<i>Speech &amp; Debate</i>
<i>Environmental Action</i>	<i>Outing Club</i>	<i>Student Council</i>
<i>Gardening Club</i>	<i>Photography Club</i>	<i>Theater Company</i>
<i>FROGS</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)

### **WINTER**

Basketball  
Ice Hockey  
Indoor Track  
Skiing - Alpine  
Skiing - Nordic  
Swimming

### **SPRING**

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

## **Falmouth Athletics Communication**

You can access Falmouth sports schedules at [athletics.falmouthschools.org](http://athletics.falmouthschools.org). It is possible to sign up for game "change notifications" at this website to receive up to the minute schedule changes. The Athletic 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 links on [the athletic website](#) homepage.

## **Registration**

In order to register for athletics, family/caregivers must log into PowerSchool and complete the athletics registration form. 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.

## **EXTRA & CO-CURRICULAR ELIGIBILITY**

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



1. Family/caregivers permission.
  2. Students must be enrolled in at least five classes or have permission from administration.
  3. Students must maintain passing grades, including no unexcused absences in Advisory.
  4. Students must be current on their community service hours.
- We will check August 15, 2023, November 5, 2023, January 27, 2024 and March 24, 2024
  - 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.** Only approved absences, per FHS policy, will maintain student eligibility. When in doubt, contact the athletic director for clarification or if there is an extenuating circumstance.

## STUDENT LIFE

### ADVISORY PROGRAM & 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 four years at FHS. The advisory mission statement is: "A supportive community where folks know and respect each other AND where serious conversations can happen if need be."

Advisory will not also serve as a place to disseminate information and assist in home/school communication with school-wide events. Attendance is REQUIRED in advisory which occurs on Tuesday. There may be some mandatory AFT periods that will be required when the school needs to disseminate information, hold assemblies, mandated testing and the like. Students will be graded on their attendance in Advisory (Pass/Fail) and the grade will be recorded in PowerSchool.

Academic Focus Time (AFT) periods occur on days other than the Tuesday Advisory. During AFT periods, students start in their Advisory group, but with the intent to allow in school time to focus on receiving additional academic help. Students may also attend clubs during this time or use senior and junior privileges to leave campus.

## **SENIOR/JUNIOR PRIVILEGES**

Privilege guidelines are presented to students and family/caregivers 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 family/caregivers request. Students and their family/caregivers should read [the privilege form](#) 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 may reserve a space in the library during their study hall before 8 am or sign out after checking in with their study hall teacher providing space is available. 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.

## **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 PowerSchool 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. Family/caregivers, relatives, physicians, and other persons who are aware of a child who may require special education and supportive services are asked to contact the Director of Special Services, Falmouth School Department, 51 Woodville Road, Falmouth, ME, 04105, telephone 207-781-2079. [Please refer to Board Policy IHBAC-Child Find](#) for more information.

## **SPECIAL EDUCATION SERVICES/504**

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 Director of Special Services at 207-781-2079.

## **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.

## **SCHOOL NUTRITION PROGRAM**

Student lunch will again be complimentary/free for the coming school year. Anything sold ala carte will have a cost to it and be charged to student accounts. [Read more about the School Nutrition Program and weekly menus.](#)

## **STUDENT SERVICES**

### **SOCIAL WORK SERVICE**

*Staff:*

Robin Haley

Substance Use Prevention Coordinator/Social Worker

Sarah Maloney Social Worker  
Michelle Cervone Social Worker

Falmouth High School provides social work services for all students and their families/caregivers. 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/caregivers. 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/caregivers. Direct counseling may take place on an individual basis or in groups. The social work clinicians work closely with the school 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/caregiver meetings, and are available to students and family/caregivers. If students have a concern about themselves or a friend and feel alcohol and/or drugs may be a factor, and would like to discuss the situation, they should 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 family/caregivers or a responsible adult listed in PowerSchool 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 you would like your FHS student to take a prescribed medication during the school day please contact Falmouth High School Nurse Beth Luce, RN at 207-781-1321 to go over the medication administration procedure. All medications must be kept in the health office and dispensed by the nurse. Family/caregivers will need to come to FHS and meet with the school nurse with the medication as prescribed in the original container. Together the guardian and the school nurse will count the lot of medication to be given. Medication cannot be brought to school by an FHS student. A physician must complete and sign the medication administration form or a medication order written by the physician can be supplied to the school nurse as well. A copy of [the Request for Medication Administration](#)

and Falmouth Schools Policy on [Administration of Medication](#) are also available, in hard copies, in the Nurse's Room (Room 100).

### **Vision Screening**

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

## **SCHOOL COUNSELING**

### *School Counseling Team:*

Tammy Heathco	Counselor for Grade 9
Danielle Calhoun	Counselor for students Grade 10-12 with last names A - K
Kaitlyn Pulju	Counselor for Grades 10-12 with last names L - Z
Ashley Pullen	Post-secondary & College Counselor
Carolyn Edwards	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, students will participate in planned school counseling programming each year. Students may also schedule an appointment at any time by contacting the Student Services Administrative Assistant or their 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 the student or to others, or when legal requirements demand that confidential information be revealed.

## **SCHEDULE CHANGES**

### **Course 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 family/caregiver's signature and the guidance counselor's signature.

After the first ten school days, it is necessary for the student, family/caregiver, and teacher to consult with the school 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 midpoint of the first semester of the course. If the course is dropped after the midpoint 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.

## **GRADUATION REQUIREMENTS**

**All students must complete the following to graduate:**

- Demonstrate proficiency in the content-area graduation standards of the Maine Learning Results.
- Complete 30 hours of Community Service, with at least 22.5 hours completed by the start of senior year. Students who transfer to Falmouth High School are required to complete 7.5 hours for each year of attendance at FHS. Please Note: Due to COVID and moving to remote learning Spring 2020, the class of 2023 community service requirements were reduced by 7.5 hours, therefore this class has a 22.5 hour obligation.
- Complete the Senior Discovery program requirements and submit an application to a post-secondary educational institution, training program, military or other life experience.

It is the responsibility of each student to make certain that all requirements for graduation are met. School counselors and the administrative staff will make every effort to ensure that students are scheduled properly, but each student must be responsible for progress toward his/her diploma.

To earn a diploma from FHS, students must earn 20 total credits and must include the following:

- 4 English credits
- 3 Mathematics credits
- 3 Science credits

- 3 Social studies credits (U.S. History is a requirement)
- 1 Fine Art credit
- .5 Health credit
- 1 Physical Education credit

### Multiple Pathways Towards Graduation

Falmouth High School offers multiple learning options that allow students to demonstrate proficiency on expected learning standards and satisfy graduation requirements. A Multiple Pathway will be approved by the school unit in an individual student plan.

Learning options may include:

- Dual enrollment or early college courses
- Career and technical education
- Accredited online learning programs
- Alternative or at risk programming
- Apprenticeships, internships, field work or exchange experiences

### GRADES

#### Grading Scale

A+	100	B+	90-92	C+	82-84	D+	75-76	
A	96-99	B	87-89	C	79-81	D	72-74	F 0-69
A-	93-95	B-	85-86	C-	77-78	D-	70-71	I 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.

#### Latin Honors System

At graduation, graduating students are recognized for their academic achievement using the Latin Honors System. Latin Honors are awarded on the following basis:

- students whose weighted unrounded GPA is 98 or higher based upon their first seven semesters would be awarded the distinction *Summa Cum Laude*.



- students whose weighted unrounded GPA is between 95 and 97.999 based upon their first seven semesters would be awarded the distinction of *Magna Cum Laude*.
- students whose weighted unrounded GPA is between 93 and 94.999 based upon a student's first seven semesters would be awarded the distinction of *Cum Laude*.

The student with the highest overall GPA based upon their first seven semesters of high school will be recognized as the *Valedictorian*. The student with the second highest overall GPA based upon their first seven semesters of high school will be recognized at the *Salutatorian*.

## **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 2022-2023 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 Environmental Science  
 AP French Language & Culture  
 AP Human Geography  
 AP Physics 1  
 AP Physics 2  
 AP Psychology  
 AP Spanish Language & Culture  
 AP Statistics  
 AP US Government & Politics  
 AP US History

Falmouth students also have access to Virtual High School (VHS) and other online Advanced Placement courses. Students taking AP courses at Falmouth High School take the corresponding AP exam in the spring. The 2022-2023 fee for each exam is \$97, with fee reduction or waiver available for qualified students.

## **COMMUNITY SERVICE REQUIREMENT**

*Note: Due to COVID and moving to remote learning the Class of 2023 has a reduction of their community service requirements by 7.5 hours, therefore this class has 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.

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

## **SENIOR PROJECT**

The culmination of a student's journey with FHS is a senior discovery project. This project is an opportunity to pursue something you are passionate about, want to learn more about, enjoy doing or never had time to do before. This project will culminate in a presentation in May.