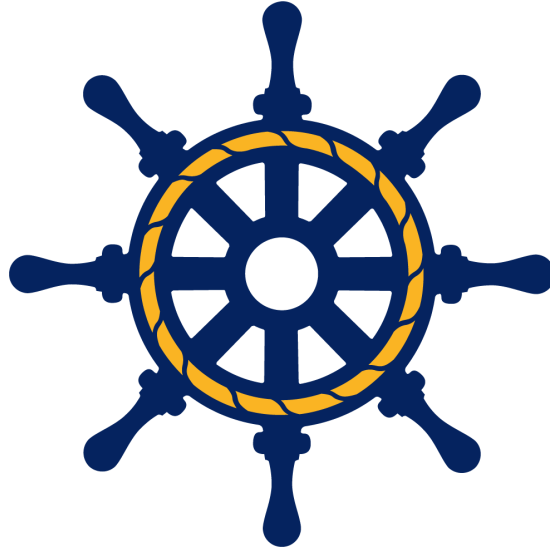


# **Falmouth High School Student/Family Handbook**



## ***Mission***

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

## ***Vision***

### ***Falmouth Students are:***

- Clear and effective communicators
- Self-directed and lifelong learners
- Creative and practical problem solvers
- Responsible and involved citizens
- Integrative and informed thinkers

## ***Core Values***

- Integrity
- Curiosity
- Growth
- Teamwork

## **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 bring 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.

[Holiday Observance Guidelines](#)

## **Falmouth High School Core Values:**

**Curiosity**

**Integrity**

**Teamwork**

**Growth**

## **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.

Discrimination and harassment are not tolerated by Falmouth Public Schools. Students, Staff, and Families are encouraged to report policy violations to the officers below, or any administrator in the district:

Affirmative Action / Title IX Coordinator: Jaime Maltese, Director of Human Resources

ADA/504 compliance coordinator: Brian Cavanaugh, Director of Special Education

## **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**

[2026-27 Falmouth Schools District Calendar](#) - Year At A Glance

[School & District Monthly Events Calendar](#)

[FHS Bell Schedule](#)

## **Academics**

### **Grading Scale**

A+ 100

B+ 90-92

C+ 82-84

D+ 75-76

F below 70

|          |          |          |          |
|----------|----------|----------|----------|
| A 96-99  | B 87-89  | C 79-81  | D 72-74  |
| A- 93-95 | B- 85-86 | C- 77-78 | D- 70-71 |

Cumulative weighted GPA is determined by averaging grades for all subjects for which credit is awarded (typically 1 credit for full year courses and .5 for semester classes). In the calculation of GPA, Honors and AP classes are weighted by 4%. The GPA reflects a student's overall average in all numerically graded courses. The final grades in honors, Advanced Placement, and college level courses are weighted by 4% for calculation of grade point averages. The GPA on student transcripts reflects the weighted average. The GPA is calculated for the first time at the end of the sophomore year and then at the end of each semester thereafter.

### **Graduation Requirements:**

[Check out our Program of Studies for more detailed information](#)

Academic distribution requirements for students in the classes of 2027 and beyond must earn 23 total credits and must include the following:

- English Language Arts (4 credits)
- Mathematics credits (3 credits)
- Science and Technology (3 credits: 2 years of lab science required; engineering or technology courses can fulfill 1 credit)
- Social studies (3 credits, US History is required)
- Visual and Performing Arts (1 credit)
- Physical Education (1 credit) and Health (.5 credit)
- Electives (6.5 credits)
- World Languages and Culture (1 credit)

### **Honor Roll/Latin Honors System:**

To be eligible for the honor roll, a student must be enrolled in a full academic program. A student will qualify for high honors if an A is received in each subject. A student will qualify for regular honors if an A or a B is received in each subject. The honor roll will be published each semester.

### **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 as the *Salutatorian*.

### **National Honors Society:**

To provide a transparent, equitable, and consistent process for students seeking membership in the National Honor Society (NHS).

### **Qualifications**

Students must meet the established NHS eligibility requirements, including the required academic standard and expectations related to:

- Scholarship
- Character
- Leadership
- Service

Meeting the academic threshold establishes eligibility to apply but **does not guarantee selection**. The selection process includes the following steps:

1. The NHS advisor identifies eligible students by GPA and minimum community service hours according to the established timeline.
2. Eligible students and families receive written information explaining:
  - Eligibility requirements
  - Application deadline
  - Required documentation
  - Selection criteria
  - Appeals/review procedures, if applicable
3. Students submit the completed NHS application by the published deadline.

4. Applications are reviewed using consistent criteria that focuses on the four standards above. To score exemplary in these categories, a student must demonstrate significant impact to the good of the greater community.
5. The selection process considers the complete application and evidence of scholarship, character, leadership, and service.
6. The NHS faculty council/selection body makes membership decisions consistent with NHS requirements and school procedures.
7. Students are notified of the decision individually and within the established timeline.

Members of the National Honor Society are held accountable for the behavior and academic standards of the local chapter and national charter.

## **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**

The Falmouth School Community is committed to maintaining a supportive and safe school environment where students have the right to receive and staff the right to deliver a quality education without disruption or interference, and where students will develop as ethical, responsible and involved citizens. Based on values identified through a collaborative process with all stakeholders as essential to ethical and responsible behavior, the code articulates Falmouth High School's expectations for student 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.

FHS code of conduct aligns daily behavior expectations directly with our core values: Growth, Integrity, Teamwork, and Courage.

Growth: Challenges are viewed as opportunities to learn and continuously improve.

- Arrive on time, prepared to engage every day.
- Actively participate, ask for help when needed, and apply feedback to improve.
- Take ownership when mistakes happen and work actively to repair harm and rebuild trust.

Integrity Act with honesty and accept personal responsibility for our actions,

- Submit original work. Academic Dishonesty is strictly prohibited Cheating, plagiarism, or unauthorized AI use is strictly prohibited. [Academic Integrity Student Guidelines](#), [AI and Tech Use Guidelines](#)
- Be transparent and honest in interactions with staff, teachers, and peers.
- Use school technology and personal devices ethically, responsibly, and for educational purposes only. [Cell Phone and PED Procedure](#)

Teamwork: Foster a safe, inclusive, and collaborative school community.

- Respectful Interaction: Treat all students, staff, and visitors with courtesy and dignity.
- Shared Community Spaces: Help maintain a safe, clean, and welcoming campus environment.
- Positive Collaboration: Support your peers' learning and contribute constructively in group settings.

Courage: Stand up for what is right and lead by example. Be an upstander.

- Report bullying, harassment, or unsafe behavior immediately—do not stand by.
- Make safe, ethical choices even when faced with negative pressure.
- Speak up constructively when you need academic, emotional, or social support.

## How We Apply These Values

Disciplinary responses at our school begin with a restorative approach whenever possible. When rules are broken, discussions focus on understanding which core value was compromised and establishing concrete steps to repair the situation.

### **Student Intervention/Accountability Response Process**

Please note that the behaviors below are only examples and not limited to the list provided. There are also other behavior violations that are governed by set procedures or board policy and listed separately in the handbook: Cell Phones, Attendance, Technology Misuse

Violations of the Code of Conduct will result in disciplinary action. [Refer to policy JIC.](#)

|         | Behavior                                                                                                                                                                                                                                                                                                                                                                            | Intervention/Accountability Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1 | <ul style="list-style-type: none"><li>• Task avoidance/off task behaviors</li><li>• Non-compliance</li><li>• Minor class disruption</li><li>• Minor disrespect</li><li>• Negative peer interaction</li><li>• Inappropriate language (not directed at a staff or student without intent to insult)</li><li>• Leaving class for extended periods of time (less than 30 min)</li></ul> | <p><i>Decision/Consequence determined by the staff member which may include but not limited to:</i></p> <ul style="list-style-type: none"><li>• Staff member addresses with student within confines of classroom expectations (verbal warning, seat change etc)</li><li>• Parent Contact (email/phone/meeting).</li><li>• The Staff member assigns student follow up outside of class or school.</li><li>• The Staff member assigns student follow up outside of class or school.</li><li>• office detention,</li><li>• restorative intervention,</li></ul> |
| Level 2 | <ul style="list-style-type: none"><li>• <i>Repeated Level 1 behaviors</i></li><li>• Major class disruption (or repeated disruption in the same period after warning)</li><li>• Leaving class without permission</li><li>• Defiance/failure of cooperate</li></ul>                                                                                                                   | <p><i>All Level two behaviors will have an office referral submitted by the staff member.</i></p> <p><i>Staff responses can also include but are not limited to:</i></p> <ul style="list-style-type: none"><li>• Removal of student from class for the period</li></ul>                                                                                                                                                                                                                                                                                     |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <ul style="list-style-type: none"> <li>• Non Threatening Physical aggression</li> <li>• Repeated negative peer interactions</li> <li>• Profanity/disrespectful language (directed at a student/staff with intent to insult )</li> <li>• Equity/Biased incident (hate speech)</li> <li>• Academic Dishonesty</li> <li>• Negative behavior in the hallway, bathroom, or cafeteria</li> <li>• Unsafe behaviors</li> <li>• Possession of unauthorized objects or equipment that does not classify as a substance or weapon.</li> </ul> | <ul style="list-style-type: none"> <li>• Removal of student during non academic time/after school to meet with student</li> </ul> <p><i>Decision/Consequence(s) determined by the Administration which may include but not limited to:</i></p> <ul style="list-style-type: none"> <li>• Restorative Intervention: <ul style="list-style-type: none"> <li>◦ Including but not limited to: Formal restorative conversation/circle restoration, norm setting circles etc.</li> </ul> </li> <li>• Parent contact</li> <li>• Parent/Staff member meeting with Admin</li> <li>• Community service</li> <li>• No contact agreement</li> <li>• Pass restriction</li> <li>• Loss of Jr/Sn privileges</li> <li>• Loss of driving privileges</li> <li>• Office detention</li> <li>• Comprehensive School Threat Assessment Process (CSTAG)</li> <li>• Bullying/Harassment investigation (<u>JICK</u>)</li> <li>• Out of Community Time (In-school suspension)</li> <li>• Out of school suspension</li> </ul> |
| Level 3 | <p><i>High-level negative behaviors will result in immediate office notification:</i></p> <ul style="list-style-type: none"> <li>• Verbal Threats to harm</li> <li>• Threatening Physical Aggression</li> <li>• Assault/fighting</li> </ul>                                                                                                                                                                                                                                                                                        | <p><i>Decision/Consequence(s) determined by the Administration which may include but not limited to:</i></p> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Out of Community (In-school suspension)</li> <li>• Out of school suspension</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|  |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                         |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Harassment or Bullying</li> <li>• Leaving school grounds without permission</li> <li>• Weapon possession</li> <li>• Drug/Alcohol/Substance suspected use or possession</li> <li>• Repetitive level 2 behaviors</li> </ul> | <ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• Behavior contract</li> <li>• Referral to supports</li> <li>• Restorative conference</li> <li>• Meeting with Superintendent</li> <li>• Student Search</li> <li>• Comprehensive School Threat Assessment Process (CTAG)</li> <li>• Bullying/Harassment investigation (JICK)</li> </ul> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 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.

## ATTENDANCE PROCEDURES

Regular attendance in school is imperative because it lays the foundation for academic success, social development, and long-term life opportunities. Showing up is one of the most powerful things a student can do for their future.

### Why it matters:

1. **Academic Progress:** Learning is cumulative. Missing school means missing instruction, practice, and feedback that are difficult to fully recover later.
2. **Skill Development:** Regular attendance builds habits like responsibility, time management, and persistence, these skills are essential for both higher education and the workforce.
3. **Social Connection:** School provides consistent opportunities to build relationships with peers and adults, which supports emotional well-being and a

sense of belonging.

4. **Support Systems:** Teachers and counselors often notice when students are struggling emotionally, socially, or academically. Being present increases access to this support.
5. **Long-Term Impact:** Chronic absenteeism is strongly linked to higher dropout rates, lower lifetime earnings, and increased risk of future unemployment.

### **Daily Schedule**

At FHS, School begins promptly at 8:00am and goes until 2:20 unless a student has jr/sn privileges. Monday's during Advisory students may not use jr/sn privileges and should only be dismissed for prearranged appointments as attendance is mandatory for advisory. Students should not arrive before 7:30am unless they are participating in a scheduled activity supervised by a staff member or coach. [See the FHS Bell Schedule here.](#)

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.
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.

### **[Guidance Document for students experiencing medical or mental health events](#)**

#### **Truancy:**

For students who have completed 6th grade and are under 17 years of age, [Maine State Law defines](#) truancy as any student who is Absent Unexcused from school for 5 consecutive days or for 10 cumulative days in the school year. Any student who is

Absent Unexcused for more than 2 periods in a day is reported to the state as a day Absent Unexcused and counted towards the 5 or 10 days for state truancy.

**Chronic Absenteeism:**

A student is considered [chronically absent](#) when they have been absent (excused or unexcused) for more than 10% of the school year. Falmouth Public Schools send out auto generated letters to guardians when a student has been absent 10 days and again at 18 days.

**Procedures for Student Absence:**

Please attempt to schedule medical and dental appointments outside of school time. Students absent from school must have their family/caregivers call the school (207-781-7429 ext 1) or email [attendancehs@falmouthschools.org](mailto:attendancehs@falmouthschools.org) with the reason for the absence/dismissal. When family/caregivers are unavailable, they are asked to appoint a temporary guardian whom the school can contact regarding attendance issues.

**Procedures for Dismissal:**

Requests for early dismissal for an appointment must be received in the main office at the beginning of the day in order to ensure accurate dismissal/absence documentation. In addition, a student is required to report to the office before being dismissed. If the student does not check out through the main office, the absence will be marked as an Unexcused Absence. It is critical that we have accurate accountability of students, staff, faculty and visitors in the event of an emergency.

Students who are ill and wish to be dismissed must see the school nurse who will notify family/caregivers.

**Planned Absence**

Every effort should be made to schedule college visits, interviews, and family vacations during school vacation periods. 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. Teachers are not required or expected to prepare assignments, plan alternative assignments, or to provide remote/virtual learning options prior to or during the absence. Your student is responsible for making up all missed assignments. It is important to note that it is not possible to recreate the classroom learning experience of discussions, labs, and lectures that will be missed.

Often an extended absence can have a negative impact on academic performance. With this in mind, parents/guardians and students must assume full responsibility.

### **Procedure for types of Absences and tardies:**

#### **Excused Absence (A): (see above for MDOE legal reasons):**

The school requires written verification for appointments from the provider for appointments scheduled during the school day in order for the absence to be excused. Students are given 2 school days for each school day of a legally excused absence to submit work or make arrangements to complete work with the teacher. Students are responsible for communicating with teachers to make arrangements for completing and submitting make-up work. **Medical documentation may be required for students who are chronically absent due to numerous call outs for illness.**

#### **Tardy to School**

If a student is tardy to school they must gain an admit slip from the main office and present it to the teacher when they get to class. If the Tardy is excused the attendance code is (TE) Students will also be required to store their phone/PED devices in the office bin rather than their locker to ensure students can get to class as quickly as possible. The tardy procedures below will also be enforced.

- **Tardy Unexcused (TU) to any class less than 30 minutes:**  
For the first tardy the teacher may issue the student a warning and may require the student to make up the missed time. At the third TU the student will be assigned an after school detention. Subsequent tardies may result in Out of Community time, loss of privileges etc.
- **Tardy Unexcused (LU) 30 min or more to any academic class:**  
A Tardy Unexcused of more than 30 minutes to any academic class is considered a skipped class. Students will be assigned a period of Out of Community/In-School Suspension for each period missed. The student will serve the Out of Community (ISS) unless they get it cleared by the teacher within 2 school days of the skipped class.
- **Unexcused Absence (AU) for a period including Navs Time/Advisory:**  
An unexcused absence is considered a skipped class. Students will be assigned a period of Out of Community/In-School Suspension for each period missed .

The student will serve the Out of Community (ISS) unless they get it cleared by the teacher within 2 school days of the skipped class.

- **Unexcused Absence (AU) for full day**

Guardians/caregivers have 1 business day to reclassify a full day Unexcused Absence. If your student is facing extenuating circumstances that may impact their ability to meet the attendance requirements, please contact the school administration to discuss possible accommodations or support options.

For a first offense and second offense the student will be issued a period of Out of Community/ In-School Suspension.

**For any absences that categorize a skipped class as listed above (AU for period/day or LU):**

For third and fourth offenses, students will be issued either a half day Out of Community suspension based on the building administrator's judgment. After the 5th Absent Unexcused the student and guardians will meet with administration to determine corrective actions which may include the loss of the right to drive to school and jr/sn privileges, if applicable.

**Privileges (P):**

Students who are exercising privileges will be marked with a P for attendance. Students are expected to be off campus when using privileges and must follow check out procedures. [Please refer to this document for more information regarding privilege requirements and expectations.](#)

**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.

**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, technology, 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 or ticketed. Parking areas are subject to random searches conducted by Falmouth Police Department. Students using vehicles to leave

campus without permission or driving students without privileges will also lose their parking privileges.

## **STUDY HALLS/NavsTime/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.

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

**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.

**Navs Time:** All students must report to their Navs Time teacher on Navs Time days before signing out. Students may sign out to locations using the Adaptive Scheduler on PowerSchool for approved locations or privileges.

## **Navs Time Clubs:**

Navs Time Clubs are student organizations that meet during the school day as part of Navs Time. Because these organizations use time within the school day, they must have a clear purpose and demonstrate that their activities provide meaningful educational, civic, leadership, service, cultural, or community-building opportunities for students. For clubs intending to meet after school.

Navs Time Clubs should be organizations in which students regularly participate, work toward shared goals, and contribute to the life of the school.

### **Meeting Schedule**

Friday is the primary meeting day for Navs Time Clubs.

Clubs may be scheduled to meet on:

- Friday A Days
- Friday B Days
- Both Friday A and Friday B

The meeting schedule for each club will be established and approved through the annual club application process.

Navs Time Clubs are expected to meet consistently according to their approved schedule. Clubs should use their meeting time purposefully and maintain accurate attendance.

Wednesday meetings are intentionally reserved for a limited number of organizations that serve a broader leadership function within the school.

These organizations typically:

- represent the student body through elected leadership;
- coordinate school-wide initiatives or events;
- provide ongoing student voice to school leadership;
- require regular planning because of the scale of their work or membership; or
- carry responsibilities that extend beyond the operation of a traditional student club.

Examples include Student Government, Class Executive Boards, and Service Club.

Wednesday meeting approval is granted annually by school administration based on organizational need and is not intended to provide additional meeting time simply because a club prefers to meet more frequently.

**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/PED USE and SEARCH**

Cell phones and all personal electronic devices (any device with wifi or internet capability) are not allowed to be used during the school day from 7:50 am to 2:20 pm.

Cell phones are to be stored in school-issued lockers prior to 7:50 or left in student vehicles, if applicable. A student's phone will be confiscated if it is seen or used during the school day identified above. If a student is tardy to school the phone will be left in the main office rather than the student locker. 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. [Please refer to this more detailed document on FHS cell phone procedures.](#)

## **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
- Use of AI program not aligned to school expectations
- Copying software
- Use of VPN to circumvent District filtering 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 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.](#)

### **Inclement Weather Remote Learning Plan**

The first 3 days schools are closed due to adverse weather conditions will be traditional no-school or 'snow' days. After the 3rd day of schools being closed, we plan to implement Remote Learning Days when adverse weather conditions require schools to be closed. All remote learning will be asynchronous (meaning, students will not be required to login or take part in virtual meetings at a specific time). Should there be widespread power outages, we will not have remote learning. Our schools understand that access to remote learning is not guaranteed and we will do our best to meet individual family and staff needs as they arise.

Information for each school's plan can be found in the District Remote Learning Plan. [Review the full District Remote Learning Plan.](#)

## **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, tobacco or tobacco-like products, prescription drugs or alcohol, at any time, on school property. This includes being under the influence of any of the above mentioned items 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.

### **Support for Students and Families -**

In addition to responding to violations of the Student Drug, Alcohol, and Tobacco Use Policy, our Counseling Office provides proactive support for students who may be struggling with substance use or who are concerned about a friend or family member. Students are encouraged to reach out to a school counselor for confidential support, guidance, resources, and connections to additional services when appropriate. Seeking help is an act of Integrity and Courage, and students will be supported without judgment as they work toward healthy choices, personal growth, and a fulfilling life.

### **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.

## **FALMOUTH HIGH SCHOOL ATHLETICS, EXTRA & CO-CURRICULAR ACTIVITIES**

The Falmouth Athletic Department believes that school athletics builds skills that will benefit student-athletes throughout their lives. High school athletics is the safest environment for students to learn to be part of a team and deal with adversity.

Interscholastic athletics provide an outstanding testing ground against strong local competition. Backed by experienced coaches and outstanding support from the town, Falmouth athletes push themselves to improve on a daily basis so they can realize their academic and athletic potential. And while winning is important, the highest measure of success is evaluating how each student improves, advocates for themselves, prepares for intense competition, and handles success and adversity.

### **Student Athlete Expectations**

- Be a good citizen, classmate, and teammate
- Put your team before yourself
- Respect all school rules, faculty, staff, teammates, coaches, opponents, and officials
- Advocate for yourself
- Focus on the process, not the outcome

### **Coach Expectations**

- Communicate Philosophy and Team Standards
- Treat all student-athletes with respect: "Demanding, but not demeaning."
- Provide a safe practice/game environment
- Provide strong training to improve skill and fitness level
- Communicate what athlete's role is on the team and how they can improve

### **Parent/Guardian Expectations**

- Encourage your student-athlete to advocate for themselves
- Support, encourage, and respect your athlete's coaching staff

- Act appropriately at sporting events, both at home and away
- Just as we ask our athletes, make sure to respectfully represent your family, school, and community

#### FALL

Cross Country  
Field Hockey (G)  
Football  
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). The Athletic Department 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. Our newsletter is sent every Monday morning. Visit the [Navs News](#).

### 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 of \$175 that covers all three sports seasons. Scholarship options are available through the superintendent's office.

### 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.

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.

**Students with 504/IEP plans:**

IEP/504 Accommodations: If your student has an IEP/504 with accommodations that may impact their athletic participation, and you would like the coaching staff to be aware of them, please contact the head coach or the Athletic Director. This information will be shared only as needed to best support your student-athlete.

## **Extra and Co-Curricular Activities**

### **ACTIVITIES & CLUBS**

Student clubs and organizations are an important part of the Falmouth High School experience. They provide opportunities for students to explore interests, develop leadership skills, build relationships, contribute to the school community, and engage in meaningful activities beyond the classroom.

Falmouth High School recognizes three types of student organizations: Friday Navs Time Clubs, Wednesday Navs Time Clubs/School-Wide Organizations, and After-School Clubs and Activities. Each type serves a distinct purpose and operates within different scheduling parameters based on when and how the organization meets.

All recognized student organizations are expected to be inclusive, purposeful, student-centered, and actively engaged throughout the school year.

To ensure that our clubs provide a platform for meaningful engagement, consistent and continued student leadership, and goals that align with our community, clubs will need to reapply for status every year. The application will need to be completed 1 week before the Club and Activity Fair held later in September.

### **General Club Expectations**

All recognized FHS clubs and organizations must:

- Have a clearly defined mission or purpose that supports an academic, civic, cultural, service, leadership, or school-community interest.
- Be open and inclusive of all interested students.
- Have a committed faculty or staff, or outside advisor.
- Follow all school policies and expectations.
- Complete the annual club application or renewal process.
- Demonstrate meaningful activity and student participation throughout the year.

In addition, all clubs that meet during the school day (NAV's Time) must:

- Identify student leaders who take an active role in planning and organizing the club.
- Establish goals for the school year that align with the club's mission.
- Maintain a regular, predetermined meeting schedule.
- Maintain accurate attendance records for each meeting or activity.
- Follow all school policies and expectations.
- Complete the annual club application or renewal process.
- Demonstrate meaningful activity and student participation throughout the year.
- Have a clear civic, academic, or school-leadership purpose.

Club recognition is intended for organizations that provide a sustained and meaningful experience for students. Clubs that do not meet regularly, maintain active student participation, or demonstrate progress toward their stated purpose and goals may be reviewed by administration and may be disbanded immediately or not be renewed for the following school year.

The number of recognized clubs will be determined based on the ability of each organization to provide a meaningful and sustainable experience for students. Students are encouraged to pursue new interests and propose new organizations; however, new clubs should demonstrate a distinct purpose and a reasonable plan for sustained student participation and leadership.

### **Co-Curricular**

IEP/504 Accommodations: If your student has an IEP/504 with accommodations that may impact their co-curricular participation, and you would like the staff to be aware of them, please contact your child's case manager. This information will be shared only as needed to best support your student.

## **Athletic & Co-Curricular Academic Eligibility**

Participation in athletics and co-curricular activities is considered a privilege at Falmouth High School. Students are expected to maintain strong academic standing, consistent attendance, and positive behavioral conduct in order to participate.

The Maine Principals' Association (MPA) requires that students pass at least four (4) academic courses during the semester prior to participation in order to be academically eligible. Falmouth High School maintains a higher standard and requires students to pass at least five (5) academic courses during the previous semester to be eligible for participation in athletics and co-curricular activities.

In addition, students must also be passing at least five (5) academic courses during the current semester in which they are participating. The Athletic Director will review grade reports on a quarterly basis to monitor academic progress. Students who are not passing five courses may be placed on academic probation and may be assigned additional academic support or interventions by school staff and/or the Athletic Director.

## **Athletics & Co-Curricular Activities: Attendance and Behavior Expectations**

It is the responsibility of students and families to understand how attendance and disciplinary actions may impact eligibility to participate in practices, contests, performances, meetings, and events.

To participate in athletics or co-curricular activities on a given day, students must meet the following expectations:

1. Students must attend all scheduled classes and school obligations during the school day, including study halls, Navs Time, and Advisory periods (unless on approved junior/senior privileges).
2. If a student is tardy or dismissed during the school day for an appointment, documentation from the provider must be submitted to the school.
3. If a student will miss more than 50% of the school day due to an appointment, school-sponsored activity, or college visit, the student must receive administrative approval from the Athletic Director in order to participate in activities later that day.
4. Any student assigned an in-school or out-of-school suspension for any portion of the school day may not participate in athletics or co-curricular activities for the remainder of that day.

5. 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.

Falmouth High School believes that participation in athletics and activities is an important extension of the educational experience and encourages students to demonstrate responsibility, integrity, teamwork, and commitment both inside and outside the classroom.

## **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 Monday. There may be some mandatory Navs Time blocks 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.

Navs Time occurs on days other than the Monday Advisory. During Navs Time, 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.

### **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 the established 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**

Evacuations drills and lockdown 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. [Please refer to this district web page for more information.](#)

## **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**

[Student Services Website](#)  
[Program of Studies](#)

## **SOCIAL WORK SERVICE**

[Social Work Website](#)

## **GRADUATION REQUIREMENTS**

[Academic Planning](#)  
[Graduation Requirements](#)  
[Service Learning/community service requirement](#)