



NEW BEDFORD
HIGH SCHOOL

*Student & Family
Handbook*

NEW BEDFORD HIGH SCHOOL ADMINISTRATION

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Ms. Joyce Cardoza, Assistant Headmaster
Mr. Mark G. DeBrito, Assistant Principal, Class of 2023
Mr. Jose Edwards, Assistant Principal, Class of 2022
Mr. Jeffrey Longo, Assistant Principal, Class of 2021
Ms. Kathryn Rezendes, Assistant Principal, Class of 2020
Ms. Rachel Bento-Cunha, Manager of Operations
Ms. Donna Guay, Manager of Educator Quality
Mr. Valdir Silva, Registration and Pathways Success
Mr. Christopher Cummings, Career Vocational & Technical Education Manager

Content Instructional Leaders:

Mr. James Calnan, Social Studies & History
Ms. Elizabeth Camara, Special Education
Mr. Chu Kwen Ho, Science
Mr. Sean McNulty, Mathematics
Ms. Jennifer Oliveira, English Language Arts
Ms. Martha Romero, SEI

CENTRAL ADMINISTRATION

Mr. Thomas Anderson, Superintendent
Ms. Karen A. Treadup, Deputy Superintendent
Mr. Andrew O’Leary, Assistant Superintendent of Finance & Operations
Ms. Heather Emsley, Executive Director of Human Capital Services
Ms. Jennifer Ferland, Executive Director of Strategic Initiatives & Partnerships
Ms. Sandra Ford, Executive Director of Special Education & Student Services
Ms. Sonia Walmsley, Executive Director of Educational Access & Pathways

SCHOOL COMMITTEE

Hon. Jonathan F. Mitchell, Chairperson/Ex-Officio
Mr. Christopher A. Cotter, Vice Chairperson
Mr. Joshua Amaral
Ms. Colleen Dawicki
Mr. Joaquim “Jack” B. Livramento, Jr.
Mr. Bruce J. Oliveira
Mr. John A. Oliveira

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I. Introduction to New Bedford High School

A MESSAGE FROM THE HEADMASTER

As we embark on another school year, we do so with great pride and enthusiasm. We are proud of the generations of families who have called New Bedford High School home and have since helped to shape the fabric of our local community and enthusiastic for this and future generations who will follow that lead. Now that you are a member of our “Whaler” family, you have become a part of a long and extensive heritage which has been passed along to you from the many thousands of teachers and alumni who have come before you. Each day at New Bedford High School will help to shape your future. You will work hard but the payoff will be great. Invest in your school and in yourself by being present and on time, asking questions and being curious, and participating in the many extracurricular activities your school has to offer.

It is important that you read this booklet carefully to acquaint yourself with the many policies and programs at New Bedford High School. This booklet provides you with a capsule view of the many activities that have been designed to match the varied interests of you, our student body.

Our staff and administrative team stand ready to assist you in your journey through your education at New Bedford High School, as you leave your mark on continuing the tradition of excellence. Your responsibility is to pursue that excellence through your education and respecting yourself and others.

Make it a great year and welcome to the “whaler” family.

Ms. Bernadette Coelho
Headmaster

NEW BEDFORD WHALEERS NEW BEDFORD

Beliefs about Learning

As we keep the *Tradition of Excellence* alive at New Bedford High School:

Our students...

- are powerful, critical readers, writers, listeners, observers, learners, and thinkers who are college and career ready in the digital age
- have a physically, emotionally, and socially safe environment conducive to teaching and learning
- communicate and collaborate effectively within a community of diverse cultures

Core Values

NB
RESPONSIBILITY
RESPECT
DETERMINATION
PRIDE
CREATIVITY

21st Century Learning Expectations

Whalers will...

- demonstrate strong **literacy** skills
- engage in creative **problem solving** and **critical thinking**
- **collaborate** and **communicate** effectively
- have **respect** for themselves, their peers, and the environment
- **participate** in community organizations, enrichment opportunities, and community service

SCHOOL NUMBERS

High School/Main Switchboard.....(508) 997-4511

Child Care:Ext. 24227

Guidance Offices:

Ms. Gina DeMello.....Ext. 20541

Ms. Courtney Mello Ext. 20548

Mr. Paul Goulet.....Ext. 20536

Ms. Stephanie Norton Ext. 20733

Ms. Ashley PerieraExt. 20535

Ms. Jillian Ferreira Ext. 20540

Ms. Jolie KoutaExt. 20543

Mr. David Martins.....Ext. 20534

Ms. Suzy TrahanExt. 20537

Ms. Erica Bardan.....Ext. 20542

Headmaster's Office.....Ext. 20550

JROTC:

Lt. Col. Stephen BethoneyExt. 26134 / 26136 / 26138

Main School Office.....Ext. 20551 / 20553 / 20554

Operations SuiteExt. 20562

Registration & Pathways..... Ext. 20207

School Nurse:Ext. 20531 / 20532 /20549

School Resource Officers: Ext. 26255

Special Education Office.....Ext 20557

Student Support/Student Adjustment Counselors:

Ms. Alice FreitasExt. 20545

Ms. Ashley Estacio.....Ext. 20546

Ms. Monique PoyantExt. 20547

Ms. Yolanda CavicchioExt. 20510

DEPARTMENT ADMINISTRATION

Ms. Bernadette Coelho	
Headmaster.....	Ext. 20500
Ms. Joyce Cardoza	
Assistant Headmaster.....	Ext. 20504
Mr. Marco G. DeBrito	
Assistant Principal Class of 2023.....	Ext. 20502
Mr. Jose Edwards	
Assistant Principal Class of 2022.....	Ext. 20505
Mr. Jeffrey Longo	
Assistant Principal Class of 2021.....	Ext. 20507
Ms. Kathryn Rezendes	
Assistant Principal Class of 2020.....	Ext. 20506
Ms. Donna Guay	
Manager of Educator Quality.....	Ext. 20544
Ms. Rachel Bento-Cunha	
Manager of Operations.....	Ext. 20512
Mr. Valdir Silva	
Registration and Pathways Success Administrator	Ext. 20207
Mr. James Calnan	
History/Social Studies Content Instructional Leader.....	Ext. 20524
Ms. Elizabeth Camara	
Special Education Content Instructional Leader.....	Ext. 20517
Mr. Chu Kwen Ho	
Science Content Instructional Leader	Ext. 20508
Mr. Sean McNulty	
Mathematics Content Instructional Leader	Ext. 20206
Ms. Martha Romero	
SEI Content Instructional Leader.....	Ext. 20509
Ms. Jennifer Oliveira	
English Language Arts Content Instructional Leader	Ext. 25226
Mr. Christopher Cummings	
Career Vocational & Technical Education Manager	Ext. 20799

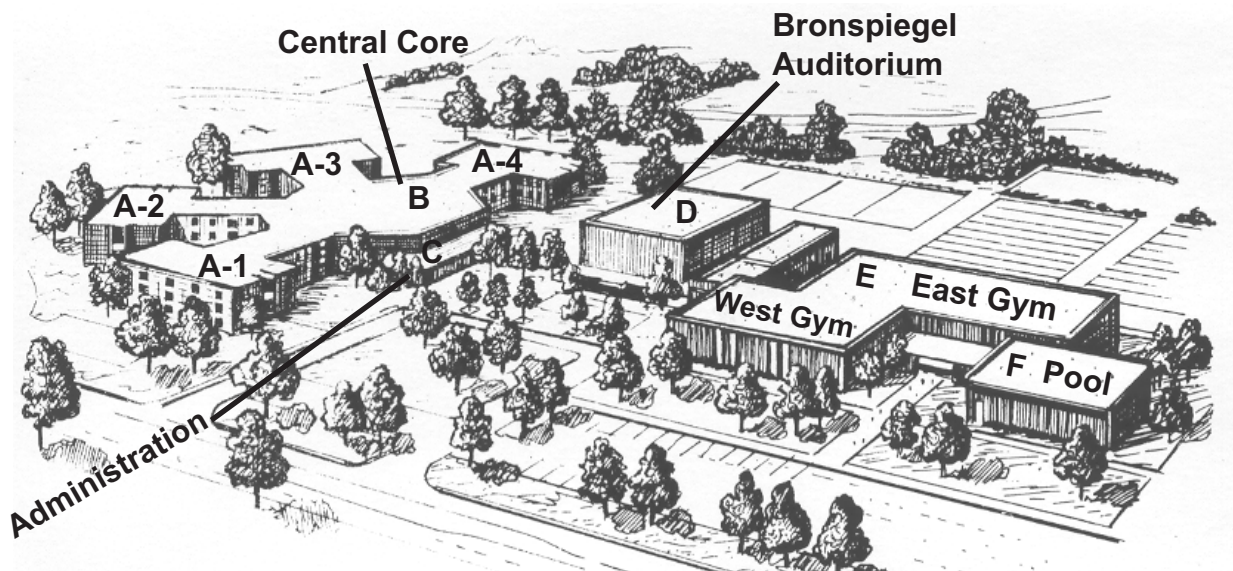
I'M LOST

You will find your way around the building quickly if you know what your room numbers mean. First of all, there are five “blocks” or sections of the building. The “A” block is the general academic area, the “B” block is the central core, the “C” block is the main office, the “D” block is the creative arts, and the “E” block is the physical education and “F” block is the pool.

On your schedule you have room numbers with four places. The first place is the block or team – Team 1 is Green, Team 2 is Gold, Team 3 is Tan, and Team 4 is Blue. The second place is the floor and the last two are the room numbers. Example: 4-307 is in the Blue Team (4) on the third (3) floor, room 307.

NEW BEDFORD HIGH SCHOOL

- A. Teams: 1 - Green; 2 - Gold; 3 - Tan; 4 - Blue
- B. Central Core
- C. Administration
- D. Creative Arts
- E. Physical Education
- F. Pool



GENERAL INFORMATION

SPECIAL LOCATIONS

BLOCK A– LEVEL I

Student Dining Commons (1,2,3,4).....103
Special Education Office.....2-105

BLOCK A– LEVEL II

Assistant Principal Offices (1,2,3,4).....226
Attendance Officers (1 & 4).....204
Child Care Laboratory.....4-227
Computer Lab.....4-203
Foods Laboratory1-227
Talent Search1-226
Team Faculty Centers (1,2,3,4).....205
Team Guidance Offices (1,2,3,4).....218 & 225
Nursing Program Laboratory.....3-227
Whalers’ Restaurant.....1-228

BLOCK B – Elevator

BLOCK B – LEVEL II

APEX Classroom.....B-210
Assessment OfficeB-293
Assistant Headmaster’s Office.....B-293
Computer LabB-212
Computer Lab / Student Resource CenterB-292
Content Instructional Leader SuiteB-213
Conference RoomB-226
Entrepreneurship Center / School StoreB-284
Family Engagement Center / College & Career Readiness.....B-211
Gear Up / Graduation FacilitatorB-211
LibraryB-295
Manager of Educator QualityB-275
Nurse’s Office.....B-217
Operations Office.....B-290

BLOCK B – LEVEL III

Career, Vocational Technical Education OfficeB-313

BLOCK C

Registration & PathwaysC-207
Conference RoomC-208
Headmaster’s OfficeC-209
Main School Office.....C-216
Whaler Welcome CenterC-206

BLOCK D – LEVEL I

JROTC Cadet OfficeD-138
JROTC Classroom.....D-136
JROTC Firing Range.....D-143

BLOCK D – LEVEL II

Auditorium
Band Room.....D-235
Choral RoomD-245
Little TheatreD-250
SRO OfficeD-255

BLOCK E – LEVEL I

Main Gym
Males’ Corrective Gym.....E-104
Males’ Locker Room.....E-108
Weight RoomE-000
Athletic Director.....E-118

BLOCK E – LEVEL II

Females’ Corrective GymE-204
Females’ Locker Room.....E-205

BLOCK F – POOL

Females’ Locker RoomF-109
Males’ Locker Room.....F-104

II. School Success

STUDENT AND FAMILY HANDBOOK

When school staff, families, and community members work together to create a system of supports for children, the result is better educational and developmental outcomes for children. “Family and Community Engagement is a shared responsibility of families, schools, and communities for student learning and achievement; it is continuous from birth to young adulthood; and it occurs across multiple settings where children learn. The six fundamentals of effective Family, School and Community Partnerships are: Welcoming all stakeholders, communicating effectively, supporting the success of children and youth, advocating for each child and youth, sharing power and responsibility, and partnering with the community.” (Massachusetts Family, School, and Community Partnership Fundamentals, June 2011).”

New Bedford Public Schools and New Bedford High School are working to strengthen relationships with families and the community toward a shared goal of student academic success. As a part of this effort, the school district has established a multilingual Family Welcome Center in the Paul Rodrigues Administration Building, 455 County Street, room 105 (508-997-4511 x3424). New Bedford High School has established a Family Engagement Center, focused on improving communication about college and career readiness with all our families, in room B-211 (508-997-4511, x25154, and -Gear Up 20580/26243).

Things Families Can Do to Help Children Succeed in School

1. Make certain all of your family’s contact information is correct and up-to-date. When an emergency happens, it is important that the school be able to contact you immediately, and, if you are not available, another responsible adult in your child’s life.
2. Remind your child of the importance of regular attendance and always being on time. Encourage your child to be in school every day, on time, and with their school-work completed.
3. Communicate with your child’s school/teachers regularly (via email, telephone, in person or through the mail). Communicate regularly with your child’s guidance counselor.
4. Attend functions at your child’s school. Schools have many scheduled events throughout the year, including:
 - a. Student performances
 - b. Sporting events
 - c. Family-teacher conferences
 - d. Other scheduled meetings
5. Encourage reading in your home beyond school-work.
6. Talk to your child about school, every day, in the language you speak best. Continue to be invested in your child’s education.

Provide quiet time in a space with good lighting for your child to do homework and to read. In high school, ninety (90) minutes of quiet time to do school-work is a good guideline. If your child finishes early, have her/him read a book—keep extra books handy. Allow more time to complete homework if needed. A good way to help your child to be responsible for his/her learning is to limit the privileges of TV, radio, telephone or personal computer time until all school-work is complete.

Questions for Families to Ask Children

Ask your child about school every day, your own questions, or choose from those that follow.

1. What did you learn in school today? What do you think you will do in school tomorrow?
2. What homework do you have?
3. What is something you enjoyed in school? What is something that was difficult for you to do in school today?
4. What are you learning in your courses? What questions did you ask?
5. How do you think you are doing in school?
 - a. Have you talked to your teachers?
 - b. Have you asked for extra help (after-school, tutoring, other)?
 - c. Are you involved in any extracurricular clubs, sports or programs?

Daily Attendance Makes a Difference!

Research Shows...

Students who attend school every day

- ❖ Learn more!
- ❖ Get better grades!
- ❖ Have more friends!
- ❖ Are academically successful!
- ❖ Are College & Career Ready!
- ❖ Enjoy school!
- ❖ Will Graduate!
- ❖ Hold higher paying jobs as adults!

Students who are often absent from school

- ❖ Do not perform up to their ability
- ❖ Form negative life-long habits
- ❖ Miss opportunities for a better future
- ❖ Have more disciplinary issues
- ❖ Have difficulty with their academics
- ❖ Are more likely to drop out of high school

What Can Parents Do?

1. Let your child know how important you believe education is!
2. Make sure your child is at school on time!
3. Expect your child to GRADUATE!
4. Help your child to set short-term and long-term goals and determine where they are headed in life.
5. Get connected with your children's school and talk with their teachers and counselors.

NEW BEDFORD PUBLIC SCHOOLS ATTENDANCE PHILOSOPHY & POLICY

Learning and achievement are the highest priorities in the New Bedford Public Schools. Attendance is a major factor that influences student learning. Students cannot learn if they are absent. Regular school attendance can be achieved through a partnership between students, parents and the school.

Student attendance is the number one factor affecting the overall achievement of students. Teaching students the discipline that they need in order to survive in the 21st century work-place is one of our main jobs, and we must help students understand the consequences of poor attendance throughout their educational career. In fact, good attendance is the number one issue that employers identify as making a good employee.

This attendance policy is designed to foster a culture of learning at New Bedford Public Schools.

This policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility and opportunities to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures timely flow of information from parents to school, and from school to parents about attendance at school and in class so that both can work to improve a situation before a student's education suffers.
- Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness and dismissals.
- Employs a tiered model of supportive interventions which focus on the needs of the "whole child", a productive partnership between home and school, and the utilization of juvenile court as a last resort effort to ensure students and parents adhere to state attendance laws.

Massachusetts General Laws Related to Attendance

Chapter 76 Section 1 of the Massachusetts General Laws (MGL) states that children between the ages of six and sixteen must attend school. Students as well as parents/guardians can be charged with a CRA petition if a student has seven or more unexcused absences in a six-month (or semester) period.

Chapter 119 Section 21 of the Massachusetts General Laws (MGL) provides for the "Protection and Care of Children, and Proceedings Against Them." The section defines Child Requiring Assistance (CRA) as:

* A child below the age of seventeen who persistently runs away from the home of his parents or legal guardian, or persistently refuses to obey the lawful and reasonable commands of his parents or legal guardian, thereby resulting in said parent's or guardian's inability to adequately care for and protect said child, or a child between the ages of six and sixteen who persistently and willfully fails to attend school or repeatedly violates the lawful and reasonable regulations of his school.

The Role of the Attendance Officer

According to MGL Chapter 76 Section 1, "the school committee of each town shall provide for and enforce the school attendance of all children actually residing therein in accordance herewith."

The New Bedford Public Schools employs Attendance Officers at the elementary, middle and high school levels. These staff have the responsibility to monitor and investigate school-wide attendance trends as well as individual student attendance. Attendance officers frequently communicate with parents/guardians through written notification, phone calls, and home visits. They also work closely with teachers and administration to develop plans and intervene if a student develops a pattern of chronic attendance. Following supports and interventions provided by the New Bedford Public Schools, if a student continues to fail to attend school regularly or a parent/guardian fails to send their child to school, it is the Attendance Officer's responsibility to protect the rights of the child and file a complaint with the juvenile court system. If at any time an Attendance Officer (mandated reporter) believes a child to be in danger they must file a 51A complaint with the Department of Children and Family Services (DCFS).

Definitions

EXCUSED ABSENCE:

While the school recognizes "legitimate" reasons for an interruption in a student's education, the casual "day off" will not be recognized as an excused absence. The following list of circumstances, all of which require official written verification or documentation, would constitute an excusable absence/tardy:

- Medical appointments/illness verified in writing by a professional health care provider or the school nurse
- Death of a family member
- Observance of a major religious holiday
- School related absence (i.e., dismissals for field trips, suspensions, sports events, etc.)
- Legal obligations
- Verified post high school visitation
- Absence approved by the Headmaster

If a student is absent for one of the above reasons, he/she will provide their homeroom teacher with the appropriate documentation.

* Students are responsible for make-up work associated with ALL excused absences.

UNEXCUSED ABSENCE: When in school, students are expected to attend all classes unless excused by an administrator or the nurse.

- If a student is in school, fails to attend a class, and does not have such an excuse, the absence from class is unexcused.
- If a student arrives to class beyond the halfway point without a valid excuse and corresponding pass, the tardy will be considered an unexcused absence for that class.
- If a parent fails to provide written documentation indicating a valid reason for an absence, the school will classify the absence as unexcused (please refer to the list of excusable absences above).

TARDINESS:

If a student is not present in his/her classroom/homeroom at the bell, the student will be marked tardy; a student attending less than half a school day is considered absent. A written excuse (as described earlier) is required.

Please Note: Being tardy to school or class may result in the assignment of appropriate disciplinary actions by the assistant principal, which may include, parental contact, detentions, In-School Suspension, and Saturday Alternative to Suspension days. Failure to comply may result in further disciplinary actions.

DISMISSAL:

A student wishing to be dismissed during a session must present a signed note from the parent or guardian to the Assistant Principal. It must include the student's full name, reason, date and time for dismissal, and a telephone number where the Assistant Principal can reach the parent or guardian for verification and approval.

SUSPENSION:

Students who are absent due to out-of-school suspension will be marked absent and will be expected to make up missed assignments, homework and tests.

TRUANCY:

Truancy is defined as being absent from school without the permission of a parent or guardian. Any student who is found to be truant may be required to return to school accompanied by a parent or guardian. Please Note: A parent's note cannot excuse truancy if the absence does not meet the criteria of an excused absence.

CHRONIC ABSENCE:

Missing 10% (18 days) or more of a school year.

Documentation Requirements

Written documentation is required from a parent or guardian for any and all absences, tardiness and dismissals in Grades K-8.

The note must list the date(s) of absence(s); the student's full name and it must clearly state the reason for the absence. Recommended documentation includes, but is not limited to:

- Doctors' or Dentists' notes
- Court/legal documentation for the legal obligation of the student (not family and friends)
- College or verified post high school visit documentation, etc.
- The student will submit the documentation indicating the reasons for his/her absence to the home-room teacher. All notes will be verified and kept on file.
- The document must include the date absent, the reason for the absence, a working phone number where a parent or guardian can be reached and the parent or guardian's signature.
- A copy of an obituary or verification of religious affiliation may be requested by the Assistant Principal or Attendance Officer.
- Should a school official become aware that written documentation for any absence(s) has been fabricated, the absence(s) will not qualify as "approved" and will not be allowable for the Buy Back option.

Please Note: The New Bedford Public Schools' district policy does not recognize family vacations as an excused absence.

Attendance Requirements & Procedures

Students will not receive full credit for a course (regardless of the grade received) when a student exceeds the following:

- 5 unexcused absences in a class that meets daily in a semester
- 10 unexcused absences in a full year course

This in turn may place the student in jeopardy of attaining the required Units and/or Courses necessary for graduation.

Parent/Student Notification

- The New Bedford Public Schools automated call system will inform the primary contact number when a student is absent or tardy.

Please Note: It is the responsibility of the students' parent/guardian to provide an updated valid working phone number to the school at all times.

- Parents, guardians and age of majority students will be notified that a student is in danger of not receiving full credit through issuance of a warning notice.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Headmaster or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

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

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, gender identity, gender expression, ancestry, English proficiency, disability, homelessness, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law, which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, gender expression, religion, national origin, English proficiency, disability, ancestry, homelessness or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, access to counseling, extracurricular and athletic activities. Counseling includes pursuit of programs or study, participation in extracurricular activities, participation in intramural and interscholastic sports, counseling in the language a student best understands, and pursuit of nontraditional programs for a student's gender.

New Bedford Public Schools will also regularly review the counseling process and counseling materials—including scholarships, prizes and awards sponsored or administered by NBPS—to ensure that counseling and information is free from bias and stereotypes on the basis of race, color, sex, religion, national origin, ancestry, sexual orientation, gender expression, gender identity, disability, and homelessness and that counseling and materials are provided to students in the language they best understand.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR 26.00

BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

TRANSLATION AND INTERPRETATION

New Bedford Public Schools is committed to providing families the information they require to understand their children's schooling in a language and/or form the family best understands—including in two languages for those families in which one home speaks one language and the other home speaks another language. Funds will be available for this purpose. Families will receive all general information provided in English in the language they speak best, with an emphasis on those languages most commonly found in New Bedford Public Schools, namely Spanish and Portuguese. For meetings, families will be provided an interpretation, or a separate meeting held solely in a language they understand, for general meetings and information. For specific meetings and specific information, families will be provided said information in their home language and / or an interpreter for any such meetings. Families will never be asked to sign a document in a language they do not understand. For those families who do not possess literacy skills, information will be communicated orally, in full, prior to their signing any document.

NBPS will make every effort to provide students with counseling and guidance services in the language they best understand, beginning with an emphasis on those languages most spoken in New Bedford Public Schools: Cape Verdean Creole, Portuguese, and Spanish.

In the spirit of providing information to families in a language they can understand, any request from outside agencies to share information with NBPS families will be honored only if said agency provides the information in three languages in equal form: English, Portuguese and Spanish.

Adopted: 9/10/2012

NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS

The Federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the New Bedford Public Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

III. School Policies

STUDENTS' RIGHTS AND DUE PROCESS

Students are entitled to due process and fair treatment by all employees of the New Bedford Public Schools. Students are given the opportunity to appeal actions that adversely affect them and to explain their positions. Appeals relating to matters concerning co-curricular or athletic activities, and classroom standards or requirements should first be brought to the appropriate administrator of the program.

DISCIPLINARY DUE PROCESS

1. **EMERGENCY SUSPENSION:** A student may be given an emergency suspension by the Headmaster if the Headmaster has reasonable cause to believe that:

- a. The physical safety of the student or of others is substantially endangered and will continue to be endangered; or
- b. The student is causing and will continue to cause substantial interference with classroom instruction or disruption to the school setting.

2. **SHORT TERM DISCIPLINARY SANCTIONS:** Except where an Emergency Suspension is warranted, a student and the student's parent(s)/guardian(s) will be given oral and written notice of the offense with which he/she is charged and provided a disciplinary hearing prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) days or less. At said hearing, the student and the student's parent(s)/guardian(s) will be provided a written account of the charge and will be afforded an opportunity to provide additional information to inform the determination. In the event that the Headmaster, Assistant Headmaster, or Assistant Principal determines that the student will be suspended from school, the student and the student's parent(s)/guardian(s) will be provided a copy of the outcome in writing. If the parent(s)/guardian(s) were not present at the meeting, the student's parent(s)/guardian(s) will be notified by telephone at the number they provided the school of the outcome.

3. **LONG TERM DISCIPLINARY SANCTIONS:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the student and the student's parent(s)/guardian(s) will be given notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the Headmaster will issue a written decision. The student and the student's parent(s)/guardian(s) will have the right to appeal

any decision imposing a long-term exclusion from school. The student and the student's parent(s)/guardian(s) shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71 §37H, M.G.L. c. 71 §37H½ see pages 19 and 20 of this Handbook.

STUDENT DISCIPLINE

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public school system.

The implementation of the general rules of conduct is the responsibility of the headmaster/principal and the certified staff of the building. In order to do this, the staff in each school in the School District shall develop specific rules, not inconsistent with the law or in conflict with School District policies by being more specific as they relate to specific schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and equity while taking into account the individual circumstances in each incident of student misconduct.

Students violating any of the guidelines on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these guidelines. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

In order to maintain equity in disciplinary actions districtwide, all school administrators will be guided by district guidelines for the discipline of both elementary and secondary students in defining acts of student misconduct and in providing student consequences for defined student behaviors. It is expected that disciplinary actions be progressive in nature, and that out-of-school suspension be used as the sanction of last resort.

If a situation should arise in which there are no applicable written guidelines, the staff member shall be expected to exercise reasonable and professional judgement.

LEGAL REFS.: M.G.L. Chapter 71, S. 37H and 37L;
M.G.L. Chapter 76, S. 16 and 17;
Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0
also Mass. Dept. of Education, Advisory Opinion on Student Discipline, January 27, 1994.

File: JICF

GANG ACTIVITY/SECRET SOCIETIES

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

SECRET SOCIETIES

Fraternalities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

MASSACHUSETTS GENERAL LAWS M.G.L. c. 71, Sec. 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified, as shall her/his parent(s)/guardian(s), in writing of an opportunity for a hearing; provided, however, that the student and her/his parent(s)/guardian(s) may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions, and said student's parent(s)/guardian(s), shall have the right to appeal to the Superintendent. The expelled student and her/his parent(s)/guardian(s) shall have ten days from the date of the expulsion in which to notify the Superintendent of her/his appeal. The student and her/his parent(s)/guardian(s) have the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school district expelling said student a written statement of the reasons for said expulsion.

MASSACHUSETTS GENERAL LAWS M.G.L. c. 71, Sec. 37H½

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student and his/her parent(s)/guardian(s) shall

receive written notification of the charges and the reasons for such suspension prior to the suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student and/or her/his parent(s)/guardian(s) shall notify the Superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of suspension. The Superintendent shall hold a hearing with the student and the student's parent(s) or guardian(s) within three calendar days of the student's request for an appeal. At the hearing, the student and her/his parent(s)/guardian(s) shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternative educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said students if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student and his/her parent(s)/guardian(s) shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student and her/his parent(s)/guardian(s) shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent(s) or guardian(s) within three calendar days of the student's request for an appeal. At the hearing, the student and/or the student's parent(s)/guardian(s) shall have the right to present oral and written testimony on the student's behalf and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternative educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

MASSACHUSETTS GENERAL LAWS M.G.L. C. 71, Sec. 37H³/₄

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H¹/₂
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

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

STUDENT EXPULSION POLICY

If an expulsion recommendation is deemed necessary from the school, the Headmaster and the hearing officer will follow the following regulations [JGD/JGE] pertaining to suspensions in establishing and conducting a hearing except:

1. An impartial hearing officer, who may be an employee of the School Committee, but not assigned to the school where the student is enrolled, will be appointed by the superintendent or his designee to conduct a hearing; and
2. All witnesses presenting testimony against the student will appear in person at the hearing. The student, his/her parents or guardian(s), and his/her attorney will be allowed to cross-examine such witnesses; and
3. A tape recording or verbatim transcript of the hearing will be made, and a copy will be available to the student on request at no cost.

To impose expulsion, the hearing panel must find:

1. The student violated the student conduct rules at least three (3) times during one school year and that each violation was serious enough, in the absence of other violations, to warrant suspension; or
2. The continued presence of the student in school would endanger the physical safety of others or cause substantial interference with the right of others to pursue an education.

No expulsion will exceed the end of the school year during which the acts leading directly to the expulsion occurred. In any case where the hearing panel imposes expulsion, the student will have the right to request an appeal hearing before the New Bedford School Committee. The appeal hearing will be held within one week of the date such request is made.

New Bedford School Committee, as it conducts the appeal hearing, will specifically determine if there was sufficient evidence to find the alleged violation(s) occurred and if the penalty imposed was appropriate for the violation(s).

CHAPTER 272, S.40, DISTURBANCE OF SCHOOL OR PUBLIC MEETING

Whoever willfully interrupts or disturbs a school or other assembly of people meeting for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of this section, again violates the provisions of this section shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended. Amended by St. 1969, c.463, s.1.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

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

(2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the students receiving services pursuant to an IEP shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion. Under Section 504, students are not entitled to services if the team determines the conduct is not a manifestation of the student's disability.

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

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

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

NEW BEDFORD PUBLIC SCHOOLS STUDENT CONDUCT POLICY

It is the intention of the School Committee that the public schools of New Bedford help students achieve maximum development of individual knowledge, skills, and competence, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

The committee shall, at various times, approve rules of conduct for students which must clearly state the forms of behavior which shall be unacceptable on school property or at school functions.

It shall be the responsibility of the Superintendent to see that copies of the rules of conduct approved by the Committee are prominently displayed within each school building and that copies are made available, free of charge, to interested residents of the City of New Bedford.

NEW BEDFORD HIGH SCHOOL CODE OF CONDUCT

New Bedford High School students, while in the process of pursuing their education, have the responsibility not to interfere with the rights of others who are pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs. Students are subject to the provisions of the Code of Conduct while on school property which includes while waiting at school designated bus stops, while attending school-related functions off school property, and while in route or traveling to and from school or a school-related function. The following are infractions of school rules and students found guilty of them will be subject to disciplinary action:

GROUP A / TIER I

1. Cutting after-school session assigned by teacher.
2. Chronic inexcusable tardiness.
3. Habitual gum chewing and the eating of candy or food outside of the cafeteria area.
4. Repeatedly being unprepared for class.
5. Loitering in the corridors before, during or after school.
6. Wearing of outside garments, hats, and hoods of any type.
7. Running or sliding in the building.
8. Fastening of decorations, posters, or announcements to any part of the school building except by permission of the Headmaster.
9. Using skateboards, inline skates and/or scooters, etc. on school property.
10. Violation of non-school literature policy.
11. Entering a classroom late or at any irregular time without a slip signed by the teacher, office or an administrator who has detained said student.
12. Acting defiantly to a reasonable request made by a staff member.
13. Being in an unauthorized area any time before, during and/or after school hours.
14. Failing to return official forms or any school notice within the specified time, usually 48 hours, that requires a parental/guardian signature.

DISCIPLINARY ACTION FOR GROUP A

The offenses listed above are subject to a minimum penalty of verbal reprimand to a maximum penalty of a out-of-school suspension based upon both the evidence presented and the severity of the offenses.

GROUP B / TIER II

1. Cutting detentions.
2. Leaving school property during the school day without express permission from the Assistant Principal.
3. Smoking, including vapor or E-cigarettes, in school building or on school property during school hours.
4. Throwing anything, (foreign objects, etc.) anywhere in the building or outside of the building.
5. Abusing the privilege of driving or parking on school property.
6. Failure to clearly display I.D. after initial warning.
7. Altering an I.D. in any way.
8. Failing to properly identify yourself and/or give proper homeroom to any member of the New Bedford High School staff.
9. Putting graffiti on any part of the school building.
10. Being out of an assigned room without a permission slip signed by the teacher in charge of the room.
11. Making unnecessary noise or causing a disturbance in classrooms, corridors, dining commons or auditorium.
12. Bringing snow into the building and/or the throwing of snowballs on school property.
13. Bringing into school and the use of water pistols within the school building.
14. Cutting class is a serious violation of school security procedures. Any student who cuts a class will be disciplined and will also receive a zero for each class cut.
15. Failing to demonstrate respect for fellow students and staff.
16. Making any discriminatory statements or displaying symbols against any group included in the district's anti-discrimination policy – including derogatory statements or symbols on the basis of race, color, national origin, sex, sexual orientation, disability, religion or age. Discriminatory statements include verbal remarks or wearing of pins, clothing, or displaying symbols commonly associated as derogatory. This includes inappropriate markings on books, clothing, or exposed skin.
17. Using any locker other than the one assigned to you by the Team Office.
18. Cheating on tests and/or homework.
19. *** Use of or display of any electronic device such as a portable speaker, MP3 players, cellular phones, tablets, etc. in all areas of the school building during normal school hours.

*** Such items as listed may be confiscated by school personnel.

DISCIPLINARY ACTION FOR GROUP B

The offenses listed above are subject to a minimum penalty of a detention to a maximum penalty of an out of school suspension based upon both the evidence presented and the severity of the offenses. Smoking offenses can be referred to the school nurse for cessation education.

GROUP C / TIER III

1. **INSUBORDINATION:** The Administration of this high school will consider any overt, aggressive act, physically or verbally directed at a staff member or administrator as an insubordinate act. Acts such as, but not limited to the following, will be judged as insubordinate acts:
 - a. Foul or abusive language.
 - b. Blatant disregard for reasonable requests or directives.

- c. Disruptive acts within the school or on school grounds.
- d. Behavior judged by a faculty member or administrator as deliberately threatening to the safety and well-being of any individual within the school.
- e. Failure to identify yourself to any member of the High School staff.
2. Defacing, destroying, marring, or causing damage to school property. Failing to exercise reasonable care of books by “stuffing” or otherwise mistreating them. This rule will be strictly enforced, and restitution will be required.
3. Defacing, destroying, marring or causing damage to personal property. This rule will be strictly enforced, and restitution will be required.
4. Possession of, distribution of, use of or under the influence of alcoholic beverages or drugs on school property and/or any school sponsored event. [Arrests may be made in cases where the law has been violated].***
5. Performing any acts of arson.
6. Setting off a false alarm.
7. Committing threats to cause physical or bodily harm to the students, staff, or school building. Inclusive, but not limited to, bomb threats.
8. Committing any acts of theft.
9. Fighting in or on school grounds.
10. Committing any acts of assault.
11. Committing any acts of sexual activity.
12. Committing any acts of harassment or discrimination, including: making racial or religious slurs, or other discriminatory statements by verbal remarks or wearing of pins, clothing, or displaying of symbols commonly associated as racial or religious slurs. This includes inappropriate markings on books, property, clothing or exposed skin.
13. Making threatening remarks or gestures.
14. Possessing or distributing of any firearm, knife, explosive or other dangerous object of no reasonable use to the student or school.***
15. Possessing a weapon-like object which might place individuals in danger or affect the health, safety or learning of others (i.e. fake gun, cigarette lighter, etc.).***
16. Defiance and inappropriate behavior during any school emergency, such as evacuation of building, security checks, or disruption of school requiring crowd control.
17. Socially unacceptable behavior or actions considered unacceptable in a public high school or at a school event that affect the health, safety, or learning of others.
18. Habitual school offender. A student will be considered a habitual school offender after 12 school violations when 3 of which were suspendable offenses.
19. Opening exterior doors to allow students or outsiders into the building.
20. Receiving or possessing stolen property.
21. The forgery or counterfeiting of any school or non-school related item for inappropriate use.

DISCIPLINARY ACTION FOR GROUP C

The offenses listed above are subject to a minimum penalty of an out of school suspension to a maximum penalty of a referral to the Headmaster with the recommendation of expulsion.

****Such items as listed may be confiscated by school personnel.*

CELLULAR PHONES/ELECTRONIC DEVICES

New Bedford Public Schools promotes the use of Technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning, regulations will apply through June 2020 at which time this policy will be reviewed.

1. Cell phones and personal electronic devices must be turned off and not visible during the school day in all academic areas: hallways and classrooms as well as the gymnasium, the auditorium, the athletic fields and all bathrooms. Texting is prohibited. Charging of electronic device is prohibited. Cell phones may be used once students leave the building at the end of their school day.
2. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member.

It is the expectation of the School Administration that all students will comply with these guidelines. Students not adhering to guidelines of this policy will be subject to consequences outlined in the student handbook.

New Bedford Public Schools is not responsible for lost or stolen electronic devices under any circumstances.

STUDENT CONDUCT ON SCHOOL BUS

Buses are provided for those students whose health or the distance of their homes from school make this service essential. Eligible students will be issued a bus pass and are required to present said bus pass in order to travel to/from school. All students who ride the school buses shall be informed of and expected to comply with the following rules of behavior:

1. Students are to wait for the bus on the sidewalk until the bus comes to a complete stop.
2. Students are to board and leave the bus in a single file.
3. Students are to remain seated until they reach their destinations.
4. Students are not to put any part of their bodies out of bus windows.
5. Students are not to eat on buses. No food is to be carried on buses from the school lunch program.
6. Bus windows will be opened by the driver or his/her aide.
7. No objects are to be thrown on or off buses or extended out of them.
8. Students are not to damage buses in any way.
9. Smoking is not permitted on buses at any time.
10. Students are expected to observe the rules of courteous, considerate behavior on buses at all times.
11. Students must have written parental permission to leave the buses other than at their homes or school stops.
12. Fighting, vulgarity, loud noises and other aggressive behavior is not permitted on buses.
13. Students who refuse to obey promptly the directions of the driver or aide or refuse to obey regulations may forfeit their privilege of riding on buses for a specified period of time.

DISCIPLINARY ACTION FOR VIOLATION OF SCHOOL CONDUCT ON A SCHOOL BUS

The offenses listed above are subject to a minimum penalty of a verbal reprimand to a maximum penalty of an out of school suspension and/or forfeiture of their privilege of riding on buses for a specified period of time based upon both the evidence presented and the severity of the offenses. Students may be video taped while on a school bus and the video recording may be used to determine/confirm a need for discipline.

UNIVERSAL SCHOOL BUS & VAN SAFETY POLICY

In order to promote proper conduct and safety, students should adhere to the following:

1. Remain seated until the bus comes to a stop. When approaching your stop, do not attempt to walk down the aisle while the bus is still moving. If the bus stops quickly, an injury may occur.
2. When exiting the bus, walk, do not run.
3. Once on the street, walk; do not run, especially in adverse weather conditions.
4. If crossing the street, be sure to look both ways. Cross in front of the extended safety arm while the bus lights are still flashing.
5. Remain seated at all times. Do not climb on the seats or change seats. Do not throw items out of the windows on the bus.
6. Listen to the bus driver and be a good passenger. Refrain from using insulting or profane language. No fighting on the bus. Be respectful of each other.
7. If you have an issue with someone on the bus, report it to the driver and to the teacher or principal when you get to school.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an Act Relative to Bullying in Schools. This new law prohibits bullying and retaliation in all public and private schools and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements are included in the New Bedford Public Schools' Bullying Prevention and Intervention Plan ("the Plan"), which can be accessed online on our website at <http://www.newbedfordschools.org/> under the "Parents and Community" menu. The Plan includes the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. In developing and revising the Plan, schools and districts must consult with school and local community members, including parents and guardians.

Definitions

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

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

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously.

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

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

Disciplinary actions for students who have committed an act of bullying or retaliation will be in accordance with district disciplinary policies and will balance the need for individual accountability with the need to teach appropriate behavior. Disciplinary actions taken by the school principal may include:

- suspension of student privileges to engage in extra-curricular activities
- requirement that the offending student make an apology to the target and/or to the school community for the behavior
- restitution through community service
- in-school suspension
- out-of-school suspension

Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

All New Bedford Public Schools will receive training and materials to implement the Olweus Bullying Prevention Program (OBPP) during the current school year. Parent input and collaboration is essential for our efforts to be successful. If you are interested in obtaining information about OBPP, contact your child's school principal, or visit www.olweus.org.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the New Bedford Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of New Bedford Public Schools, on school buses, or attending or engaging in school activities.

Harassment prohibited by New Bedford Public Schools includes, but is not limited to, harassment on the basis of race, sex, creed, gender identity, gender expression, English proficiency, ancestry, homelessness, religion, color, national origin, sexual orientation, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs, or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

New Bedford Public Schools will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Act of 1964 as amended

BESE regulation 603 CMR 26.00

REFS.: "Words that Hurt," American School Board Journal, September 1999

National Education Policy Network, NSA

STATEMENT OF NON-DISCRIMINATION AND POLICY PROHIBITING DISCRIMINATION

The New Bedford Public School District does not discriminate against students, parents, employees or the general public on the basis of race, gender identity, gender expression, ancestry, military status, genetics, homelessness, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the educational programs, activities, or employment practices in its programs and activities. The New Bedford Public Schools complies with all applicable state and federal laws and regulations, including but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

In addition, the New Bedford Public Schools is committed to maintaining a school environment free of harassment and has non-tolerance for harassment based on race, color, national origin, sex, age, religion, sexual orientation, ancestry, gender identity, gender expression, genetics, military status, disability or homelessness. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events are unlawful and strictly prohibited. The New Bedford Public School System requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

New Bedford Public Schools Discrimination and Harassment Procedures

This procedure has been adopted by the New Bedford Public Schools to provide a method of prompt and equitable resolution of student and employee complaints of discrimination and harassment.

Definitions

For the purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, ancestry, gender identity, gender expression, homelessness, military status, national origin, age, sex, sexual orientation, disability, or religion.
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, age, color, ancestry, gender identity, gender expression, homelessness, military status, national origin, sex, sexual orientation, disability or religion.
- C. “Designee” refers to the school principal or other staff member assigned to investigate the complaint.

How to make a complaint

- A. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or the appropriate Civil Rights Coordinators listed below. If the school principal receives the report, he or she will notify the appropriate Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation:

Civil Rights Coordinators for Students

Race, Color, National Origin, Religion, Gender Identity, Gender Expression, Homelessness,
Disability, Genetics, Gender, Sexual Orientation and Age

And the Section 504 Coordinator for Employees:

Equity, Diversity and Recruitment Specialist

455 County Street

New Bedford, MA 02740

(508) 997-4511 x14351

Disability: Section 504 Coordinator for Students:

Executive Director of Special Education and Student Services

455 County Street

New Bedford, MA 02740

(508) 997-4511 x14401

Civil Rights Coordinator for Employment Activities

For issues of alleged discrimination regarding employment activities, including but not limited to
allegations regarding Section 504 (disability) and Title IX (gender), please contact:

Human Capital Services

455 County Street

New Bedford, MA 02740

(508) 997-4511 x14300

- B. School staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students and employees are encouraged to utilize the district’s Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education
Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172

or

Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: 781-338-3710

Complaint Handling and Investigation

- A. The school principal shall promptly inform the appropriate Civil Rights Coordinator and the person(s) who is the subject of the Complaint, that a Complaint has been received.
- B. The appropriate Civil Rights Coordinator or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. The Complaint will be investigated by the appropriate Civil Rights Coordinator, the school principal or other individual designated by the Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
 1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
 4. The investigator will keep a written record of the investigation process.
 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. The investigation shall be completed within twenty-one (21) calendar days of the date of the receipt of the Complaint.
 7. The Civil Rights Coordinator or designee may extend the investigation period beyond twenty-one (21) calendar days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the Civil Rights Coordinator or designee extends the investigation, he or she will notify the Complainant of the extension.
 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the Civil Rights Coordinator or designee will attempt to complete the investigation by the end of the school year. In the event that investigation extends beyond the last day of school, the district will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend

the investigation period to account for the availability of witnesses during the summer vacation period. If the Civil Rights Coordinator or designee extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.

9. Nothing in this procedure will preclude the Civil Rights Coordinator or designee, in his or her discretion, from completing the investigation sooner than the twenty-one (21) calendar days described above.
- D. If the investigator determines that discrimination or harassment has NOT occurred, he/she shall, within fourteen (14) calendar days of the completion of the investigation, notify the Complainant and the subject of the Complaint of the outcome of the investigation in writing.
 - E. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, including but not limited to:
 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
 2. Determine what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
 3. Inform the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fourteen (14) calendar days of the completion of the investigation.
 - F. If the Complainant or the student's parent(s)/legal guardian(s) are dissatisfied with the results of the investigation, an appeal may be made to the Assistant Superintendent within fourteen (14) calendar days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Assistant Superintendent shall review the investigative report and may conduct further investigation if deemed appropriate. The Assistant Superintendent's decision shall be final, subject to further appeal to the Superintendent. If the employee or the student's parent(s) or legal guardian(s) are dissatisfied with the decision of the Assistant Superintendent an appeal may be submitted within seven (7) calendar days after receiving notice of the Assistant Superintendent decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

The New Bedford School Committee ("Committee"), in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Superintendent will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

Individuals who believe that they have been subjected to a violation of this policy or discrimination because of their sex should make a report to the Title IX compliance officer, building principal, immediate supervisor or Human Capital Services.

Retaliation against an individual who has reported a violation of this policy, discrimination on the basis of sex or cooperated with an investigation will not be tolerated. Individuals who have been subjected to or witnessed retaliation should make a report to the Title IX compliance officer, building principal, immediate supervisor or Human Capital Services.

Because the Committee takes allegations of violations of this policy, discrimination and retaliation seriously, it will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

LEGAL REFS.:

Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
M.G.L. 151B
DESE 603 CMR 26:00
CROSS REF.: AC, Nondiscrimination

Revised: 5/13/2019

File: ACAB

SEXUAL HARASSMENT

All persons associated with the New Bedford Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the New Bedford School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth goals for promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit authority to discipline or take remedial action for workplace or school conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officers:

**Executive Director, Human Capital Services
Paul Rodrigues Administrative Building
455 Country Street, Room 120
New Bedford, MA 02740
Tel. (508) 997-4511, Ext. 14350**

**Deputy Superintendent
Paul Rodrigues Administration Building
455 Country Street, Room 141
New Bedford, MA 02740
Tel. (508) 997-4511, Ext. 14150**

The Superintendent will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parACABties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

Amended: 2/11/19

CHAPTER 51, S. 42E

All public and independent colleges, universities, high schools and vocational schools shall make available affidavit of voter registration forms at all locations where students may register for classes. Such locations shall be published along with the annual course listing for students or in some other school wide publication. Every such school shall publicize the availability of such voter registration affidavit forms within the school. The location to register to vote at NBHS is the Registration and Pathways Office, Room C-210.

PREGNANT/PARENTING STUDENTS

Maternal, or parental status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the school.

Pregnant students shall be permitted to continue in school in all instances equal to the participation of their non-pregnant peers. Pregnant students and parenting teens have the option of attending the Parenting Teens Program,

which was formed specifically to address their needs and those of their coming newborns. Pregnant students may also continue at their current school. Following the birth/leave, pregnant students can return to the same academic and extracurricular program(s) as prior to birth/leave. New Bedford Public Schools strongly encourages both parents to be active in their new child's life both pre and post birth, barring any legally mandated restrictions.

SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parents/Guardians or teachers may refer students they are concerned about to the Pupil Services Office. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Upon receipt of the parent(s)/guardian(s)' consent, an evaluation will be conducted, and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act.

For more information regarding the services available to students with disabilities please contact the school guidance counselor, Special Education facilitators, Principal, Headmaster, or the New Bedford Public Schools' Executive Director of Special Education and Student Services.

PARENT/GUARDIAN NOTIFICATION POLICY HUMAN SEXUALITY EDUCATION

POLICY STATEMENT:

It is the policy of the New Bedford Public Schools that the implementation and/or maintenance of curricula which primarily involve human sexuality education or human sexuality issues will ensure parent(s)/guardian(s) notification. Parent(s)/Guardian(s) will be afforded the flexibility to exempt their children from any portion of said curricula through written notification to the school principal. No child so exempted will be penalized by reason of such exemption. To the extent practicable, program instruction materials for said curricula will be made reasonably accessible to parents, guardians, educators, school administrators and others for inspection and review.

PROCEDURES:

1. The School Committee approved curricula will cover a full range of topics. Teachers will present curricula to students from grades Pre K-12 that may cover human sexuality education or human sexuality issues.
2. The Scope and Sequence of these curricula for each school year will be made available to parents, guardians, educators and school administrators. We encourage students to discuss the topics presented in class with a caring adult in their family.
3. The curricula will be made available for inspection and review by appointment in the Manager of Educator Quality Office. Appointments may be made by contacting the appropriate Content Instructional Leader/Director during regular school hours.
4. Parents/Guardians are encouraged to inspect and review the curricula and speak to the appropriate Content Instructional Leader/Director before exercising their right to exempt their children from any portion of the curriculum that primarily involves human sexuality education or human sexuality issues through written notification to the school principal. No child so exempted will be penalized by reason of such exemption.

Adopted: 7/14/97

CARE OF PERSONAL PROPERTY

Each student is responsible for her/his personal property. Large sums of money, expensive jewelry, and electronic devices should be left at home.

All students are advised to lock up their valuables during Physical Education for safe keeping during their gym classes. NBHS is not responsible for lost or stolen items.

CARE OF SCHOOL PROPERTY

School property is each student's property. Students should treat such property with the same consideration they would have for their own property.

Students should take pride in keeping the corridors and campus clean and throw waste materials into the containers provided for this purpose.

Students should not mark desks, lockers, etc. Such equipment is expensive and subject to hard wear through normal daily use. Since the school operates on a limited budget, students can help keep costs down for themselves, their families, and taxpayers.

CODE OF DRESS

When an individual's behavior, actions and/or attire undermine or are detrimental to the learning environment, such actions are held accountable to the school authorities. Cleanliness and decency in clothing are desired. For reasons of safety and health, footwear is required while on school property. In the final analysis, the Headmaster has the right to interpret that which negates a reasonable standard of conduct and appearance. For reasons of health, safety, and security, students are not permitted to bring and/or wear outer garments including but not limited to hats/caps, hoods or head gear of any kind to any class. Students are encouraged to wear warm clothing and/or sweaters during the cold months of the year. Bizarre and indecent items of attire may be banned.

LOCKERS AND OUTER GARMENTS

On the first day of school each student is assigned an individual locker fixed with a combination lock. Students are to assume the full responsibility for the security of the lockers. Students are instructed not to share lockers or divulge the combination and to be certain that the lockers are locked after being used. The purpose of the lockers is to properly secure personal items. Although lockers are assigned to individual students, they are the property of the New Bedford Public Schools and are subject to inspection by school authorities at any time. Personal padlocks are not allowed to be added to any lockers.

Gym lockers must always be locked with padlocks issued by the Physical Education Department. Padlocks not issued by the department will be removed by the maintenance staff. Students are responsible for all lost padlocks. A \$5.00 fee will be charged for a new padlock.

NON-SCHOOL LITERATURE POLICY

Distributing non-school literature during school hours on or in school property is prohibited. This approved material may be passed out in a place and at a time designated by the Headmaster. Prior to distribution, a copy thereof must be furnished to the Headmaster indicating the time and place of distribution. Persons or organizations from outside the school will not be granted permission to sell or distribute material on campus without authorization from the School Committee. This material must not be obscene, libelous, pervasively indecent or vulgar, or advertise any product or service not permitted by law to minors and/or adults. Further it should not present a clear and present likelihood that it will cause a disruption of the proper and orderly operation and discipline of the school or school activities.

STUDENT SEARCHES

A student's person, personal possessions, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

CHEATING POLICY

The following has been established to deal with problems of cheating on formal assessments and other assignments.

- A. The student will receive a conduct referral for cheating. A teacher who has reasonable evidence of a student cheating on tests, quizzes or copying another student's work will issue a conduct referral on that student immediately. A conduct referral is the mechanism to report any disciplinary incident to the appropriate administrator.
- B. The student who cheats on tests, quizzes or copies another student's assignment will receive a zero on that assignment. In the case of work copied from another student, the other student will receive a zero for complicity if the student permitted the cheating.
- C. The student found using notes on a test or quiz when notes are not permitted will be penalized according to provisions of A & B above.
- D. The student will receive disciplinary action according to the Code of Conduct.

Plagiarism

The Student who plagiarizes on a research paper, composition, book report or other term-type papers shall be failed for the paper in question and be given a conduct referral for plagiarism.

There are two (2) types of plagiarism – out-right plagiarism and patch-work plagiarism.

- A. Out-right plagiarism is when a student copies a passage, paragraph, chapter, page word for word.
- B. Patch-work plagiarism is when a student tries to disguise copying a source structure or by mixing phrases, changing sentence structure and word order.

HOMEWORK POLICY

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the concepts related to the content area and how to study in school before he/she is given assignments to complete at home. There is, therefore, a progressive increase in the amount of homework expected of students from the elementary grades through high school.

Purposeful homework benefits students. Homework should be an extension of the class lesson, be clearly understood by students, be well planned and meaningful. Homework can be evaluated in multiple ways through review, classroom or small group discussion, and/or direct assessment. Completion of homework will count towards students' cumulative grade for the content area.

The immediate purpose of a specific homework assignment may be to:

- 1. Strengthen basic skills
- 2. Extend classroom learning
- 3. Stimulate and further interests
- 4. Reinforce independent study skills
- 5. Develop initiative, responsibility, self-direction and reflection
- 6. Stimulate use of leisure time that increases understanding and love of learning
- 7. Acquaint parents with the content and concepts studied in school

Homework assignments shall be planned in accordance with the following principles:

1. If homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student.
2. Students should understand not only what to do, but also how to do it.
3. Homework should grow from classroom discussions, problems, projects, and concerns.
4. The student's age need for play time, and out-of-school responsibilities must be considered when deciding upon length of any assignment. The student must bear responsibility for managing his/her time in a way that homework can be completed and submitted on time.
5. Assignments should make use of a variety of skills and prior knowledge.
6. Every homework assignment must be properly corrected and/or evaluated in keeping with the purpose of the assignment. To the extent possible, such corrections/evaluations shall be shared with the students involved in a timely fashion.
7. When a student's grade or learning expectation are being adversely affected by poor homework performance or non-completion of assignments, the teacher shall communicate orally, or in writing, in a timely fashion with parents/guardians concerning the problem.
8. All homework assigned will be reflected in the child's cumulative grade or learning expectation at the end of the term.

The School Committee encourages the administration to assist teachers in planning homework assignments in keeping with the above guidelines. Additionally:

1. The Committee expects that Principals (or Directors/Content Instructional Leaders, Supervisors where appropriate) will monitor the implementation of this homework policy through various approaches such as review of lesson plans, observation of classes, conferences with teachers, examination of student papers and/or other related activities.
2. The Committee expects that each content Leader will clearly define the homework policy of his/her department. All such departmental policies must keep with this School Committee homework policy.
3. The Committee expects parents to provide a suitable place for students to do their homework and to monitor their children by questioning them upon the completion of their assignments.

Level	Average Time (minutes per week)
K	(45 minutes)
1-3	(150 minutes)
4-5	(175 minutes)
6-8	(300 minutes)
9-12	(600 minutes)

Adopted: 8/10/09

ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Empowered Digital Use

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

LEGAL REFS: 47 USC § 254

Adopted/Reviewed/Updated: 10/24/2016

EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

Adopted/Reviewed/Updated: 10/24/2016

NB K-Nect Dell Acceptable Use Policy

This agreement sets forth the standards governing student use of the digital devices and related equipment they will receive from the district as a participant in this program. This agreement details the rules, restrictions, and expectations related to student and parent/guardian participation in this program.

The district is providing digital devices to students in this program to promote a means for students to communicate effectively with teachers, administrators, and peers. These devices are being provided for approved instructional purposes and will be used to access system resources in a manner that will enhance student educational experiences.

Responsible Use Pledge:

- I will take good care of my device — it will be mine for my high school years.
- I will download digital textbooks onto my device so that content is available regardless of network access.
- I will upload files to cloud storage such as OneDrive or Google Drive at my teacher's direction.
- I, not NBPS, am responsible for all files & applications on the device.
- I will never leave my device unattended in an unsecured location.
- I will know where my device is at all times, and never loan it out to other individuals.
- I will charge my device's battery to full capacity each night.
- I will use my device in ways that are appropriate for education, and always at the teachers' discretion and will adhere to all aspects of the district's technology use policy.
- I will use only the email and user assigned account(s) provided to me by the district on my device.
- I will use my device to only communicate with authorized user participants which includes NBPS students, teachers, administrators and project support staff.
- I will not use my device to take pictures or record video unless instructed to do so at the teacher's discretion.
- I will not disassemble or attempt any repairs on my device.
- I will report any problems in a timely manner so that it can be repaired.
- I will not possess, send, forward, post, access, or display electronic content that is abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- I will notify the NBPS immediately if my device is lost or stolen and will cooperate with filing a police report if warranted.
- I am responsible for all damage or loss caused by neglect or abuse.
- I will not decorate (stickers, markers, writing, etc.) or deface the device.
- I will keep food and beverages away since they may cause damage to the device.
- I will always carry my device in a secure manner to avoid damage.
- I will not poke the screen, remove keys from the keyboard or place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, etc.) and will keep it clean with a soft dry microfiber cloth, not window cleaner or any bottled fluids.
- I agree to return the device as well as its power cord/charger and any other peripherals in good working condition if I leave the District or if devices are collected for summer storage.
- I agree to replace, at my own expense, any power cords or stylus pens that are lost or broken.

Student Signature: _____ Student's NBPS ID#: _____

Parent/Guardian Attestation

Repair Liability	1st two repairs paid by the District Insurance; 3rd repair is paid 50% (\$75) by family; 4th & subsequent repairs are paid 100% (&150-\$700) by family.
Lost/Stolen Liability	All incidents 100% (\$700) replacement and/or recovery costs charged to family.

As the parent/guardian of my student, I wish my student to be issued a district device. I also attest that he/she understands the rules, good practices, and responsible uses associated with acceptance of this device. I will reinforce these with my student so that, as a family, we will responsibly enjoy the benefits of this program. I also understand that violation of any of the rules of acceptable use may result in my student's removal from the program and potential disciplinary action. I will indemnify and hold the District harmless from any claims, including attorney fees, resulting from the student's activities while utilizing the hardware and software resources associated with the utilization of the digital device that cause direct or indirect damage to the user.

I have internet access in my home? YES NO

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Please note that there is no up-front cost to the students or parents/guardians to participate in this program. In order to protect the devices and to ensure that student participation is never interrupted by lost or damaged equipment, the District will be ensuring all student devices and will have a pool of spare machines available for replacement. For this program, the district will bear the cost of the insurance premium on these devices. The above fee schedule will be assessed to cover the costs associated with device negligence.

**Protocols between New Bedford Public Schools (NBPS)
And
Department of Child and Families (DCF), New Bedford Area Office**

These protocols are intended to provide guidance to school department personnel, and DCF personnel regarding our shared commitment to insuring children in foster care have the same educational successes as the general population. The protocols are driven by the New Bedford Public Schools' three-year strategic plan and several of the Department of Child and Families core values of child-driven and community-based child welfare practice.

Lead Administrators from NBPS and DCF are committed to these protocols and will meet regularly to review progress.

Initial Contact

1. When a child is placed in foster care the DCF Social Worker will notify the Principal, School Adjustment Counselor (SAC) or Guidance Counselor of the school the child attends.
2. When a child is placed in foster care and needs to change schools DCF Social Worker will request that the school records are forwarded to the new school.
3. DSS Social Worker will ensure that when a child is registering in a new school that the Principal/designated staff receives a copy of court mittimus (proof of custody) and all records if available. If records are not available at the time of enrollment;
 - a. The student will be enrolled regardless of lack of records per McKinney Vento;
 - b. DCF will also request that records held by the transferring school (i.e. birth record, transfer card, academic records, IEP, discipline records etc.) be forwarded to the receiving school as soon as possible.
4. DCF Social Worker and Principal or designated School Staff will coordinate a meeting to include the Foster Parent within 5 days to review the students' needs and challenges for educational success.
5. School Personnel should contact DCF Social Worker with any concerns regarding the child's foster placement. If they are not able to reach the Social Worker a Supervisor, Area Program Manager or Area Director can be contacted.

Ongoing Communication

1. As part of the joint effort of the NBPS and DCF to enhance the wellbeing of students in foster care, DCF and School Personnel should contact each other regarding any major changes in the student's life that might impact on education such as change in placements, case closing, disciplinary issues etc.
2. NBPS and DCF are in agreement that all students requiring Special Education Services should be maintained in the least restrictive setting based on their educational needs and that DCF will participate in the IEP process.
3. Designees of the NBPS Special Education Department and DCF will maintain monthly ongoing communication regarding shared students.

Data Collection

1. NBPS and DCF are committed to gathering clear and accurate data concerning academic achievement of students in foster care to insure planning for academic success.
2. DCF will ensure that educational data is regularly loaded into the electronic system (Family Net) in a manner that will allow DESE interface to track educational outcomes.

NBPS and DCF will each designate lead data collection staff to devise and integrate a district wide tracking system for students in foster care. This system will allow tracking from entry to discharge as well as monitor educational outcomes for this group of students.

McKinney-Vento Homeless Education Assistance Program Policy

POLICY STATEMENT

It is the policy of the New Bedford Public Schools to comply with the advisory criteria of the McKinney-Vento Homeless Education Assistance Act. The New Bedford Public Schools shall ensure that every effort is made to comply with this legislation and to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public pre-school education as provided to other children and youths.

PROCEDURES

The New Bedford Public Schools will:

1. Designate a staff person(s) to serve as the Homeless Education Liaison(s) whose role it is to assist homeless students enroll in school, and to ensure that they receive the educational services for which they are eligible. The New Bedford Public Schools will designate the Director of Pupil Personnel Services and Supervisor of School Nurses as the district's liaisons.
2. Immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment – such as school records, medical/immunization records or proof of residency.
3. Ensure that transportation is provided, at the request of the parent, area shelters, agencies and other school districts, guardian or unaccompanied youth, to and from the school of origin.
4. Afford homeless preschoolers the same opportunity to enroll, attend and succeed in pre-school as non-homeless preschoolers, thereby minimizing their educational disruption due to homelessness.
5. Collaborate with the Department of Social Services and other area agencies to identify and service (1) unaccompanied youth (youth who are homeless and not in the physical custody of a parent/guardian; and not in the custody of a state agency); and (2) children and youth in state care or custody (foster children) who have been placed out of their homes into temporary, transitional, or emergency living placements and are therefore considered homeless.
6. Adapt the Department of Education's dispute resolution procedures and forms. In the event of a school selection or enrollment dispute, the students shall immediately be enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The NBPS' Homeless Liaison will carry out dispute resolution as provided by state law.

Adopted: 6/11/07

**MASSACHUSETTS GENERAL LAWS c. 269:
AN ACT PROHIBITING THE PRACTICE OF HAZING**

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

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

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

HAZING

The practice of "Hazing" in the New Bedford Public Schools shall be outlawed.

- A. Any organization guilty of said practice shall be disbanded for the remainder of the school year and for the following school year.
- B. Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such a crime to an appropriate official as soon as possible. Whoever fails to report such crime to an appropriate official as soon as possible shall be punished by removal from position (advisor) with an official reprimand from the Superintendent of Schools and/or be called before the School Committee (advisor and/or student) for possible dismissal, suspension or expulsion.

PROHIBITION OF TOBACCO USE

Section 37H of the Education Reform Act of 1993 "prohibits the use of any tobacco products within school buildings, school facilities, on school grounds, or on school buses by any individual, including school personnel." The above law went into effect on Friday, June 18, 1993 and therefore, smoking is NOT permitted by anyone in any School Department building, facility, area, or school grounds.

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education

of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

ARMED FORCES RECRUITER ACCESS

The Armed Forces Recruiter Access to Students and Student Information Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and provide the same level of access to students that it does to post-secondary institutions or prospective employers. Parents/Guardians and/or students at the age of majority may opt out of this requirement in writing through a signed notification submitted to the school at the beginning of the school year and/or upon entering mid-year.

FERPA

The New Bedford Public Schools complies with applicable federal and state laws and regulations pertaining to student records. Those laws and regulations are designed to ensure a parent's/guardian's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

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

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

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

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

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent/guardian, student, and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent/guardian or the student.

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

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

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records: It is the practice of the New Bedford Public Schools to forward the student record of any student who transfers to another public school or school district upon request of the receiving school or district.

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

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

Complaints: A parent/guardian or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Elementary and Secondary Education, please contact the building principal.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment of 2001 applies to schools that accept federal funds, which New Bedford Public Schools does. PPRA seeks to ensure that instructional materials are made available to parents/guardians for inspection if those materials will be used in connection with a survey, analysis, or evaluation in which their children participate.

Additionally, for surveys funded by sources other than the Department of Education further policies address these issues of student privacy.

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the New Bedford Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

Following is a schedule of survey activities requiring parental notice and opt-out for the upcoming school year. This list is not exhaustive. For surveys and activities scheduled after the school year starts, the New Bedford Public Schools will provide parents/guardians, an opportunity to opt their child out, as well as an opportunity to review the surveys within a reasonable period of time prior to the administration of the surveys and activities. (Please note that this notice and opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.) If the school does not receive notification that a parent wishes to opt their child out of participation in the survey, passive parental consent for participation will be assumed.

Parents, guardians or students who believe their rights under PPRA may have been violated may file a complaint with the U.S. Department of Education by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

FIELD TRIPS AND STUDENT OVERNIGHT TRAVEL

The School Committee recognizes the educational value of field trips, tours and excursions, when an adjunct to an approved program and designed to attain specific program objectives. The School Committee feels that field trips are a privilege and not an entitlement. To the extent that budgetary resources permit, the Committee encourages and sanctions student trips and other out-of-district school activities, including participation in community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

1. All children in that classroom or that grade level will have an opportunity to participate in the school sponsored field trip.
2. If there is a fee for participation, children who could not attend due to a bona fide financial hardship may apply for financial assistance in order to participate in the field trip. (Destination and concern for the individual's self-esteem will always be a major factor in facilitating such a need.)
3. All out-of-state field trips over 150 miles will require the approval of the Superintendent and that the School Committee is notified by the Superintendent or his/her designee.
4. Appropriate chaperones shall be arranged based on pupil-staff ratio, the nature and/or destination of the field trip and the needs of the students.
5. All overnight field trips/events will require the approval of the Superintendent and that the School Committee is notified. All preparations for the trip must be completed no less than 30 days prior to the scheduled trip dates.
6. All international field trips sponsored by New Bedford Public Schools will require the approval of the Superintendent and the School Committee.

CROSS REF.: JJH-R, Student Overnight Travel Regulations

Adopted: 10/24/2016

Revised: 12/10/2018

INFORMING SCHOOL LEAVERS OF ACCESSIBLE OPPORTUNITIES

In accordance with Massachusetts General Law c. 76 Sec. 18: Students Permanently Leaving School, New Bedford Public Schools will send a written notice, in English or the language requested, annually to former students who have not earned their competency determination and who have not transferred to another school to inform them of the availability of publicly funded post-high school academic support programs and to encourage them to participate in these programs. The notice is sent by first class mail to the last known address of each such student who attended high school in New Bedford within the past two years, highlighting the importance of the student and the parent/guardian keeping their contact information current with New Bedford Public Schools (Chapter 76, Section 18 of General Laws, 1973).

INSTRUCTIONAL MATERIALS, TEXTBOOKS, AND PROGRAMS SELECTION

The New Bedford School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the New Bedford Public Schools. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the New Bedford School Committee:

1. They must present balanced views of international, national, and local issues and programs of the past, present, and future.

2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
4. They must reflect a standard process for their selection which will include, whenever possible, a process inclusive of teacher and community voices reflective of the various protected classes.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, ethnicity, gender identity, gender expression, homelessness, ancestry, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.
7. They must be adaptable or inclusive of the needs of children with disabilities and those working to acquire English proficiency.

Definitions of core instructional materials, textbooks, and programs:

- Comprehensive programs and/or textbooks (print or digital versions) for use throughout the district for a specific curriculum area and grade level(s).
- Materials used to test and assess student’s knowledge and abilities.
- Materials used for counseling students.

Definition of supplementary materials:

Any instructional materials other than textbooks (print or digital versions) including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum. Supplementary materials also include any scholarships, awards and/or prizes provided by NBPS. If supplementary materials need to be recommended for district-wide use they will have met the same criteria as listed for core instructional materials, textbooks, and programs.

LEGAL REFS: M.G.L. 71:48; 71:49; 71:50

BESE regulations 603 CMR 26.00

Adopted: 9/10/2012

BOOKS AND COVERS

Students are responsible for any textbooks issued.

Students’ books are loaned, not given, to students. It is expected that the book will be cared for in a reasonable fashion.

Lost and damaged books must be paid for by the responsible student according to the following guidelines:

LOST BOOKS

- One year old or less – 80% of replacement cost
- One-two years old – 60% of replacement cost
- Three years old – 40% of replacement cost
- Four years and older – 20% of replacement cost

Note: There is a minimum charge of \$1.00. Amount due will be rounded off to the nearest quarter.

DAMAGED BOOKS

Books needing to be rebound – \$4.00 minimum cost.

Note: Any book that is damaged so badly that it cannot be used again will be considered as a “lost book” and paid for accordingly.

The minimum charge for any damaged book is \$1.00. Students must take care of this financial obligation before they receive their final report cards.

DRIVING AND PARKING

Many students drive cars to school, and sometimes they abuse this privilege. The school has the authority to forbid any student from bringing a car onto school property.

Parking is allowed only in designated lots. Cars illegally parked will be towed at the owner's expense and all future parking privileges will be revoked. PA announcements will NOT be made to move illegally parked cars.

In the parking lot, and on the streets adjacent to the school, students are expected to follow safe driving procedures in addition to the regulations stated below. Students abusing the privilege will be forbidden to bring their cars on school property.

1. Park only in the student areas in the North and South lots on Hathaway Boulevard and the North Liberty Street Lot, which is shared with staff members.
2. Lock your car. You are responsible for anything that might result from the use of your car by other persons.
3. Once you have put your car in a parking place, you must leave the car immediately. Do not sit in your car or allow anyone else to sit in your car before, during or after school.
4. You must have your car under control at all times. Do not drive around needlessly. Speed limit on campus is not to exceed 15 miles per hour.
5. No car may be entered into or taken from the parking lot during the school day without a pass from the Principal/Asst. Principal.
6. **All operators and passengers of motor vehicles are required to properly fasten their safety belts while on school property.**

STUDENT IDENTIFICATION BADGES

Students are reminded to bring their identification badges to school each day. Identification badges are required to be visibly worn in full view by students, staff and visitors while on the campus or building of New Bedford High School. Student ID's may be required at any time for admittance to all cafeterias, library, school buses, school dances and other functions. Additionally, students who are involved in the Internship program and Dual Enrollment must obtain and display the program's special identification decal.

Students must produce full identification upon request of an administrator, faculty member, or staff member. Students who cannot properly identify themselves will be taken to an administrator for identification. Students are not to alter, mark or mutilate the identification badge in any way.

Students will be issued the first ID badge free of charge. A fee of \$2.00 will be charged for replacing an identification badge. Any student who alters their identification badge will be subject to disciplinary action and must replace the identification at their expense.

USE OF VIDEO RECORDING FOR SCHOOL DISCIPLINARY PURPOSES

New Bedford Public Schools uses video-taping/ recording to monitor those entering the building, the exterior of some buildings, to monitor classrooms and hallways in secondary schools, and to monitor behavior on some buses. Use of these recordings can be used to confirm and/or initiate a need for disciplinary action.

REGULATIONS COVERING SALE OR DISTRIBUTION OF MATERIAL ON CAMPUS

The sale or distribution of printed material or articles of merchandise will not be permitted on school property without the prior approval of the Headmaster. Recognized student organizations should request permission from the Principals and/or Headmaster. Persons or organizations from outside the school will not be granted permission to sell or distribute material on campus without authorization from the New Bedford School Committee.

ENTRANCES AND EXITS

Students use the individual Team doors to enter in the morning and must remain on Level 1 until the warning bell. After the beginning of first period each morning, these doors will be secured. After first period begins the only entrance to the school will be through the Main Office. Be advised that the main office doors, Team doors and auditorium doors are locked by 3:00 P.M. If a student has an after-session program, the advisor should inform the student of the scheduled exit door.

VISITORS

In general, students are not allowed to have visitors during the school day. Permission will be granted only in exceptional cases. Students who wish to have a visitor must obtain permission from the Headmaster at least one week before the day requested.

During school hours, ALL visitors to New Bedford High School must:

1. Report and sign in at the Main Office.
2. Wear the "Visitor's ID" while in the building.

If a parent/guardian desires a conference with a teacher, please contact the teacher for an appointment at least forty-eight hours in advance of any proposed meeting date/time. When visiting our school, please park in approved locations. Please do not park in a manner that would hinder emergency vehicles (ambulance, fire engine) from reaching the school buildings or athletic fields. Do not park in handicapped spaces if you do not have a handicapped tag.

SCHOOL HOURS

The official school hours are from 7:28 AM to 2:40 PM. At 2:40 students whose work is completed and who have no obligation to administrators or teachers will be dismissed. The official after-school session for make-up work and discipline is from 2:45-3:00 PM. School detentions are until 3:20 PM.

BELL SCHEDULE

Please note: To maximize Teaching and Learning we have staggered the start and end times of Periods 4 and 5.

To ensure no class is interrupted by lunch, we have created three separate bell schedules identified as Wave 1, 2 and 3. You will be able to determine which wave you are in, based on the time of your lunch.

Lunch 1 = Wave 1

Lunch 2 = Wave 2

Lunch 3 = Wave 3

Wave 1

Periods	In	Time	Out
7:00 am Breakfast Bell			
1st Bell	7:22 AM		
HR	7:28 AM	0:10	7:38 AM
Passing	7:38 AM	0:04	7:42 AM
1	7:42 AM	0:52	8:34 AM
Passing	8:34 AM	0:04	8:38 AM
2	8:38 AM	0:52	9:30 AM
Passing	9:30 AM	0:04	9:34 AM
3	9:34 AM	0:52	10:26 AM
Lunch 1	10:26 AM	0:30	10:56 AM
Passing	10:56 AM	0:04	11:00 AM
4B	11:00 AM	0:52	11:52 AM
Passing	11:52 AM	0:04	11:56 AM
5B	11:56 AM	0:52	12:48 PM
Passing	12:48 PM	0:04	12:52 PM
6	12:52 PM	0:52	1:44 PM
Passing	1:44 PM	0:04	1:48 PM
7	1:48 PM	0:52	2:40 PM

Wave 2

Periods	In	Time	Out
7:00 am Breakfast Bell			
1st Bell	7:22 AM		
HR	7:28 AM	0:10	7:38 AM
Passing	7:38 AM	0:04	7:42 AM
1	7:42 AM	0:52	8:34 AM
Passing	8:34 AM	0:04	8:38 AM
2	8:38 AM	0:52	9:30 AM
Passing	9:30 AM	0:04	9:34 AM
3	9:34 AM	0:52	10:26 AM
Passing	10:26 AM	0:04	10:30 AM
4A	10:30 AM	0:52	11:22 AM
Lunch 2	11:22 AM	0:30	11:52 AM
Passing	11:52 AM	0:04	11:56 AM
5B	11:56 AM	0:52	12:48 PM
Passing	12:48 PM	0:04	12:52 PM
6	12:52 PM	0:52	1:44 PM
Passing	1:44 PM	0:04	1:48 PM
7	1:48 PM	0:52	2:40 PM

Wave 3

Periods	In	Time	Out
7:00 am Breakfast Bell			
1st Bell	7:22 AM		
HR	7:28 AM	0:10	7:38 AM
Passing	7:38 AM	0:04	7:42 AM
1	7:42 AM	0:52	8:34 AM
Passing	8:34 AM	0:04	8:38 AM
2	8:38 AM	0:52	9:30 AM
Passing	9:30 AM	0:04	9:34 AM
3	9:34 AM	0:52	10:26 AM
Passing	10:26 AM	0:04	10:30 AM
4A	10:30 AM	0:52	11:22 AM
Passing	11:22 AM	0:04	11:26 AM
5A	11:26 AM	0:52	12:18 PM
Lunch 3	12:18 PM	0:30	12:48 PM
Passing	12:48 PM	0:04	12:52 PM
6	12:52 PM	0:52	1:44 PM
Passing	1:44 PM	0:04	1:48 PM
7	1:48 PM	0:52	2:40 PM

INCLEMENT WEATHER

The New Bedford Public Schools wants to remind you that the Superintendent's Office is responsible for determining whether school is cancelled or if we need to dismiss our students earlier during inclement weather or other emergencies. We will try to make these decisions as early as possible to accommodate our working families. When an "EARLY DISMISSAL" schedule is announced, the following release times will apply:

ELEMENTARY SCHOOL – No afternoon Pre-K on Early Dismissal Days

11:30 AM Students (except Pulaski School)

12:00 PM Students at Pulaski School

MIDDLE SCHOOLS

10:55 AM Students

HIGH SCHOOLS

10:35 AM New Bedford High Students

10:10 AM Whaling City Jr./Sr. High School

10:10 AM Trinity Day Academy

10:10 AM Parenting Teens Program

Information about "*Cancellations*", "*Early Dismissal*" will be posted / broadcasted at the following:

New Bedford Public Schools' website: www.newbedfordschools.org and Facebook page, Local Cable Channel 9, The Standard-Times' website: www.s-t.com, Channel 4 WBZ-TV/1030 AM, Channel 5 WCVB-TV, Channel 6 WLNE, Channel 7 WHDH-TV, Channel 10 WJAR, Channel 12 WPRI, FOX 25 WFXT, Radio Station WRKO AM, Radio Station WSAR, Radio Station WBSM, Radio Station FUN 107

PASSING PERIODS

The passing periods at NBHS are four minutes in length, providing ample time to pass from one end of the school to the other. Any undue delay could make a student late for class.

AFTER SCHOOL ASSIGNMENTS

1. After-School Session. This period after school is for students who need extra help or who have missed work due to absences. Also, a teacher may require a student to report during the after-school session for discipline reasons. Students may find it wise to use this time to seek additional help from any teacher in any subject in which the student might be having difficulty. If a student is told to report for an after-school session he/she must do so or present a yellow slip from some other teacher who may have a prior right to detain the student. However, you must stay for both after-school assignments. After-school assignments take precedence over personal or co-curricular activities.

2. Detention. An after-school detention is assigned for serious violations of school regulations. An assignment to detention takes precedence over all engagements. Note well the following rules for detention:

- A. Students must report promptly at the end of the regular school day.
- B. During detention, students may not leave the room except with an administrator's permission.
- C. Talking, sleeping, or heads on desks are not permitted.
- D. All items to take home (coats, etc.) must be brought to detention. Students may not go to their lockers at dismissal.
- E. Upon dismissal at 3:20 PM, the detention teacher will escort students to the nearest exit.
- F. Failing to report to detention or violating the above rules will be cause for suspension.

FIRE ALARM AND EMERGENCY STUDENT EVACUATION PROCEDURES

FIRE ALARM is a continuous loud horn blast which indicates a fire alarm box has been pulled or smoke detector activated.

AN ALL CLEAR SIGNAL WILL MARK THE CONCLUSION OF THE FIRE ALARM.

ALL STUDENTS must assume that alarms are real warnings of a fire or emergency that require everyone to strictly follow the evacuation regulations and procedures that have been developed by the Faculty Staff Evacuation Committee and approved by the New Bedford High School Administration.

EMERGENCY SHELTER PROCEDURES

<i>Location</i>	<i>Shelter</i>
E & F BLOCK: (Student gym and Auditorium area.)	All students are to move into the auditorium by the South side auditorium doors opposite the Little Theatre and music room.
D BLOCK: 2nd Floor D Block	Students are to move into the Auditorium using the North and South Auditorium doors respectively.
1st Floor D Block NORTH Rooms D-106, 110, 112, 116	Students are to move into the east corridor between Rooms D-121, D-132.
1st Floor students EAST Rooms D-121, 122, 124, 132, 136	Students are to move into the Firing Range Rooms D-143.
C BLOCK	C Block personnel are to move into B-226.
B CORE: 3rd Floor Level	All students are to move to the Auditorium by the stairway leading to Mural on 2nd level.
TR5 Students in Rooms B-240, B-242, B-287	TR5 Students are to move to the Little Theatre.
A BLOCK: 3rd Floor Level Teams 1-2-3-4 (For corner rooms see below)	All students are to move into the B Core and proceed to the Auditorium by the stairway leading to the Mural on the 2nd level.
All 3rd Floor corner rooms Rooms 315, 312, 307, 308	All students are to proceed down the stairway nearest to them to the 2nd Floor level and move into the stem of the "T" on the 2nd level. They are to take their position from the team office to the fire doors near the rest rooms.
A BLOCK: 2nd Floor Level Teams 1-2-3-4 (For corner rooms see below)	All students are to move into B Core and take their position in that corridor.

All 2nd Floor corner rooms
Rooms 214, 217, 209, 210

Students are to proceed down the stairway nearest to them and proceed to the B Core on the 1st level and take their position in that area.

A BLOCK: 1st Floor Level
Teams 1-2-3-4

All students are to proceed to the B Core 1st level and take their positions in that area.

LUNCH PERIOD SHELTER PROCEDURES

- All 1st level of Green and Gold Teams are to move into the Auditorium via the nearest outside exit doors, across the campus grounds to the front Auditorium doors.
- All 1st level of Tan and Blue Teams are to move into the B Core on the 1st level.
- All 2nd level Teams are to move into the B Core of the second level and take their position in that area.
- All the 3rd floor will continue in their normal emergency shelter procedures.
- All C, D, E, and F will continue in their normal emergency shelter procedures.

IV. Co-Curricular Activities

CO-CURRICULAR PHILOSOPHY

Co-curricular activities are those activities which, though they are not addressed in the classroom setting, form an integral part of the school's educational program and provide each student with an opportunity to pursue established interests and develop new interests.

Through participation, students are encouraged to form positive relationships with others based on respect, trust, and caring. Students experience activities that foster leadership, cooperation, and a sense of community. Co-curricular activities enable students to exercise their creative capacities, to use leisure time wisely, to develop school spirit, to supplement or enrich classroom experiences, and to earn through achievement the respect of peers, school personnel, parents/guardians and the larger community. In addition to this, students involved in the co-curricular program can have fun.

It is strongly recommended that a student budget his/her time wisely and not overload with too many co-curricular activities. It is better to make a real commitment to one or two activities and do an outstanding job, than to sign up for several activities and do just a mediocre or poor job with no real sense of responsibility or commitment. Students are to remember that their good name and reputation are important assets; keep them untarnished.

NBHS CO-CURRICULAR REQUIREMENTS

1. Student co-curricular participants are subject to posted school rules and regulations governing student behavior. All participants are reminded that they must be good school citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular activities for the length of the suspension. All school sponsored co-curricular activities shall adhere to these rules regardless of location of said activity.

2. A student must meet the following academic requirements to participate fully in co-curricular activities: achieve and/or maintain an overall “C” average in all prepared courses for the marking period prior to the participation period.* Students must also have an 85% or better attendance.

**See special requirements for elected class officers under Election Procedures.*

3. A student may not participate in any co-curricular meeting or event on a day when he/she was absent from school unless exception is made by the Headmaster and/or designee.

4. A student must be recorded as present prior to 11:00 AM, and he or she must remain in school for the day in order to participate in a co-curricular event, unless an exception is made by the Headmaster and/or designee.

5. A student will be held accountable for all materials issued and must return said materials promptly at the request of the advisor. A student who does not meet his/her responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made. This student will be held accountable for the return of all materials to the satisfaction of the Headmaster and/or designee.

6. Co-curricular advisors may make rules governing the conduct of participants and the requirements for memberships, rehearsal, or performance. These rules must be approved by the Headmaster and/or designee and shared with participants in writing before they are in effect.

7. All participants must ride the bus to and from school sponsored events unless excused by the Headmaster and/or designee.

8. All tickets purchased for co-curricular activities (not including athletic events) are non-transferable unless exception is made by the Headmaster and/or designee.

9. Election of officers for all co-curricular activities should take place in September.

10. Elections of officers for all co-curricular activities will be conducted according to Parliamentary procedure.

11. Officers in all clubs/organizations, as well as class officers, are expected to participate in student leadership training.

CLUBS AND ORGANIZATIONS

AHANA

This club is open to any NBHS student who is interested in learning more about and participating in activities about people of color.

Ambassador Club

The Ambassador Club is a service-oriented group whose members aim to connect the school and community through volunteerism at many levels. The objectives of the Ambassadors Club shall be to aspire to become advocates in promoting equality among the diverse population of NBHS and to foster a better understanding of students' differences and similarities.

Art Club

If you are interested in the various forms of art and enjoy working on art projects such as: Holiday cards, tie-dying, school-based projects and community projects consider joining this club. Everyone is welcome.

Band

Students who participate in this activity must do so as a graded academic course. The grade will be based upon both their playing proficiency on their chosen band instrument, and their required attendance at after school, night-time and weekend rehearsals and activities. Some of these required activities are: marching band competitions, football games, rallies, parades, winter and spring concerts, as well as many other public performances scheduled by the band director. This course offers rewarding experiences in both the marching and concert band idioms through

a large variety of literature which they are required to perform. Eligibility for the band is open to anyone who can read music and can demonstrate entry level proficiency on an acceptable band instrument. Private lessons on the student's individual instrument are encouraged but are not mandatory.

Boat Building Club

This club is open to all who are interested in learning the techniques of boat building. While in the club you will cooperatively work on building a 16-foot boat to be named, painted, and rowed at a boat launching party. This club is sponsored by the New Bedford Community Boating Center.

Book Club

This club is open to anyone interested in reading books and sharing their likes and dislikes about the book with others who are equally enthusiastic.

Bowling Club

The activities of this club shall be open bowling activities, league play with area high schools and in-house play. Membership is open to students in grades 9-12.

Climbing Club

This club is open to any NBHS student who is interested in learning to rock climb with an instructor.

Cheerleaders

New Bedford High School is represented at many sporting, community, and school events by a squad of varsity cheerleaders. The selection of members of this organization takes place in the spring and tryouts are open to NBHS students and incoming 8th graders who possess a minimal overall "C" average in prepared subjects. The tryouts are judged by a selected, knowledgeable board of judges with the final selections being determined by the advisor with the approval of the Headmaster or his designee. Candidates are judged on voice, poise, general appearance, manner, scholarship, ability in athletic stunts, jumps and gymnastics, and an ability to learn and create cheers. Cheerleaders are expected to project and maintain the high standards of NBHS and display sportsmanship and respect at all times. NBHS cheerleaders also are expected to maintain MIAA and MSSAA standards and adhere to all school policies. Cheerleaders must be willing to give a great deal of time and effort to the practice sessions and be willing to participate in the numerous service activities of NBHS and the school community.

Chess Club

The New Bedford High School Chess Club is offered to all students and provides members with the opportunity to learn and practice the ancient game of chess. Chess provides excitement and fun while building the skills necessary for strategic and tactical planning, hierarchic and organizational thinking, logical analysis and complex problem solving. The Chess Club will also compete against local, regional and state schools in scheduled tournaments sponsored by the Massachusetts Chess Association.

Choral Groups

There are ten choirs at NBHS, including: Concert Chorale, Select Women's Choir, Treble Choir, SATB Show Choir, Women's Show Choir and Mixed Chorus. These groups meet during the day and receive credits. All choirs, with the exception of mixed choir, are auditioned by the director and students are placed in choirs by levels of talent. Rehearsals are mandatory for upcoming concerts, competitions, or community events. Credits for the course will not be given to anyone not meeting the requirement of two major concerts. Grading is processed using after-school rehearsals and concert participation.

Show Choirs: Any student participating in either show choir is required to be in a classical performing choir such as concert chorale, select women's choir, treble or mixed chorus before being enrolled in either show choir. Mandatory choreography and vocal rehearsals must be attended by all participants. Membership standings and grades will be affected by degree of participation.

Jazz Choir, Chamber Choir, Vocal Acappella Groups: Any member in these elite performing groups must be in a major classical performing group such as Concert Chorale or Select Women's Choir. All rehearsals are mandatory.

Men's Choir and Men's Show Choir: Participation is open to all men in any choir.

Color Guard

The color guard supplements the NBHS Whaler Marching Band. All students enrolled in color guard must take part in all night-time and weekend rehearsals and activities. Some of these are: marching band competitions, football games, parades, winter and spring concerts, as well as many other public performances. Auditions for this group will be held during the spring of each year.

Computer Club

This organization is open to any student who has an interest in the study and use of computers.

Creative Writing

The Creative Writing Club welcomes students (and their talent) who enjoy exploring your imagination through writing and expressing thoughts through poetry, short stories, and music.

Crimson Courier

The Crimson Courier, the NBHS newspaper, is published at various intervals during the school year and concerns itself with matters of interest to the student body. Although required as workshop experiences for class students, all enrolled students of the high school are encouraged to contribute to the newspaper by participating in the after-school club for those students who are not able to program the course into their schedule.

Crimson Log

The Crimson Log is the name given to the NBHS yearbook. Editors and staff are chosen by the advisor from a list of seniors and juniors recommended by the faculty, as well as general applicants and through course selection. The year book staff is responsible for meeting during the summer months, learning the procedures for publishing a yearbook and helping with the photography included in the book. Although the work of the yearbook will be accomplished through class work in the yearbook production course there is a co-curricular component that meets regularly after school.

Debate Team

For students who are interested in developing more effective public speaking techniques and participating in debate team competition.

Drama Club

The Drama Club introduces its members to creative theatre on a semi-professional level by way of personal participation. Besides participating in and sponsoring theatre and field trips, there are two major annual productions. Members of the cast and backstage committee chairpeople are chosen by the club sponsors on the basis of talent, ability and merit. Some of the past productions have been "Dracula", "The Wiz", "West Side Story", "A Christmas Carol", and "The King and I". Many of the players continue to pursue the study of drama in college.

Fellowship of Christian Athletes

This organization's purpose is to provide a supportive community within New Bedford High School for Christian students. Its goal is to encourage its members in all aspects of their lives – academic, career, family relationships, etc. – and to reflect to the school community an example of moral rectitude and leadership.

LGBTQ Alliance

This is a student-run organization that provides a safe place for students to meet, support each other, and talk about issues related to sexual orientation.

The Great Outdoors Club

The purpose of the Great Outdoors Club is simply to enjoy the beauty of nature. The club goes mountain climbing (hiking), skiing, biking, horseback riding, canoeing and camping. One or two trips each year are overnights.

International Club

This club is of interest to those students who wish to share the experiences of various cultures while trying to maintain an appreciation for the culture and values of the United States. It is open to any interested NBHS student. It also encompasses the experience of foreign exchange programs and travel.

Japanese Animation and Culture

The objective of this club is to provide extensive knowledge in the various Japanese art forms ranging from traditional tea ceremonies to the comic art known as Manga. Students will be provided with hands-on experiences in many aspects of Japanese culture.

Jazz Band

Jazz Band is an after-school activity that meets every week on Tuesdays from 3-4:30 PM. All members are encouraged to sign up for the stage band class which meets during the school day. This is a select group and members must audition or be recommended by a music teacher. This group performs at several high school concerts as well as community events. The group also competes at several prestigious festivals including the Berklee Jazz Festival in Boston, the International Association of Jazz Educators Festival and the Clark Terry UNH Jazz Festival.

Key Club

The Key Club is a school and community service organization. Following major themes each year, it may provide food baskets for needy families at Christmas, work at charitable fund-raising functions, help senior citizens, or entertain orphans at parties and outings.

Math Club

This club is to support student curiosity in learning more about Math and Business Math. The club supports curiosity on application of Math in construction, Geometric Design, CAD, Budgeting, Entrepreneurship. SAT-MCAS prep., and participation in competitions and community events.

Medical Careers Club

The purpose of this club is to foster the interest of students in teaching and health careers and provide them with a means to investigate the opportunities available through various site visits to both colleges and medical institutions.

Peace and Unity Club

The primary objective of this club is to create and reinforce positive and constructive behavior through non-violence awareness. Students are provided with the opportunity for self-development, as well as being encouraged to develop a sense of ethical, social and public responsibility at NBHS and in the community.

Photography Club

The purpose of this club is to offer greater opportunities to students interested in photography to experiment with and improve techniques. All members are required to supply their own cameras and equipment, but the group is open to any NBHS student. Club activities include field trips to various cities, parks, museums and special events. Members are also expected to participate in fund raisers.

Recycling Club

Students who are interested in "Going Green" and taking care of the Planet Earth should consider being part of the school's effort in recycling paper and plastic products.

Rowing

Students are invited to experience team work and develop an appreciation of our New Bedford's maritime history while learning to row.

Sailing Club

Students will be introduced to the techniques involved with the art of sailing and to boating safety, while enjoying the local scenery around Buzzard's Bay.

Science Club

The Science Club invites students who share an interest in the many fields of science.

S.A.D.D.

Students Against Destructive Decisions is a club dedicated to identifying and addressing decisions students make that can have potentially tragic results. This club is affiliated with the national organization S.A.D.D.

Tomorrow's Teachers Club

The objectives of this club shall be to foster student interest in the profession of teaching through the understanding of educational issues, to become knowledgeable of careers in education, to provide service opportunities, to provide student and teacher recognition, to promote teaching, to enhance local college and university relationships and to strive to be positive role models in the school and community.

Ultimate Frisbee Club

This club is for students who wish to learn or who already acquired the skills to play the game of Ultimate Frisbee, an uprising sport which has been played over many years. The purpose of this club is to gain teamwork skills, exercise, and companionship.

WIMC-TV

This organization provides co-curricular video services for the school. In addition, the group produces NB Live (a weekly entertainment talk show) and NBHS Monthly Magazine (a magazine-news program aired monthly on New Bedford's Educational Access Channel, channel 17). All students with experience in television production and who conform to the established guidelines set down by the advisor and the club constitution are eligible for membership.

Young Politicians Club

This club unites students who are interested in the political and social life of our nation and helps them to be open to new and creative ideas as rising future politicians.

STUDENT GOVERNMENT COMMITTEES

Steering Committees

One representative is voted from every homeroom in the building. The representatives also decide on details of Spirit Week, banquets, and other class activities. Senior steering committee members meet weekly with the class advisors.

Student Advisory Committee

Five registered high school students are elected by late March by NBHS students to the Student Advisory Committee. The Student Advisory Committee, unlike the Student Advisory Council, works within the limits of the school. Their main function is to deal with student affairs and to make recommendations to the administration. The top two votegetters are elected as representatives to the State Student Advisory Council as representative (top vote-getter) and alternate (second place finisher); both are elected as representative (top vote-getter) and alternate (second place finisher) to the New Bedford School Committee; and both are elected to serve as members of the NBHS School Council.

Student Representative to the New Bedford School Committee

The student advisory member who receives the most votes attends the regular meetings of the school committee as a non-voting member. He/She may be expected to add insights and/or information regarding issues at the high school.

State Student Advisory Council

The Student Advisory Council is a statewide organization of high school students elected by their fellow students. The Council advises and has a voting representation on the State Board of Education. There are eleven regional councils across the state, as well as a coordinating state council elected by the regions. By state law, every Massachusetts high school must have a delegate and alternate elected to the council by March 15. Any registered high school student who will not graduate before June is eligible for election from his/her school to the council.

A council member represents the concerns of his/her student body at regional meetings with other students representing their schools' educational concerns and needs. Most importantly, a council member acts upon these needs and interests. A member usually spends one to two days a month working on the Student Advisory Council. There are no salaries for council members, although travel expenses to and from meetings are paid by the members' school committees.

PROCEDURES FOR ELECTION OF CLASS OFFICERS

All students seeking the position of a class officer must adhere to all campaign policies set forth by the school.

1. Elections

- A. Elections for class officers shall be held during the month of September.
- B. A primary election shall be held if there are more than two candidates for the same class officer post. The two candidates who receive the highest vote totals shall participate in a run-off election to be held within five (5) school days of the primary election. The candidate with the highest vote total shall be declared the winner of the election.
- C. No write-in candidates will be allowed for either the primary election or the final election.

2. Nomination Requirements

- A. In order to be a class officer a student must have achieved an overall “C” average in all prepared courses for the marking period prior to the election. They must also have an 85% or better attendance rate and the signature of the appropriate administrator indicating no serious discipline problems.
- B. In order to run for a class officer post, a student must be a full and valid member of that particular class. The student must obtain a minimum of twenty-five (25) signatures of full and valid members of that same class. Signatures may not be duplicated for the same office.
- C. All nomination signatures, along with the signatures of the candidate on the acknowledgement form of election procedures, must be returned to the appointed designee by a specified date so the validity of the signatures may be determined.

3. Voting Procedures

- A. Voting shall take place in each homeroom of the class holding primary or run-off elections. The homeroom teacher shall supervise the election for his or her homeroom.
- B. Ballots must be delivered in sealed envelopes to the homeroom teacher. Official ballots must be used. If the homeroom teacher does not have official ballots on election day, the appropriate administrator must be notified in person or in writing by that teacher, and arrangements must be made for the homeroom to vote on the following day.
- C. After each student present in the homeroom has had an opportunity to vote, per instructions, on the official ballots, the homeroom teacher shall place the marked ballots unfolded in the envelope provided and seal it. The homeroom teacher shall write on the face of the envelope the number of students present and the number of absentees. The homeroom teacher must then return the sealed ballot envelope and all blank ballots (outside the sealed ballot envelope) to Team Office.

4. Faculty Ballot Committee

- A. The Faculty Ballot Committee shall consist of a minimum of three (3) faculty members.
- B. The committee shall supervise the counting of all ballots in all student elections for class officers. Ballots must be counted, and the results of the elections posted within a reasonable time not to exceed three (3) days. No candidate shall be permitted in the room where the ballots are counted. No student shall be permitted to assist in the counting of the ballots.

5. Recount Procedure

- A. The Faculty Recount Committee shall be appointed by the Headmaster.
- B. In order for a candidate in a student class officer election to obtain a recount of the votes cast, he or she must submit twenty-five (25) signatures of full and valid members of his or her class, to the Headmaster within three (3) school days of the notification of election results.

6. In Office Requirements

- A. If an elected officer fails to maintain at least an overall “C” average in his/her prepared subjects, during the tenure of his/her office, the officer must step down for the remainder of the school year.
- B. If an elected officer is found guilty by school officials of intoxication and/or drug abuse, conduct unbecoming a class officer and/or any serious disciplinary offense as outlined under Code of Conduct in Groups A, B or C in this handbook during school hours or at school events, he/she shall be brought before the Headmaster for a determination regarding his/her remaining tenure of office.

7. Succession to Office

- A. If the presidency became vacant, for any reason, the vice-president will assume the office of president.
- B. If the vice-president should become president, resign, or be unable to discharge his or her duties, and if the appropriate administrator declares the office vacant, a new election will be held.
- C. If the secretary should resign or be unable to perform his or her duties, and if the appropriate administrator declares the office vacant, a new election will be held.

V. Other Activities

Athletics

Students will find that participation in athletics is one of the most valuable opportunities open to them in high school. Sports develop coordination of mind and body; they teach fair play and sportsmanship which are so important a part of daily living; they provide good physical exercise; they show what may be accomplished by unselfish teamwork and faithful adherence to discipline; and they offer a chance for making friends and developing leadership ability.

Whether one makes a Varsity team, plays on Junior Varsity, or is simply a member of a squad is relatively unimportant: "A sound mind in a sound body" is the goal of all athletes, whatever they play.

NBHS offers opportunities in baseball, basketball, cross-country, field hockey, football, golf, ice hockey, lacrosse, soccer, softball, swimming, tennis, track, volleyball and wrestling.

Interscholastic Athletic Eligibility

The violation of any eligibility rule may result in forfeiture of a game won or the elimination of a player from participation for one year. A mistake could spoil a good season's record. If, in your opinion, there is any doubt concerning your eligibility, consult your Headmaster or Coach. The rules apply to all teams, varsity, junior varsity, sophomore and freshman, all grades and to both girls' and boys' sports.

You Are NOT Eligible:

1. If you were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.
2. If you transferred from one high school to another.
3. If you were taking fewer than the equivalent of four units of study.
4. If during the last marking period preceding the contest you do not receive a passing grade equivalent to four units of study. To be eligible for Fall season sports, the previous year's final grades will determine your eligibility and will be determined by your passing the equivalent of four units.
5. If, since you entered Grade 9, twelve (12) consecutive sports seasons have passed, whether or not you have participated.
6. If your 19th birthday comes before September 1 of the present school year, you may no longer participate in high school sports.
7. If you have graduated from any secondary school.
8. If you are a student in Grades 7, 8, or 9 in a middle school and the principal is not also the high school principal.
9. If you are in a trade school or vocational division or alternative school that is not under the jurisdiction and supervision of the high school principal.
10. If you were "persuaded" or influenced to transfer to your present high school by a coach, athletic director, principal or any other person connected with the school.
11. If you practice or play more than once in any one day with a school team and a non-school team.
12. If you are put out of a game for fighting or flagrant unsportsmanlike conduct, you are not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second time during the same season, then you are disqualified from any further participation in that sport season for one full year.

There are many other important rules and regulations that must be adhered to. Those listed above are the most common and must be understood. Consult your Athletic Director or Coach, if there is any possible doubt.

The Football Team has a zero tolerance policy for contraband drug use by players. Those caught using any contraband drug will be immediately discharged from the team and deemed ineligible for any games or awards ceremonies.

Massachusetts Interscholastic Athletic Association Eligibility Rule Waivers An Advisory

- I.* In the general interest of 365 Massachusetts Interscholastic Athletic Association (MIAA) member schools and for the general well-being of the 160,000 student-athletes who participate in more than 90,000 athletic contests annually, a number of state-wide student eligibility requirements (rules) exist.
- II.* The MIAA has established a due process procedure which provides a full and multi-faceted review of all requests to set aside an eligibility requirement for an individual high school student.
- III.* Initially, a student or his/her parent should notify the high school principal of the student's desire to participate in the school's interscholastic athletic program in spite of being ineligible by virtue of a rule. The principal may then initiate the MIAA "waiver request" process as outlined in the Rules and Regulations Governing Athletics (Blue Book) established by the MIAA.
- IV.* A. The MIAA waiver process begins with a review of the written record by the Association's Eligibility Review Board (ERB) which then votes to grant or deny the request for a waiver of the rule. Your high school principal should endorse (by signature) the original request to the ERB.
- B. An adverse decision by the ERB may be personally appealed to the three-member eligibility committee of the Board of Control provided that this appeal is formally endorsed by your superintendent of schools and school committee.
- C. An adverse decision of the Board of Control may be personally appealed to the three-member eligibility committee of the Massachusetts Interscholastic Athletic Council provided the appeal is formally endorsed by your superintendent of schools and the school committee.
- V.* The following standards are weighed by each board and committee that considers a waiver request (E applies additionally to age rule waiver requests).
- A. The rule works an undue hardship on the student.
- B. Granting the waiver will not result in an unfair competitive advantage over other students.
- C. The waiver approval would not cause displacement of another student-athlete from the appellant's own team.
- D. The waiver would not be in conflict with the general well-being of inter-scholastic athletics in the State.
- E. In all cases involving age rule waivers, total body and physical maturation will be considered.

VI. Academic Information

NATIONAL HONOR SOCIETY Eligibility Requirements

Membership in the NBHS chapter (branch) of the National Honor Society is based on outstanding achievement in four areas: scholarship, leadership, service and character. Honor Society members deemed by an appointed Faculty Council (Advisory Board) to be in violation of one or more of these four areas of achievement, may be considered for probation from or dismissal from the organization. The earliest a student may become a member is during the spring of his/her junior year. Preparation for eligibility, however, begins the freshman year by judicious selection of academic courses. Using a point value table, subjects are "weighed" according to the level of difficulty. This, in turn determines the Grade Point Average on which Rank-In-Class is also based. Furthermore, each aspiring freshman should become active not only in school activities, but also in community affairs.

All Juniors who have attained a weighted GPA of 12.0 (or 8.00 simple) after completion of 2½ years will be invited to file an application for membership. Each applicant must also submit two letters of reference from teachers and a resume detailing past community service efforts. If an applicant is disqualified by failure to meet the standards in each area, he/she should understand that a subsequent invitation will not be extended.

Seniors who have attained a GPA of 12.0 after completion of 3½ years will be invited to file an application in the fall.

Senior Lounge Eligibility Criteria

A determination for Senior Lounge eligibility will be made at the end of each marking period. A senior will be eligible for the Senior Lounge privilege if the student meets ALL of the following criteria:

1. The student must be a member of a senior homeroom.
2. The student must achieve a grade of “C” or higher for that marking period.
3. The student may not have any conduct referral for that marking period.
4. The student may not have violated the attendance policy.

GRADING AND CLASS RANK

Marks are indicated by letter grades to signify the following:

- A – 90 to 100 - excellent
- B – 80 to 89 - good
- C – 70 to 79 - fair
- D – 65 to 69 - inferior work - passable only
- F – below 65 - failure - receives no credit
- I – a temporary mark given to incomplete work - there is work to be made up before the end of the following marking period
- W – withdrawn or dropped

College recommended grade is a “B” in each subject, not a general average, for all students.

In the spring of 1999, the New Bedford School Committee voted approval of some important changes in the method by which a student Rank-In-Class is to be determined. This new method became effective as of September, 1999. Rank-In-Class compares how an individual student stands in scholastic accomplishment in comparison with the rest of the members of his/her class.

The policy at New Bedford High School in the past was to compute Rank-In-Class using the cumulative numerical average formula of major subjects. This method failed to consider the gradation in levels of difficulty of various courses. Consequently, a student could select less demanding courses and improve his/her chances for a higher Rank-In-Class.

The subjects are weighed according to level of difficulty using a Point Value Table. In computing Grade Point Averages, marks in all courses that are classified as leveled courses will be counted. By the process of addition and division, a Grade Point Average will be obtained. Rank-In-Class will be determined from this Grade Point Average.

Finals: Students who maintain a 95% or better attendance rate for the year in a particular subject, as well as a 94% or better academic average for the year, will be excused from the department final exam in that course.

Rank-In-Class will be used for the purposes of college application and for admission to the Honor Society.

POINT VALUE TABLE

	College	Honors	PRE-AP/Advanced Placement
A+	10	14	17
A	9	13	16
A-	8	12	15
B+	7	11	14
B	6	10	13
B-	5	9	12
C+	4	8	11
C	3	7	10
C-	2	6	9
D	1	5	8
F	0	0	0

Honor Roll: A faculty honor roll is based on a simple rank of 6 of weighted courses per quarter. (No grade below B-.)

Graduation Honors:

Highest Honors: Cumulative Simple 9.0 [or] Cumulative Weighted 12.5 or higher and 16 completed major courses

Honors: Cumulative Simple 7.0 [or] Cumulative Weighted 10.5 or higher and 16 completed major courses.

NEW BEDFORD HIGH SCHOOL GRADUATION REQUIREMENTS

MassCore* Graduation Requirements were adopted by the NBPS School Committee and began with the Class of 2017.

In order to graduate from NBHS, a student must have earned at least 24.0 credits and complied with all state accountability requirements.

Course requirements: English 4.00 credits; Math 4.00 credits; Lab-based Science 3.00 credits; History/Social Science 3.00 credits (including U.S. History and World History). Foreign Language** 2.00 credits of the same language required (3.00 credits suggested). The Arts** 1.00 credit (one full year course or two semester-long courses, suggested two courses from the same discipline). Health 0.50 credits (one semester-long course). Physical Education or JROTC 2.00 credits (one course required each year). Additional Core Courses 4.50 credits required.

TOTAL: 24.0 credits

GRADUATION POLICIES

The number tickets issued to each graduating senior shall be eight. Every individual, including all children, will require a ticket.

Special staff seating will be offered as well as seating for individuals with disabilities. Both will require a special pass with special instructions in addition to their admission ticket.

Media personnel are required to obtain a special pass.

(Complete policy available in Headmaster's office.)

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times annually: November, January, April, and June. These give a report of the student's scholarship and attendance, and must be taken home, signed by the parent or guardian, and returned to the homeroom teacher within two days of their issuance.

Progress Reports are issued semi-quarterly to students. They must be signed by the parent or guardian and returned to the teacher who gave them within two (2) days of their issuance. Students are urged to contact their Guidance Counselors for consultation.

SCHOLARSHIPS AND AWARDS

Many scholarships and awards are available to students of NBHS. Some of these are of a substantial monetary nature. Information about any and all may be obtained from your Guidance Office.

SCHOLASTIC INFORMATION Guidance and Pupil Personnel Services

The function of this department is to provide material and services to assist in the maximum development of the interests and abilities of every student; to provide guidance leading ultimately into serviceable, profitable, satisfying pursuits for the student as an individual and as a member of the community; and to help improve self-understanding which will enable the student to make decisions that will promote intelligent planning involving educational, vocational, and personal problems.

Reasons for Scheduling an Appointment with your Guidance Counselor.

1. When questions arise concerning:
 - a. the courses you should take
 - b. the proper electives
 - c. failure, in one or more subjects, or lack of application
 - d. preparation for various fields of work
 - e. college entrance requirements and examinations
2. When it is a question of:
 - a. getting a part-time job
 - b. finding summer employment
 - c. making an application for a permanent job after graduation
3. When it seems necessary to drop out of school:
 - a. because of ill health
 - b. because of economic pressures at home
 - c. because of failure to get along in school
4. When you want information about:
 - a. the requirements, advantages, and disadvantages of various occupations
 - b. civil service requirements

All counselors are available for conference with students, parents/guardians, and graduates before and after school. Preferably, students should make appointments before school with their Guidance Counselor.

On the bulletin boards in each Guidance Office are posted notices of importance which students should follow from week to week. In the office there are files of material on occupations, books on careers, and college catalogues. For seniors there is a current file of civil service opportunities. Guidance offers a web page located at www.newbedfordschools.org/high.htm. NBPS offers a home page at www.newbedfordschools.org which will allow you to access the elementary schools or the high school and its many individual web pages.

Guidance Counselors

Guidance Counselors are assigned to grade level teams and follow students throughout their four-year high school experience. There are two guidance counselors per team with an additional counselor assigned to the Academy Of Honors and an additional counselor assigned to support students in pathways.

Dual Enrollment

Junior and Senior students who have a GPA of 3.0 or better, are recommended by their guidance counselor, and are approved by the Headmaster for participation are eligible for this program. Students must maintain a minimum of a “B” average in the prior year to continue with the Dual Enrollment Program.

Determination of appropriate college courses that also meet criteria for high school graduation is at the discretion of the Headmaster. Student grades received from the college will be incorporated into the high school transcript and grade point average and weighted at the Pre-AP/Advanced Placement Level.

The Dual Enrollment Program is not an alternative high school and, therefore, does not supplant advanced placement or other academic and occupational courses that may be offered at New Bedford High School. Courses and programs that are offered at New Bedford High School are not eligible under the Dual Enrollment Program.

Educational Talent Search

This is a program designed to create or increase the desire in eligible 6th to 12th grade students to complete high school and enroll in a college or post-secondary education. Services include career, educational, financial aid and personal counseling, college visits and academic tutoring.

GEAR UP

The Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. The program partners with existing reform efforts to offer services that promote academic preparation and the understanding of necessary costs to attend college.

Upward Bound

Upward Bound is designed to expose eligible students to learning experiences that prepare them for success in high school and admission into college through group and private tutoring sessions, academic Saturday sessions, jumpstart for freshman, college visits, cultural field trips, MCAS and SAT prep, community service projects, academic counseling and life skills. Student eligibility is limited to families who meet the federal income guidelines or be potentially the first person in their family to attend college.

JUNIOR RESERVE OFFICERS TRAINING CORPS

The Junior Reserve Officers Training Corps course includes leadership development, organization, map reading, oral and written expression, first aid measures, hygiene and many other survival techniques. Additionally, the program is designed to build confidence in oneself and a sense of responsibility and self-discipline. What students learn in the JROTC program will be useful in understanding team-work, which will be applicable in any career beyond high school. Classes are conducted during the normal school day. There are no after school requirements, no cost to the individual and no obligation whatsoever to join the Army or any of the armed services at any time.

Co-curricular activities offered include Drill Team, Rifle Team, and Color Guard, and Academic Team, all of which compete with other schools in the region. School athletic letters are awarded to members of these teams meeting the criteria set down by the school administration.

NURSES' OFFICE

General Information

New Bedford High School Nurses are registered nurses that are licensed by the Department of Education and are valued members of the educational team. They offer unique opportunities for students to learn healthy behaviors and receive easily accessible health services within a school setting. They are specially trained in health promotion and assessment, respond skillfully to the ever-changing health care needs of today's students, and are knowledgeable in the most appropriate treatment and referral procedures.

All new students entering New Bedford High School must see the school nurse for an evaluation of their health and immunization status.

Students who are injured or become ill during school hours must consult with the nurse on duty. A student who is feeling ill should report to the nurse's office with the consent of the classroom teacher. Excluding emergencies, no student is allowed to visit the nurse's office without a pass from a teacher.

Dismissals for illnesses may only be issued by a school nurse. A telephone call to the parents or guardians will be made when dismissals are necessary. On returning to school from a dismissal for illness or injury, students must report first to the Nurses' Office before returning to class. The nurse will supply the student with a return slip to class.

Please keep your child home from school if he/she has had a fever within the past 24 hours, if your child is vomiting, or has diarrhea, or has a contagious illness such as strep throat, flu or chicken pox ...

Any student that has a change in health status (surgery, crutches, wheel-chair...) must first report to the nurse's office. Exclusion notes for gym are to be brought to the Nurses' Office so that accommodations can be made.

In case of an accident, no matter how minor, the student should report that accident to the teacher immediately and then report to the nurse's office. In the case of severe accidents or acute illness, emergency care will be given, and the parent(s)/guardian(s) will be notified.

Medication Policy

State regulations governing the administration of prescription medication in school ensure the health and safety of children needing medication during the school day. These regulations require that the following forms be on file in your child's health record before any medication (including over the counter medication) be given in school. These forms can be obtained by your child's health care provider or school nurse.

1. Signed medication order. A written medication order form must be completed by your child's licensed physician, nurse practitioner, dentist, etc. and returned to the school nurse. Medication orders must be renewed when there is a change and at the beginning of each academic year.
2. Parental Consent. A signed consent by the parent or legal guardian to give the medication.

Medications must be delivered to the school nurse in a pharmacy or manufacturer-labeled container by a parent or a responsible adult designated by the parent. No more than a thirty-day supply should be delivered to the school nurse along with a note stating the amount of medication sent into the school. No over the counter medication will be given in school without the required, signed medication forms.

Students should not be in possession of any over the counter medications while in school.

Required Physical Exams, Screenings, and Immunizations

All 1st, 4th, 7th, 10th graders and new entries are required to have a health examination on file in the nurse's office. Massachusetts General Law, 105 CMR, Section 200 requires that public schools have on file the report from a physical examination of each child upon entrance or transfer into the school system and every 3 or 4 years thereafter. This examination should be done by your child's primary care provider and a copy provided to the school nurse.

School nurses follow the Massachusetts Department of Public Health's requirement for screening of children for growth, dental, postural, hearing and vision issues. Please notify your child's school nurse if you do not want your child to participate in the screening process.

All students are required to have an immunization record on file in the nurse's office. Immunizations must be up-to-date for each child according to Massachusetts's immunization guidelines. Please be aware that any student who does not fully comply with and produce documentation of state immunization requirements will be excluded from school. As required by law, appropriate authorities will be notified if a student is excluded and remains in non-compliance after the exclusion date.

STUDENT SUPPORT STAFF, STUDENT RELATIONSHIP

New Bedford High School has a well-established Student Support Team (SST), this staff is made up by four School Adjustment Counselors. There is one School Adjustment Counselor per grade level and is located in the Grade Team office. Students can receive confidential counseling for a wide range of problems: family issues, drugs, alcohol, depression or serious personal problems. Students are generally referred to the Adjustment Counselor by teachers, guidance counselors, a school nurse, administrators, or self-referral.

The counselor shall use his/her best judgment to decide which of the avenues listed below to follow:

1. To listen and discuss in confidence the situation as related by the student.
2. To consult with the administration, a nurse or a guidance counselor.
3. To refer and/or consult with in-school or approved out-of-school agencies.

The Confidentiality Shall Be Broken When:

1. A student is seen using and/or possessing drugs; or if there is a clear, open violation of a known law.
2. In the best judgment of the staff member there is an immediate, clear and present danger to the safety and well-being of the student and/or others.
3. In both of the above instances, administrative regulations for dealing with students shall be followed.

FOOD SERVICES

1. Entrance to the food services is only by the main circulation corridor.
2. Students must eat in their assigned Dining Commons. Good manners, courtesy, and proper eating habits are expected of everyone. Students may choose a lunch table and lunch companions.
3. Students must obtain their own lunch. Cutting in front of other students will not be permitted.
4. Food must not be carried out of the dining commons. All food must be eaten in the student dining commons.
5. Students are responsible for cleaning their own area. Students are required to exit along the service corridor and through the dish room. This will make it possible to locate all paper waste barrels under the dish counter to collect both bag lunch waste and all other disposables.
6. Should students wish to go outdoors, they will be restricted to the team courtyard and no food is allowed outside.

TELEPHONES

There are no public telephones available at New Bedford High School. Although office telephones are reserved for business purposes they may be used by students in an emergency. Students will not be called out of class to the telephone. In an emergency, a message will be delivered to a student.

LOST AND FOUND

A lost/stolen report should be filled out in your Team Office if either event should occur. Anything found should be returned to your Team Office, where the loser may claim it upon producing proper identification.