

**2011–2012**  
Student Handbook  
**B.M.C. Durfee High School**  
**of Fall River**



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

### **Mission**

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

All Hilltoppers have Durfee **PRIDE!**

**Purpose**

**Responsibility**

**Innovation**

**Diligence**

**Empowerment**

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

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

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

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

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

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

### **Accreditation Statement**

B.M.C. Durfee High School is accredited by the New England Association of Schools and Colleges (NEASC). NEASC is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions. Accreditation of an institution by the New England

Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

### **Administrative Structure**

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

Principal	Mr. Paul Marshall
Associate Principal	Ms. Tracy Curley
Guidance Department Chair	Ms. Aimee Bronhard

#### *Grade 12 – Class 2012*

Vice Principal	Ms. Melissa Fogarty
Guidance Counselors	Ms. Jenna Lagasse Mr. Coreen Gendreau

#### *Grade 11 – Class of 2013*

Vice Principal	Mr. Ross Thibault
Guidance Counselors	Ms. Kerry LaCharity Ms. Marie Rotondo

#### *Grade 10 – Class of 2014*

Vice Principal	Mr. Jason Gray
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Guidance Counselors	Ms. Rachel Fellows Ms. Kim Napolitano
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*Grade 9 – Class of 2015*

Vice Principal	Mr. Paul Coogan
Guidance Counselors	Ms. Denise Boland Ms. Cynthia Couto

**Organization and Communication**

***First Level***

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

***Second Level***

Appropriate Department Chair or Contact person		
Athletics	Mr. Victor Pereira	1144
Guidance	Ms. Aimee Bronhard	1199
Career and Tech Ed	Mr. Michael Procaccini	1178
English	Mr. Nicholas Bretz	1150
Fine Arts	Ms. Kathy Kim	8390
Health and Phys Ed	Mr. Brad Bustin	1142
History and Social Sciences	Mr. Matthew Desmarais	1148
Math	Mr. Timothy Dunbar	1160
Science	Ms. Brenda Berube	1170
Special Education	Mr. Gerald Lima	1121/1122
World Languages	TBA	1152

***Third Level***

Appropriate Grade Administrator		
Mr. Paul Coogan	Vice-Principal, Grade 9	x1173
Mr. Jason Gray	Vice-Principal, Grade 10	x1162
Mr. Ross Thibault	Vice-Principal, Grade 11	x1176
Ms. Melissa Fogarty	Vice-Principal, Grade 12	x1137

***Fourth Level***

Building Principal

Mr. Paul Marshall

Principal

1204

***Fifth Level***

FRPS Central Administration

Mrs. Meg Mayo-Brown

Superintendent

508-675-8420

**School Day and School Hours**

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

REGULAR BELL SCHEDULE		EARLY RELEASE SCHEDULE	
1st Warning Bell	7:45	1st Warning Bell	7:45
2nd Warning Bell	7:50	2nd Warning Bell	7:50
<b>First Block</b>	<b>7:55-8:45</b>	<b>First Block</b>	<b>7:55-8:45</b>
Passing	8:45-8:50	Passing	8:45-8:50
<b>Second Block</b>	<b>8:50-9:40</b>	<b>Second Block</b>	<b>8:50-9:40</b>
Passing	9:40-9:45	Passing	9:40-9:45
<b>Third Block</b>	<b>9:45-10:35</b>	<b>Third Block</b>	<b>9:45-10:35</b>
Passing	10:35-10:40	Passing	10:35-10:40
<b>Fourth Block</b>	<b>10:40-11:30</b>	<b>Fourth Block</b>	<b>10:40-11:30</b>
Passing	11:30-11:35	Passing	11:30-11:35
<b>Fifth Block/Lunch</b>	<b>11:35-12:50</b>	<b>Lunch*</b>	<b>11:35-12:00</b>
<b>Lunch A</b>	11:35-12:00		
<b>Lunch B</b>	12:00-12:25		
<b>Lunch C</b>	12:25-12:50		
Passing	12:50-12:55		
<b>Sixth Block</b>	<b>12:55-1:45</b>		
Passing	1:45-1:50		
<b>Block Seven</b>	<b>1:50-2:40</b>		

\* Lunch will only be served when announced.

**Schedule Rotation**

The seven period, dually rotating schedule offers a morning and afternoon rotation of periods. Research has shown that students and adults are more productive at different times each day. By rotating the schedule, students and teachers alike have the ability to perform at different times of the day, thus maximizing their potential

outcomes. The 5-day schedule will be run on a Monday through Friday cycle and the classes will meet at different times based on the day of the week. The following chart explains the dual rotation and this rotation will be posted throughout the school.

**Five Day/Seven Period Monday through Friday Rotation**

	MON	TUES	WED	THU	FRI
Timeslot 1	1	4	3	2	1
Timeslot 2	2	1	4	3	2
Timeslot 3	3	2	1	4	3
Timeslot 4	4	3	2	1	4
Timeslot 5	5	7	6	5	7
Timeslot 6	6	5	7	6	5
Timeslot 7	7	6	5	7	6

**ACADEMIC INFORMATION**

**Grade Reporting, Closing, and Issue Dates**

B.M.C. Durfee has adopted a system of assessment wherein students will receive periodic updates from classroom teachers regarding their academic progress. Students will receive report cards four times throughout the school year and will receive interim progress reports four times, at the half term. The following are the reporting dates for these reports:

Term	Progress Reports	Grades Close	Report Cards
1	<b>October 14</b>	<b>November 10</b>	<b>November 17</b>
2	<b>December 16</b>	<b>January 27</b>	<b>February 3</b>
3	<b>March 9</b>	<b>April 5</b>	<b>April 13</b>
4	<b>May 11</b>	<b>June 19</b>	<b>June 22*</b>

*\*By mail and/or electronically*

Tentative Exam Dates

The following quarterly exam dates have been tentatively scheduled and are subject to change:

Quarter One: November 3, 4, 7 & 8, 2011

Quarter Two: January 24 – 27, 2012

Quarter Three: April 2 – 5, 2012

Quarter Four: June 13 – 19, 2012\* /Seniors: May 29 – June 1, 2012

*\* Term 4 dates assume no emergency school closings*

### **Guidance and Support Services**

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

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

### **Guidance Appointments**

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

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

### **Course Level Selection**

All course levels are designed to provide maximum intellectual challenge for each student. Parents/guardians make placement decisions based on past academic performance and teacher recommendations. Placement assumes that ability will allow success because student effort is also assumed; low grades are not

automatically a basis for dropping levels. It is also assumed that students and teachers will anticipate upward movements in level placements based upon intellectual growth over years of schooling. Placement levels may vary in different subject areas, and trial and attempts at upward placement are encouraged. Course levels are designated as follows:

### **Advanced Placement-AP**

A course culminating in a national examination that can lead to advanced placement and/or credit in college. These courses will follow the syllabi suggested by The College Board. Students enrolled in these courses are required to take an Advanced Placement Exam administered in May of each year. Courses at the AP level are the most demanding and academically challenging offered at B.M.C. Durfee High School. Courses taken at the AP level will receive additional weighting toward a student's GPA. Any student refusing to take the AP exam will not receive the extra weighting and the transcript will be adjusted to reflect the change.

### **Honors Level**

These courses present significant intellectual challenges and require strong student performance. Courses are designed to prepare students for success at four-year colleges and universities. Students must be highly motivated to be prepared for the demands of the curriculum in each discipline. Demands of this level include independent learning, as well as critical, creative, and analytical thinking.

### **College/Academic Level**

Courses at this level require a moderate to extensive intellectual development and outside preparation by the student. These courses are designed to prepare a student to succeed in four-year and two-year colleges. Reading levels will be above the nationally normed median. Students at this level are assumed to be self-motivated.

### **Schedule Changes**

The Guidance Department works very hard during and after the registration process to ensure that all students are correctly placed in their classes. The choices a student makes when scheduling are very important, therefore he/she is expected to remain in that class through the first full week before a change is considered (except for errors, duplicate courses, closed classes, credit or prerequisite

problems). A change must be approved no later than 3 weeks into the term. Half-year course changes may be requested between the first and second weeks.

### Weighted GPA

Grade	Numerical Equivalent	College Preparation	Honors	Advanced Placement
A+	4.3	4.3	4.8	5.3
A	4.0	4.0	4.5	5.0
A-	3.7	3.7	4.2	4.7
B+	3.3	3.3	3.8	4.3
B	3.0	3.0	3.5	4.0
B-	2.7	2.7	3.2	3.7
C+	2.3	2.3	2.8	3.3
C	2.0	2.0	2.5	3.0
C-	1.7	1.7	2.2	2.7
D+	1.3	1.3	1.8	2.3
D	1.0	1.0	1.5	2.0
D-	0.7	0.7	1.2	1.7

### Grade Point Average (GPA), Course Weighting, & Class Rank

Grade Point Average (GPA) is a tool used by Colleges and Universities to assist them in determining the potential success a student may have at an institution. It is also used as a threshold for admittance. The system used by Colleges and Universities varies from one to the other and they have not adopted a standard for GPA. Colleges and Universities require a wide range of student proficiencies in order to be considered for admittance. Guidance counselors are trained to assist students in taking courses that reflect their particular interests, desires, and goals. Many students are unsure of their particular directions, especially in the early years of high school. It is recommended that all students strive to meet the standards of the highest levels in order to maximize their choices when it comes to applying for college.

In general, students taking the College Prep classes are on track for entrance into many Colleges and Universities. Students taking courses at the Honors Level are expected to meet a higher standard and the rigor of the course reflects that expectation. These students can expect to have a wider range of options for college admittance based on the rigor of the required coursework. Students taking courses at the Advanced Placement (AP) level are expected to meet

the highest standards and are required to take the AP exam at the end of the course. The AP exam is a national exam that oftentimes carries either college credit or reduction of college requirements for graduation. These courses are taught by our teachers, but the rigor reflects that of a college classroom. Students who successfully complete these courses and reach a high standard on the AP exam can expect to have an even wider range of options for college admittance.

We at B.M.C. Durfee High School feel that utilizing a weighted system better reflects a sense of a student's potential based on the rigor of the course. B.M.C. Durfee High School utilizes a weighted GPA system that is outlined in the Weighted GPA Chart. The weight a particular course reflects the rigor and expectations of the coursework; therefore, a course taken at the Honors Level will have a higher weight than at the College Prep, and the Advanced Placement Level will carry the highest weight. Class rank will be based upon the weighted Grade Point Average for all CORE courses at B.M.C. Durfee. Elective courses do not count in the determination of the GPA or Class Rank.

- Cumulative rank-in-class is to be computed at the end of each school year.
- In the event that extraordinary circumstances exist which are not covered by any academic policy, a student must petition the Principal for a hearing. Upon hearing all the facts, the Principal will determine the weight to be assigned to a given course.

#### **Credit Awarded for Courses Taken at Colleges or Universities**

A student may choose to take a course at a local college or university. When a student elects to take a college course, he/she must decide whether or not the course will count on the high school transcript. **This decision must be made at the time the course begins, not after the grade is awarded.** The Guidance Department Chairperson, in conjunction with the Grade Administrator, will determine the weight, if any, that will be associated with the course.

#### **Transfer Credit**

Student transcripts and past academic records are evaluated by the Guidance Department Chairperson at the time of registration. All previous courses are awarded credit values that reflect the Durfee High School approved Program of Study, based on the course level and the combination of all other courses previously taken.

AP courses transferred in from another high school will be given the additional weight.

### **Non-Weighted GPA**

To conform to requests from many colleges, the School Transcript also shows a Non-Weighted GPA which is based upon a 4.0 system. This GPA is often required when a student applies to college. The Non-Weighted GPA gives a maximum point value of 4.0 for any CORE course, regardless of level. Thus, an A+ is worth 4.0 points, and an A- is worth 3.7 points, etc. This information is not used to determine Class Rank.

### **Grading System**

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

A+ (100-97)	A (96-93)	A- (92-90)
B+ (89-87)	B (86-83)	B- (82-80)
C+ (79-77)	C (76-73)	C- (72-70)
D+ (69-67)	D (66-63)	D- (62-60)
F (59 and below)		

### **Honor Roll**

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

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

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

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

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

### **Student of the Term**

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

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

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

B.M.C. Durfee High School has gone through several schedule changes over the past years and continues to run a schedule which allows students to earn credits in seven classes. The Fall River School Committee also approved a conversion of credits to a system that better reflects that of Colleges and Universities. As such, credits earned in previous years were converted to reflect the current system. The following list indicates the minimum standards for each graduating year in order to be considered for graduation:

- The minimum Graduation Requirement is 22 credits earned
- To enter the Senior Year, a minimum of 17 credits earned
- To enter the Junior Year, a minimum of 11 credits earned
- To enter the Sophomore Year, a minimum of 5 credits earned

*During the Senior Year, students may also be required to pass a minimum of 5 credits to be eligible to participate in end of year activities including commencement exercises.*

### **Subject Area Requirements**

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

English	4 credits
---------	-----------

Mathematics	3 credits
Science	3.4 credits
History/Social Studies	3 credits
*Health/PE	1.6 credits
World Languages	2 credits

\*A course in Naval Science fulfills state PE requirements for that year.

### **Graduating Early**

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

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

### **Homework Guidelines**

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

#### ***Students will:***

- Record assignments daily in a notebook or other assignment book

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

***Teachers will:***

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

***Parents will:***

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

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

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

- Upon return from an excused absence, two days will be allowed for make up work.

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

### **National Honor Society**

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

### **Post Secondary Requirements**

Students and parents/guardians are reminded that a student receiving a high school diploma is not guaranteed admission to a

two-year or a four-year college or university. The following is a guideline for consideration for admittance to Massachusetts Board of Education admission standards for Massachusetts State Colleges and Universities. For minimum requirements for other institutes, please consult with your student's guidance counselor.

### **Massachusetts State College and University Required Courses**

To be considered for acceptance to a Massachusetts state college or any of the four university campuses, you need to successfully complete the following 16 courses in high school. A course is equal to one full year of study.

- 4 years English
- 3 years Mathematics (Algebra I, II & Geometry)
- 3 years Science (2 years of lab science)
- 2 years Social Science
- 2 years World Language (or voc. Tech./chapter 766 substitution)
- 2 years college Preparatory Electives

### **Minimum GPA for State College Admission**

The minimum GPA for state colleges and universities is 3.00. This GPA must be achieved in the college preparatory courses completed at the time of application, and should be weighted for honors and Advanced Placement courses.

If the student's GPA falls below the minimum required, a sliding scale based on SAT and ACT test scores will apply. This scale should be used only when a student's GPA falls below the minimum requirements for the State Colleges or University (between 2.0 and 2.99).

Meeting these requirements does not guarantee admission, as these are minimum requirements. Individual colleges and/or special programs, such as engineering and nursing, may have specific requirements.

These courses must be at the college prep level. Students who are unsure whether a course meets these standards are encouraged to see a guidance counselor to be sure it will count toward the 16 required courses. (For a complete explanation of the standards as well as the minimum GPA and SAT requirements, please refer to the Program of Studies on page 8.)

### **Student Records**

The policy for obtaining student records is available in the guidance office. The temporary record contains the majority of information about the student. This record is destroyed within five years after the student leaves the system. The student transcript is retained for 70 years. The guidance office, upon written request of the student, will send transcripts.

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

## **SCHOOL RESOURCES FOR LEARNING**

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

### **Curriculum Accommodation Team (CAT)**

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

### **Academic Development Center (ADC)**

In the Academic Development Center, students receive support/assistance from other trained students who serve as peer tutors. Teachers are assigned there throughout the day and they, too, provide tutoring assistance to students. The center is about people helping people with the belief that peer tutors can effect real and lasting positive educational and personal changes. Students must be referred to the center by faculty, guidance counselors, administrators, parents, and/or self-referral.

**School to Career**

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

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

**Summer School**

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

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

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

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

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

### **Health Services**

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

*For more details regarding the Health Services & Medication Policy, please refer to the 2011-2012 District Handbook for Pre-K – 12 School Students.*

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

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

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

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

To be eligible to participate in athletics and co-curricular activities, a student must pass a minimum of 5 classes and maintain an overall average of 65 in all classes taken. Eligibility for fall sports and co-curricular activities will be determined by the final grades and overall average of the previous school year. Students entering B.M.C. Durfee High School as freshmen will be eligible to participate in all sports and co-curricular activities. In order to maintain eligibility, students will be evaluated at the end of each term. Students chronically tardy to school or absent/dismissed from school may not participate in practice, rehearsal, a game or event without the grade administrator's permission. A student who is absent or dismissed on Friday may not participate in a game or event held on Saturday/Sunday without the grade administrator's permission.

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

Students who are academically ineligible to participate in athletics or co-curricular activities may file an appeal with the endorsement of the coach or advisor. The coach/advisor will contact the Athletic Director/designated VP who will set up a meeting to include the student, Athletic Director (for issues related to athletics), a Vice Principal and a teacher to discuss and address extenuating circumstances regarding eligibility. In the event that a waiver is granted to an individual, that student must adhere to all of the stipulations in the waiver agreement. Students who do not meet the minimum standards set forth by the MIAA will not be considered for a waiver.

### ***Participation & School Suspensions***

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

***MIAA Student (and Coach) Eligibility: Chemical  
Health/Alcohol/Drugs/Tobacco***

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

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. (MIAA Handbook July 1, 2009 – June 30, 2011)

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

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

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

**Minimum PENALTIES:**

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

eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

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

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

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

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

### **Hazing**

As defined in Chapter 269 of M.G.L., hazing shall mean "any conduct or method of initiation into a student organization, whether on public or private property, which willfully or recklessly

endangers the physical or mental health of any student or other persons. Violations of this law may be punished by a fine of not more than \$3,000.00 or by imprisonment in a House of Correction for not more than one year or by both such fines and imprisonment.”

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

The Commonwealth of Massachusetts, 1985

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

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

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

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

other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

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

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

House of Representatives, November 13, 1985

In Senate, November 14, 1985

Approved, November 26, 1985

### **Athletic Program**

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

personal growth and develop role models for other members of the student body and the community.

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

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

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

**FALL**

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

**WINTER**

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

**SPRING**

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

## **Clubs and Activities**

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

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

### ***General Clubs and Activities***

#### **Art Club**

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



#### **Asian Club**

The purpose of the club is to develop the student's knowledge of Khmer Culture and language. Activities include a Khmer New Year's Celebration and other culturally significant events during the school year.

#### **Astronomy Club**

Membership is open to all students who have an interest in astronomy, particularly to those who would like to expand their knowledge about current happenings in the universe. Meetings are held monthly.

#### **Connecting Cultures Club**

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

**Cosmetology Club**

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

**Fashion Club**

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

**Fishing Tackle Club**

This club will be designed to meet the needs and experience level of the group. Participants will gain or enhance their knowledge of fishing and tackle preparation with respect to: 1) local saltwater species such as flatfish, blackfish, scup, striped bass, bluefish, sea bass, summer flounder, mackerel and cod; 2) freshwater species such as large and small mouth bass, trout, perch, pickerel, pike, salmon, and catfish.

**French Club**

Membership is open to all students who have taken or are currently taking French. The club's purpose is to increase the student's knowledge of French culture and language. Activities include visits to mansions, museums, plays, and other special events.

**Forensics Club**

Membership is open to all students who are interested in any field of forensic sciences. Activities include discussing famous case studies, labs, and field trips.

**Future Educators Of America Club**

Membership is open to all students who are interested in pursuing a career in teaching. The club is a charter member of the Future Educators of America (FEA). Club activities include participation in the annual FEA Conference, fundraising activities, teacher

shadowing, and the annual Teacher Academy Showcase Day held at the end of the school year. Meetings are held monthly.

### **Gay Straight Alliance**

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

### **Green Team**

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

### **Hip-Hop Club**

This club meets every other week and is open to all students interested in today's hip-hop culture. The club incorporates all four elements of hip-hop (MCing, DJing, B-Boying, and Graffiti Art). Our members focus mostly on hip-hop dance styles. Interested students must be open-minded and must willingly embrace diversity. All members are encouraged, but not required, to showcase their talents at school functions like the fall pep rally and other athletic events.

### **Mathematics Team**

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

### **Peaceful Coalition**

Membership is open to all students. Participants meet weekly to discuss and develop strategies to deal with conflict in a non-violent manner. Participants assist others in school and in the community to make positive choices and act as role models for younger students.

### **Photography Club**



The Camera Club is open to all students. The club's purpose is to perpetuate an interest in Black and White Photography. Various trips of interest are taken each school year to encourage participation. Monthly meetings are held for the members.

### **Portuguese Club**

Membership is open to all students who are taking or have taken Portuguese class. The club's purpose is to increase students' knowledge of the Portuguese language and culture. Meetings are held monthly.

### **Science Club**

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

### **Shakespeare Festival Committee**

Membership is open to all students. The club's purpose is to provide leadership and organizational opportunities in planning and producing a Spring Shakespeare Festival.



### **Ski And Snowboard Club**

Membership is open to all students regardless of previous skiing/snowboarding experience. The purpose of the club is to provide the opportunity for students to learn and participate in the sport of skiing and snowboarding. The club meets once a month starting in September. Each year the club plans six, one day trips to different destinations in New England.

### **Spanish Club**

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

museums, and dinner at a Spanish or Mexican restaurant. Meetings are held monthly.

### **Student Government**

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

### **Seniors Helping Freshmen**

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

### **Wildlife Club**

Membership is open to all students interested in the field of wildlife. The purpose of the club is to increase students' knowledge of wildlife from all around the world. The club will meet every other week.

### **Video Club**

Membership is open to all sophomores, juniors, and seniors who wish to learn T.V. production skills. Members of the club will assist in the production of the video yearbook.

### ***Music and Theater Activities***

#### **Chorus**

Chorus is for all who enjoy singing. The group meets once a week for 1 and 1/2 hours. Students learn a varied repertoire in 4-part harmony. Each semester culminates in a concert performance. There is a Choral Festival and field trip at the end of the year.

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

The Concert Parade Band performs at all home football games, winter and spring concerts, area parades, and other civic functions.



Membership is open to all who play an instrument and are enrolled in the music program. Members must be able to attend after-school rehearsals throughout the year.

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

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

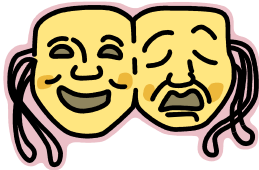
### **Jazz Band**

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

### **Strings**

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

### **Theatre Company**



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

### ***Pep Squads***

**Cheerleaders: Varsity & Junior Varsity**



The Varsity and Junior Varsity cheerleading squads will support athletics during the fall and winter seasons – typically, but not limited to: football, basketball, and wrestling. They may also perform at other school functions and events, and compete seasonally as seen appropriate by the

coaching staff. Teams will be chosen for the fall season at the end of the previous school year, as well as try-outs at the beginning of both the fall and winter sports seasons. All cheerleaders need to re-try out at the beginning of each season. A practice squad may be formed based on student interest. The practice squad supports freshmen athletics; students do not need to be freshmen to make this team. Students of all grades are eligible for teams, as long as they are academically eligible.

#### **Color Guard (FRONT LINE)**

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

#### ***Student Publications***

B.M.C. Durfee High School of Fall River provides opportunities for students to get involved in a number of publications including a monthly newspaper, a literary magazine, and a yearbook. The school's Publications Center, located in the IMC, is well equipped with Macintosh computers to allow for desktop publishing. Although most students enroll in either one or both of the journalism courses, the program allows and encourages other students to submit material to any of the publications. There is also a Press Club, which makes the offerings accessible to all students.

#### **Durfee Hilltop**

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

**Durfee Yearbook**

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

**Literary Magazine**

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

**Press Club**

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

**STUDENT ACCOUNTABILITY****B.M.C. Durfee High School Philosophy of Discipline**

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

**Respect In Our School Community**

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

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

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

- Teacher detention
- Office Detention
- Saturday School
- In-School Suspension
- Out of School Suspension
- Chronic Disciplinary Offenders
- Exclusion/long-term Suspension

### **Teacher Detention**

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

### **Office Detention**

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

- Office detention is held Monday through Thursday, from 2:45 p.m. to 3:20 p.m.
- Students will not be allowed to enter detention after 2:45 p.m.
- Teacher detention takes precedence over Office detention, but does not take its place.

- A student who is detained by a teacher must leave a note from the detaining teacher in the appropriate grade administrator's office.
- Failure to report to detention may result in Saturday School or suspension.

### **Saturday School**

Saturday School is scheduled from 8:30 a.m. to 11:30 a.m. This program is designed to provide consequences for disciplinary, academic, and attendance problems and to encourage proper behavior in the regular high school setting. The student will always be placed with a teacher. It is the student's responsibility to come with 3 hours of work. A parent/guardian will be notified about the action taken concerning a student's assignment to Saturday School. Students having religious or family obligations must make alternative arrangements with the appropriate grade administrator. Students who fail to attend their scheduled Saturday School, who arrive late, and/or who are unable to conform to the regulations described herein, must meet with their grade administrator at 7:40 a.m. on Monday morning. Appropriate action will be taken up to suspension from school for 5 days.

### **In-School Suspension**

Students may be assigned during the school day to the In-School Suspension room when the preceding disciplinary measures have failed to correct their behavior. In addition, an administrator may assign students directly to this room when their behavior warrants immediate action. The supervisor will make every effort to obtain work for students assigned during the school day.

### **Out of School Suspension**

Out of School Suspensions may be for a period of one to ten days. This form of suspension ordinarily addresses serious conduct issues, i.e., fighting, verbal or physical abuse and substance problems. Every effort will be made to telephone and inform the parent/guardian of the suspension. A written communication will be mailed to the parent and the counselor will be notified. Each suspension may require a student, parent/guardian conference with an administrator prior to reinstatement. Students will be responsible for class work missed during suspension.

**Due Process**

Students have the right to present their perspective regarding any serious disciplinary infraction with their grade administrator. The student may appeal the decision of the vice-principal to the principal. All students are entitled to receive due process whenever a suspension is being considered. The right to a due process hearing shall extend to students and parent if the student is age 14–17 or has entered grade nine. For students under the age of 14 or in grade 8 or below, these rights shall revert to the parent. For students age 18 or older, due process shall be provided to the student alone. (Parents of an 18 year old student may continue to be provided due process rights at the discretion of the student.)

*For additional information, including:*

- the Policy Concerning Short-Term Suspensions (less than 10 days)
- Policy Concerning Long-Term Suspension (10 days or more) or Expulsion
- Chronic School Offenders
- Suspensions for Students with Special Needs

*For more information with regard to due process, please refer to the District Handbook for Pre-K – 12 Students.*

**Network/Internet Acceptable Use Policy**

Users are responsible for good behavior on school computers just as students are responsible in class or school hallways. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for staff and students and others to conduct research, do school business, and communicate with others. Access to the network services is given to staff, students, and other who agree to and act in a considerate, legal, and responsible manner. Access is a privilege – not a right. Access entails responsibility.

*For the complete policy, please refer to the 2011-2012 District Handbook for Pre-K – 12 School Students.*

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

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

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

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

### **Definition of a Weapon**

According to Massachusetts General Law, “whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm, as hereafter defined, loaded or unloaded, or any dangerous weapon, in any building or on the grounds of any secondary school, college or university without written authorization of the board or officer in charge of such secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph, ‘firearm’ shall mean pistol, revolver, rifle

or smooth-bore arm from which a shot, bullet, or pellet can be discharged by whatever means.”

For the purpose of this policy, a ‘weapon’ includes, but is not limited to, a gun, knife, slingshot, blowgun, blackjack, metallic knuckles, including a ring intended to be worn on more than one finger (“fused rings”) or knuckles of any substance which could be put to the same use with the same effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shun ken or a similar pointed star-like object intended to injure a person when thrown, or any arm band, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand or a manrikigusari or similar length of chain having weighted ends. Wallet chains, or chains or any size, are not allowed. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.”

**Please Note:** According to Chapter 37H <sup>1</sup>/<sub>2</sub> of the Educational Reform Act of 1993, any student who violates Article VI, Sections d, e, f, or g “may be subject to expulsion from the school or school district by the principal.” (See also Due Process/Student Rights)

### **Academic Ethics**

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

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

Therefore, CHEATING, COPYING, PLAGIARISM, FORGERY, AND ALTERING SCHOOL DOCUMENTS IN ANY MANNER ARE NOT TOLERATED. According to *Webster’s Collegiate Dictionary, 10<sup>th</sup> Edition*, plagiarism is defined as “stealing and passing off ideas or words of another as one’s own; to use without crediting the source; to commit literary theft.” This definition also

applies to information acquired via the Internet. Academic Ethics elicits the following responsibilities of the groups listed:

***Responsibilities of students:***

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

***Responsibilities of teachers:***

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

***Administrative responses:***

- First offense – 1 day of Saturday School and a zero on the assignment/paper/test/assessment/etc.
- Second and subsequent offenses – Progressive disciplinary action up to and including expulsion hearing.

**Cafeteria Rules**

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

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

### **Cell Phones and Other Electronic Devices**

Any electronic items visible during the school day, 7:35 am until 2:40 pm, will be confiscated and held in the grade office for one week or until a parent or guardian comes into the school and retrieves the items. If a parent does not wish to leave the building with the device, it will be held in the office for student pick-up after school hours. In addition, repeat offenders may be required to serve office detention. Students who refuse to comply with this regulation will face further consequences that could include Saturday School, or in-school/out-of-school suspension. As such, the following regulations will apply:

- Cell phones, CD players, DVD players, radios, picture cameras, camera phones, camcorders, laser pointers, and other electronic devices identified by the school administration must not be audible or visible during the school day and must be turned off. Phone calls of an emergency nature will take place in the nurse's office or through the respective grade offices.
- PDA's, graphing calculators and other handheld devices shall not be used for exchanging information, personal e-mail, playing games, or chatting unless sanctioned by a classroom teacher as part of an instructional exercise.
- **Students who wish to bring these items to school do so at their own risk.**

### **Classroom Conduct**

Expectations for classroom conduct are consistent throughout the school:

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

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

### **Conduct after School**

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

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

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

### **Corridor Behavior**

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

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

### **Dress Code**

B.M.C. Durfee High School is a learning environment and a place of business. As such, our expectation is that students will exercise maturity and responsibility with respect to behavior including their choice of attire. Parents are also expected to monitor how their

children dress for school. Students should take pride in their appearance and dress appropriately for success.

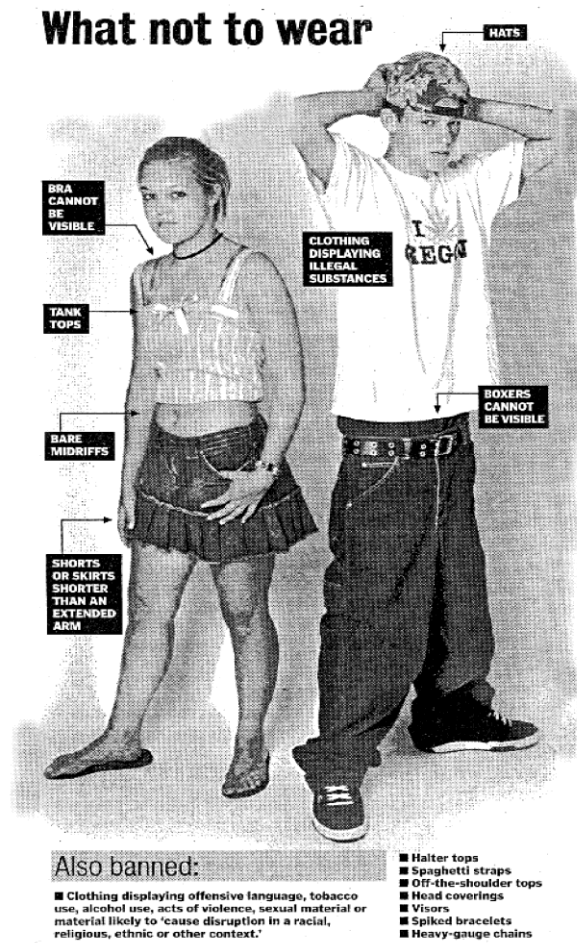
At any time during the school day, if a student is wearing an item of clothing not permitted by these regulations, parents/guardians may be contacted to bring a change of clothing to school, or the school will provide clothing if necessary. The student will not resume his/her regular schedule until his/her clothing is modified.

Principal/student/parent will attempt an informal resolution to the situation. A student may, at the Principal's or Vice-Principal's discretion, be sent home to change into more appropriate clothing (with parent notification). A parent conference may be called to discuss the issue. If the problem persists, appropriate disciplinary action will be taken as indicated in the Discipline Code.

The following guidelines may be useful in helping parents to determine school attire, which may be improper or distracting to the educational process. Students who wear any of the following shall be found in violation of this dress code:

- Outdoor clothing during the usual course of the school day except when coming in or going out of the building.
- Clothing which advertises or alludes to any drugs, alcohol or tobacco products.
- Clothing depicting any words or symbols that could in any way be construed as sensual, sexual, or obscene.
- Clothing that is worn improperly so that it might be too revealing, or any clothing which might be too revealing (for example, tank tops which expose one's midriff, backless shirts or tops, very brief shorts or skirts, or pants worn so low that they are too revealing).
- Clothing or other attire that may be perceived as a gang related symbol (for example, hats, bandanas, beads).
- Any accessories, devices or objects that may cause or inflict bodily harm. (Example: jewelry, which could be used as a weapon such as chains, or piercing of body parts which may pose a safety hazard)
- Apparel or other modes of appearance (such as tattoos) that promote hatred regarding another person's race, color, sex, national origin, religion, or sexual orientation.

- Footwear that poses a hazard to the student or school, such as jelly shoes, spikes, etc.



### Hats, Hoods & Other Headgear

Hats, bandanas, sweatshirt hoods and other headgear are prohibited. These items may not be worn or otherwise visible during school hours and should be left at home or in a locked locker. (Exceptions include religious and/or health related headgear.) Possible consequences for wearing headgear of any kind are as follows:

First Offense: Confiscated

Second Offense: Confiscated and Office Detention

Third Offense: Confiscated and Saturday Detention

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

### **Gambling**

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

### **Leaving School without Permission**

Students leaving the school building or property without a proper dismissal or authorization from an administrator will be subject to a minimum of one Saturday School and/or In-School Suspension. In addition, such students will be prohibited from participating in co-curricular activities that day. Once a student has arrived on school grounds or has taken the school bus, he/she is not permitted to leave without a proper dismissal. This rule applies whether or not the student has signed into homeroom for the day or whether the school day has formally started. The official school day begins when a student is picked up at his/her bus stop in the morning and is returned to his/her appropriate bus stop upon completion of the school day for bus students. Students leaving the grounds by personal car without dismissal will have their privilege to park on school property revoked.

### **Fighting**

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

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

### **Smoking Policy**

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

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

#### **First Offense**

- \$100 fine (will be rescinded upon completion of a smoking cessation program)
- Community Service equaling the \$100 fine if financially unable to pay
- 2 weeks out of any extracurricular activity or MIAA sanction, whichever is longer
- Assigned to Saturday School
- Parent/guardian notification

#### **Second Offense**

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

#### **Third Offense**

- \$100 fine

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

### **Theft**

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

### **School Property**

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

- Parents will be notified;
- The student will thoroughly clean the marred surface;
- The student will be financially responsible for repair if the damage is not corrected by scrubbing;
- The Fall River Police Department may be notified and formal legal complaints for vandalism may be entertained.
- Existing discipline policy will be enforced.

### **Teacher Jurisdiction**

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

### **Vulgarity/Profanity**

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

## ATTENDANCE AND TARDINESS

### Attendance Policy Philosophy

The faculty and administration of B.M.C. Durfee High School are committed to offering a quality education to their students. School attendance is crucial to learning and will be closely monitored. Classroom participation and student/teacher interaction are fundamentally important reasons for good school attendance. While a student may make up the paperwork missed, he/she can rarely duplicate the learning experiences lost by a day's absence.

### 2011-2012 Attendance Policy

Durfee High School has adopted an attendance policy that encourages all students to attend a minimum of 90% of the sessions in each course each term to be eligible to receive credit for that course during a particular term. This means that the maximum number of unexcused absences a student can accrue during any marking term for any course is four (4). (Exception: Fourth term for seniors, three (3) absences is the maximum number.)

A student will have 0.25 credit withheld at the end of the year (or semester in the case of a semester course) for each quarter in which a student exceeds the number of unexcused absences allowed. It is important to understand that behind every "no credit" grade, there is an actual letter grade (i.e., D, C-, B+, etc.) in that particular course. The earned grade will appear on the term report card in the comment section and will be the grade issued in averaging the final year (semester) grade.

Students who are absent more than four days in a quarter may earn back credit in three ways:

**Tier 1 Earn-Back** – Absences 5 & 6 must each be earned back with five consecutive days of perfect attendance and conduct. Tier 1 requirements must be fulfilled to be eligible for Tier 2.

**Tier 2 Earn-Back** – Absences 7 – 10 also each require five days of perfect attendance as part of the "earn back" process. In addition, students must attend Wednesday and Saturday school sessions to make up missing assignments and/or to demonstrate competency. (At a teacher's discretion, students may make arrangements for

makeup with classroom teachers.) Absences 7 – 10 may only be earned back if a student has completed the process outlined in Tier 1.

**Tier 3 Earn-Back** – Students with 11 or more absences must fulfill Tier 1 & Tier 2 requirements, as well as file an appeal with the Attendance Appeals Committee. Forms are available in the Grade Offices. A student filing an appeal is required to submit the form (signed by parent/guardian), attend an appeal meeting, and fulfill any and all requirements proposed by the committee. **Please note: Filing an appeal does not guarantee a waiver.**

The following absences are excused and will not be counted toward loss of credit:

- a long-term illness (four or more consecutive school days) or medical condition verified by a physician's letter upon a student's return to school
- short-term illness verified by a physician's letter upon a student's return to school
- disability related absences
- bereavement absences after the death of an immediate family member verified by a note from a parent/guardian upon a student's return to school
- court appearances as verified by court documentation upon a student's return to school
- school-sponsored events such as field trips, assemblies, etc., with prior approval from the grade level administrator
- school-imposed absences for suspensions (OSS and ISS)
- religious holidays verified by a note from parent/guardian upon a student's return to school
- foreign exchange trips, with prior approval from the grade level administrator
- college visits (a maximum of two days per term in the junior and senior years) when accompanied by documentation from the college upon return to school
- extenuating circumstances as approved by the grade level administrator

## **Attendance Procedures for All Classes**

### **Calling in an Absence/Tardiness**

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

Grade 9 – 2201

Grade 11 – 2205

Grade 10 – 2203

Grade 12 – 2207

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

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

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

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

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

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

- Excused absences from school are allowed on major religious holidays. Parents may, in writing, excuse their students from

school for any religious days important to the child's religious beliefs. As with all excused absences, students excused from school in observation of religious practice shall make up assigned work within 5 school days following their return to school.

- Reports or special projects due on a day of an excused absence shall be turned in to the teacher no later than the second class meeting following the student's return to school without loss of credit.
- New classroom work may be introduced on the day of a religious holiday, but consideration should be given to planning such new work around the holiday.
- When a two-day religious holiday which is normally observed by the closing of school falls on both Saturday and Sunday of the same weekend, no homework shall be assigned for those days.

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

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

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

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

- First offense – one detention
- Subsequent offenses – Saturday/Wednesday School and/or progressive discipline up to and including in-school suspension.
- Three class cuts may result in reduction in semester/full year credit.
- An F may be given for work missed during the cut class.

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

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

The Supervisor of Attendance focuses on the prevention of problems effecting student attendance. Consequently, the officer

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

### **Age of Majority**

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

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

## **GENERAL PROTOCOLS**

### **After School**

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

### **Assemblies**

All students are expected to attend assembly programs unless they are excused by the administration, since such programs are considered to be an integral part of the educational process. During

assembly programs students are reminded that proper respect is to be given to all speakers. You represent yourself, your parents, and your city. Students are to report to assemblies in an orderly fashion and be seated as quickly as possible. Assembly requests must be made to the office at least a week in advance. The Principal must approve all assemblies.

### **Bathrooms**

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

### **Books and Equipment**

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

### **Bulletin Boards, Signs and Posters**

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

### **Bus Rules**

Bus transportation is a privilege afforded to students of B.M.C. Durfee High School. This privilege extends to field trips, class trips, late runs and athletic trips as well as daily transportation. **Bus**

**privileges may be revoked and/or disciplinary action will be taken for violation of the following rules:**

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

**Elevators**

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

**Fire Drills/Alarms**

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

**Identification Cards**

- All students must have an Identification Card, and must present it to any staff member who asks to see it. This is done to afford protection to B.M.C. Durfee High School students and to identify those who are not enrolled.
- Students must present the ID card when checking out library materials.
- The ID card will be required for admission to certain extracurricular activities such as evening dances.
- The ID card must be shown for free and reduced lunch and bus passes.
- The first ID card is provided free of charge and cards will be replaced when lost for \$3.00.

### **Lockers**

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

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

### **Lost and Found**

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

### **Parking and Driving**

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

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

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

### **Passes**

Students must have passes at all times to travel to a designated area. When arriving late to class, students are required to present a pass with an authorized signature of a staff member. Students arriving late to class without a pass shall be admitted to class and are required to provide the classroom teacher with an authorized pass by the end of the school day. Failure to do so will result in a detention. Students who are chronically late and/or fail to serve detentions should be referred to the grade administrator.

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

### **Search and Seizure**

School officials are not governmental but private persons acting in loco parentis with respect to school children; as private citizens, we are not subject to the Fourth Amendment exclusionary rule. The Fourth Amendment applies only to governmental action, not to searches by private citizens. Generally, search of a student by school officials is permitted with probable cause and material seized is admissible. Students have the right to remain silent or to avoid search. In such cases, parents and/or counselors and/or police will become involved. To search, in its most fundamental form, means to look over and through for the purpose of finding something. To seize means to take possession. In a legal sense, the terms are joined to imply a process of investigation. Within a public school setting, the process of search and seizure has application because school officials are often confronted with the request for or necessity (usually for safety or health reasons) for conducting an investigation that, more often than not, includes the searching of and taking possession of property or goods that a student has placed in his/her locker or desk or that may be on a student's person, or in the student's car parked on school property or at a school sanctioned event. Searches by school officials tend to vary greatly in purpose, nature, and scope. This procedure becomes significant as the legal consequences are examined. The U.S. Supreme Court standards for all searches are as follows:

In order for a principal, vice principal, or designee to conduct a search of a student's person, his or her locker, vehicle parked on school premises, or possessions there must be a reasonable suspicion that the student has violated the laws of the school concerning stolen property, illegal substances, or material. Student lockers, one's personal belongings and vehicles parked on school grounds are subject to search if the administration has reasonable suspicion to believe that contraband, illegal substance/material or stolen goods are present.

There are four major categories of searches school officials are known to conduct:

1. The search is part of a general inspection to maintain standards of cleanliness, sanitation, or neatness. The search does not, in advance, single out a particular student in any way, and there is no sanction (or possibly only a very minor sanction) for failing to meet the prescribed standard.
2. The search is designed to locate evidence of an infraction of school regulations for which a serious sanction, such as expulsion, might be imposed. The school official making the search is not attempting to enforce the laws of society at large. However, if the search is focused on a particular student, severe consequences may result for that student.
3. This situation is the same as the preceding one, except that the school regulation, which the student is suspected of violating, is in substance, also a criminal violation. This offense would be true when the regulation, by its own terms, prohibits students from “violating the law (or a particular law) or when substantially the same conduct prescribed by the regulation is also conduct prohibited by the criminal law.
4. The “administrative” search is undertaken not to enforce a school rule, but for the express purpose of obtaining evidence that a student has committed a criminal offense.

### **Solicitations**

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

### **Visitors**

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

- The student being shadowed must consult with his/her grade administrator as to the request for a shadow.
- The Durfee student must have his/her teachers in writing approve the shadow to take place in their class.

- The student must return this signed form to the grade office prior to proceeding.
- After initial approval from their grade administrator, the Durfee student must bring in a signed note from their parents giving permission for the shadow to take place.
- The student who will be coming in for a shadow day must also have a consent form signed by their parents/guardians.

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

## **PROTECTIVE REGULATIONS**

### **American Disabilities Act**

The Fall River Public School, in accordance with the **American Disabilities Act of 1990**, does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Fall River School District does not discriminate on the basis of disability in its hiring or employment practices.

### **Section 504**

In June of 1997, the Regulation of the Department of Health, Education and Welfare implementing **Section 504 of the Rehabilitation Act of 1973** became effective. Section 504 specifies that “No otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be discriminated under any program or activity receiving federal financial assistance.”

Section 504 is a civil rights law and not a program statute that provides federal funds for the implementation of new requirements. On the contrary, Section 504 Regulations attack the fallacies, discriminations, and injustices of the past and promote equal opportunity for all handicapped individuals. Further, it reflects the recognition by Congress that handicapped persons can lead and,

more importantly, have the right to lead proud and productive lives despite their disabilities. To that end, the Fall River School District is making every effort to comply with the Section 504 Regulations.

### **Chapter 622**

Regulations governing the application of **Chapter 622** of the Massachusetts General Laws, Acts of 1971, were issued June of 1975. Chapter 622 specifies “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation.”

The regulations for Chapter 622 address five areas of school policy: school admissions, admission to courses of study, guidance, course content and extracurricular and athletic activities. Thus, the thrust of Chapter 622 is toward equalizing opportunities made available to students. (Other state laws pertain to discrimination in employment.)

### **Title IX**

**Title IX of the Educational Amendments of 1972** became effective in July of 1975 and is concerned only with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under as education program or activity receiving federal assistance.” Title IX rules and regulations require educational institutions receiving federal assistance to adopt a notification policy concerning Title IX.

### **Nondiscrimination Policy Statement**

The Fall River Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran’s status, or any other status protected by law. Any concern related to the implementation of this policy may be addressed directly to the building Principal, the Superintendent of Schools, or the 504 Coordinator.

*For additional regulations, please refer to the District Handbook for Pre-K – 12 Students.*