



NEW BEDFORD HIGH SCHOOL

Student & Family Handbook

NEW BEDFORD HIGH SCHOOL ADMINISTRATION

Ms. Bernadette Coelho, Principal
Ms. Joyce Cardoza, Associate Principal
Mr. Mark G. DeBrito, Assistant Principal, Class of 2027
Mr. Mr. Valdir Silva, Assistant Principal, Class of 2026
Mr. Jeffrey Longo, Assistant Principal, Class of 2025
Ms. Kathryn Rezendes, Assistant Principal, Class of 2024
Ms. Brittany Hullinger, Manager of Operations
Ms. Donna Guay, Manager of Educator Quality
Ms. Veronica Pilkuhn, Registration and Pathways
Mr. Christopher Cummings, Career Vocational & Technical Education Manager

CONTENT INSTRUCTIONAL LEADERS:

Dr. Shantel DaSilva, Social Studies & History
Ms. Elizabeth Camara, Special Education Supervisor
Dr. Chu Kwen Ho, Science
Mr. Sean McNulty, Mathematics
Ms. Jennifer Oliveira, English Language Arts
Ms. Martha Romero, SEI
Mr. Mario Pimental, Special Education Supervisor

CENTRAL ADMINISTRATION

Mr. Andrew O'Leary, Interim Superintendent
Ms. Darcie Aungst, Interim Deputy Superintendent
Mr. Barry Rabinovitch, Acting Assistant Superintendent of Finance & Operations
Ms. Heather Emsley, Executive Director of Human Capital Services
Ms. Jennifer Ferland, Chief of Staff
Mr. Paul Bottome, Executive Director of Special Education
Ms. Tammy Morgan, Executive Director of Student Services
Ms. Sonia Walmsley, Executive Director of Educational Access & Pathways

SCHOOL COMMITTEE

Hon. Jonathan F. Mitchell, Chairperson/Ex-Officio
Mr. Christopher A. Cotter, Vice Chairperson
Ms. Colleen Dawicki,
Ms. Melissa Costa
Mr. Joaquim "Jack" B. Livramento, Jr.
Mr. Bruce J. Oliveira
Mr. Ross Grace

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I. Introduction to New Bedford High School

A MESSAGE FROM THE PRINCIPAL

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

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

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

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

Ms. Bernadette Coelho
Principal

NEW BEDFORD WHALEERS NEW BEDFORD

Beliefs about Learning

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

Our students...

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

Core Values

NB
RESPONSIBILITY
RESPECT
DETERMINATION
PRIDE
CREATIVITY

21st Century Learning Expectations

Whalers will...

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

SCHOOL NUMBERS

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

Child Care:Ext. 24227

School Counselor Offices:

Ms. Gina DeMelo..... Ext. 20541
 Ms. Courtney Champagne.....Ext. 20548
 Mr. Courtney GregoireExt. 20536
 Ms. Stephanie Norton Ext. 20733
 Ms. Ashley PereiraExt. 20535
 Ms. Jillian Ferreira Ext. 20540
 Ms. Jolie KoutaExt. 20543
 Mr. David MartinsExt. 20534
 Ms. Erica Bardan.....Ext. 20542
 Ms. Stephanie Cormier.....Ext. 20699
 Ms. Nora Hebshie..... Ext. 20584
 Mr. Jordan Pina..... Ext. 20732
 Ms. Nereida Soto Rosario..... Ext. 20585

Principal's Office.....Ext. 20550

JROTC:

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

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

Operations SuiteExt. 20562

Registration & Pathways..... Ext. 20207

School Nurse:Ext. 20531 / 20532 / 20549

School Resource Officers: Ext. 26255

Special Education OfficeExt 20557

Student Support/Student Adjustment Counselors:

Ms. Alice FreitasExt. 20545
 Ms. Ashley Estacio..... Ext. 20546
 Ms. Monique PoyantExt. 20547
 Ms. Erica DePinaExt. 20510
 Mr. Christopher Garcia..... Ext. 20566
 Ms. Vanda Lopes..... Ext. 20803
 Ms. Kimberly Soto Hurtado.....Ext. 20520

DEPARTMENT ADMINISTRATION

Ms. Bernadette Coelho	
Principal.....	Ext. 20500
Ms. Joyce Cardoza	
Associate Principal.....	Ext. 20504
Mr. Marco G. DeBrito	
Assistant Principal Class of 2027.....	Ext. 20502
Mr. Valdir Silva	
Assistant Principal Class of 2026.....	Ext. 20505
Mr. Jeffrey Longo	
Assistant Principal Class of 2025.....	Ext. 20507
Ms. Kathryn Rezendes	
Assistant Principal Class of 2024.....	Ext. 20506
Ms. Donna Guay	
Manager of Educator Quality.....	Ext. 20544
Ms. Brittany Hullinger	
Manager of Operations.....	Ext. 20512
Ms. Veronica Pilkuhn	
Registration and Pathways	Ext. 20207
Dr. Shantel DaSilva	
History/Social Studies Content Instructional Leader	Ext. 20524
Ms. Elizabeth Camara	
Special Education Supervisor.....	Ext. 20517
Dr. Chu Kwen Ho	
Science Content Instructional Leader	Ext. 20508
Mr. Sean McNulty	
Mathematics Content Instructional Leader	Ext. 20206
Ms. Martha Romero	
SEI Content Instructional Leader.....	Ext. 20509
Ms. Jennifer Oliveira	
English Language Arts Content Instructional Leader	Ext. 25226
Mr. Christopher Cummings	
Career Vocational & Technical Education Manager	Ext. 20799
Mr. Mario Pimental	
Special Education Supervisor.	Ext. 26530

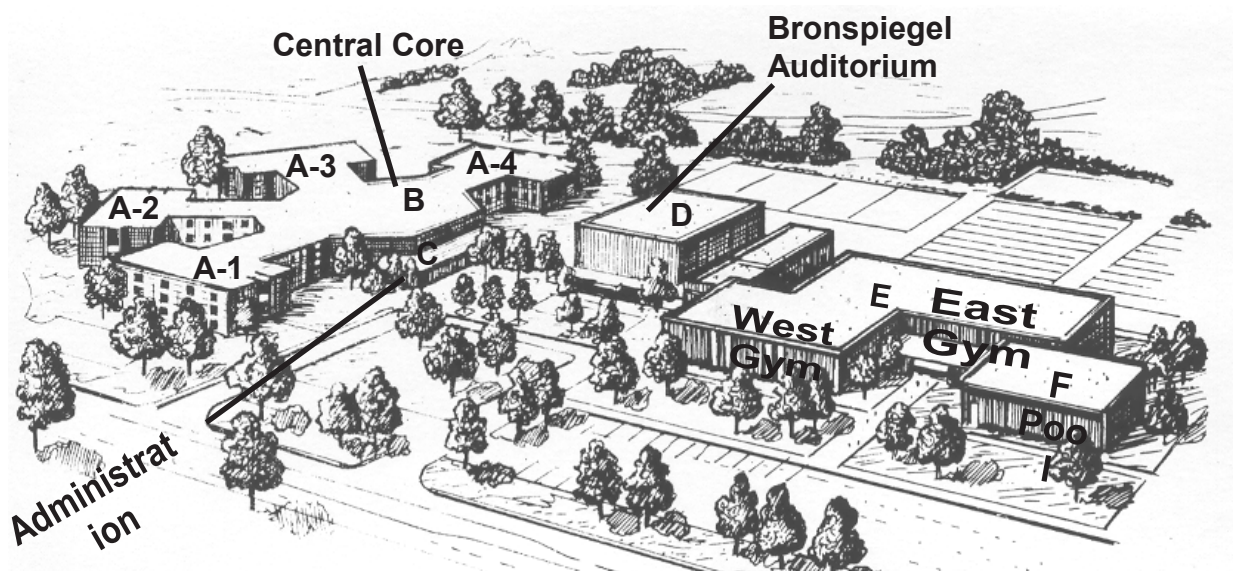
I'M LOST

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

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

NEW BEDFORD HIGH SCHOOL

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



GENERAL INFORMATION

SPECIAL LOCATIONS

BLOCK A– LEVEL I

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

BLOCK A– LEVEL II

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

BLOCK B – Elevator

BLOCK B – LEVEL II

APEX Classroom	B-210
Assessment Office	B-293
Associate Principal's Office.....	B-293
Computer Lab.....	B-212
Computer Lab / Student Resource Center.....	B-292
Content Instructional Leader Suite	B-213
Conference Room	B-226
Entrepreneurship Center / School Store	B-284
Family Engagement Center / College & Career Readiness.....	B-211
Finance Lab	B-229
Gear Up / Graduation Facilitator	B-211
Library	B-295
Manager of Educator Quality	B-275
Nurse's Office	B-217
Operations Office.....	B-290

BLOCK B – LEVEL III

Career, Vocational Technical Education Office B-313

BLOCK C

Registration & PathwaysC-207

Conference RoomC-208

Principal's OfficeC-209

Main School Office.....C-216

Whaler Welcome CenterC-206

BLOCK D – LEVEL I

JROTC Cadet OfficeD-138

JROTC Classroom.....D-136

JROTC Firing Range.....D-143

BLOCK D – LEVEL II

Auditorium

Band Room.....D-235

Choral RoomD-245

Little TheatreD-250

SRO OfficeD-255

BLOCK E – LEVEL I

Main Gym

Males' Corrective Gym.....E-104

Males' Locker Room.....E-108

Weight RoomE-000

Athletic Director.....E-118

BLOCK E – LEVEL II

Females' Corrective GymE-204

Females' Locker Room.....E-205

BLOCK F – POOL

Females' Locker RoomF-109

Males' Locker Room.....F-104

II. School Success

STUDENT AND FAMILY HANDBOOK

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

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

Things Families Can Do to Help Children Succeed in School

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

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

Questions for Families to Ask Children

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

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

Daily Attendance Makes a Difference!

Research Shows...

Students who attend school every day

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

Students who are often absent from school

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

What Can Parents Do?

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

ATTENDANCE PHILOSOPHY & POLICY

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

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

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

This policy:

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

Massachusetts General Laws Related to Attendance

Pursuant to state law, it is the duty of parents/guardians to ensure that students attend school regularly. Students with unexcused absences in excess of what is permitted under state law may be referred to the Supervisor of Attendance. The school administration will also notify parents of student absences in accordance with M.G.L. c. 76, s. 1B. M.G.L. c. 76, § 2 defines truancy as unexcused absences totaling more than seven (7) full days or fourteen (14) half days in a six (6) month period, and M.G.L. c. 119, § 21 defines habitual truancy as willful failure to attend school for more than eight (8) full days in a quarter. In addition, a tardy or dismissal could be considered a ½ day absence by the state.

Attendance Officers

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

Definitions

EXCUSED ABSENCE:

While the school recognizes "legitimate" reasons for an interruption in a student's education, the casual "day off" will not be recognized as an excused absence. The following list of circumstances, all of which

require official written verification or documentation, would constitute an excusable absence/tardy:

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

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

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

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

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

TARDINESS:

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

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

DISMISSAL:

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

SUSPENSION:

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

TRUANCY:

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

CHRONIC ABSENCE:

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

Documentation Requirements

Written documentation is required from a parent or guardian for any and all absences, tardiness and dismissals.

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

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

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

Attendance Requirements & Procedures

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

- 5 unexcused absences in a class that meets daily in a semester
- 2.5 unexcused absences in a class that meets on alternating days in a semester
- 10 unexcused absences in a full year course

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

Parent/Student Notification

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

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

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

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten

(10) days for an exit interview with the Principal or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

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

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

TRANSLATION AND INTERPRETATION

New Bedford Public Schools is committed to providing families the information they require to understand their children's schooling in a language and/or form the family best understands. Families will receive all general information provided by the district in English and their home language. For meetings, families will be provided an oral interpretation in a language they understand. For written communication, families will be provided a written translation in their home language. Families will never be asked to sign a document in a language they do not understand. For those families who do not possess literacy skills or a written home language, information will be communicated orally, in full, prior to their signing any document.

Under state and federal law, New Bedford Public Schools will make every effort to provide students and families with access to important documents relevant to their children's education.

NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS

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

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

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

NEW BEDFORD PUBLIC SCHOOLS STUDENT CONDUCT POLICY

I. Objectives

The disciplinary policies included in this student code of conduct meet the intent of the Massachusetts General Laws (c. 71, § 37H) that requires each school to adopt a set of rules and regulations designed to maintain order and mutual respect and maximize the potential use of the students and the school. The statute requires that the rules pertaining to the conduct of students be set out in the Handbook. New Bedford High School's primary concern is that students who wish to learn can do so in an environment conducive to learning and that both prescriptive and disciplinary means be employed to deter those who would disrupt such an environment.

The conduct which is expressly listed in this Handbook and the listing of possible discipline which may be imposed for that conduct is not intended to be exhaustive or exclusive but is intended to be illustrative. New Bedford Public Schools reserves the right to impose discipline for any conduct which is unlawful or illegal, which is inappropriate in the school setting, which poses any threat of danger or harm to another, or which is disruptive to the educational environment. New Bedford Public Schools also reserves the right to impose a level of discipline which is appropriate to the conduct involved based on all of the facts and circumstances.

II. Applicability

These policies and their provisions shall be applicable during regularly scheduled school hours on school grounds as well as such other times and places, including, but not limited to: school sponsored events; field trips; and athletic and club activities where appropriate school personnel have jurisdiction over students. This includes any activities in which students participate as individuals or as groups that have in any way been facilitated by school personnel or where students may be identified as representing New Bedford Public Schools. Jurisdiction also includes at or around school buses, school bus stops and during bus loading and unloading procedures. In some instances, a student may be disciplined for out of school conduct. All of the provisions of the *Student Code of Conduct* apply in any and all applicable situations, even if those situations are not explicitly cited in a section of the code.

III. Education Service Plan

The following educational services are available to students suspended or expelled from a New Bedford High School:

Individual suspension days beyond 9 days:

4. Academic work provided to the parent prior to the day of suspension without late penalty as long as delivered the day returned or other arrangements pre-established by teacher. School Counselor notified.
5. Access to tutoring services: Students offered this option are expected to attend tutoring sessions offered virtually or at a public site identified by the school district. The tutoring will be provided by qualified personnel or contracted providers. The academic work will be consistent with the academic standards and curriculum frameworks established for all students. Students' tutoring schedule will be set by appointment and prepared weekly.
6. Access to online education: Students offered this option will be enrolled in an online platform. Work hours are flexible, but students are expected to access online instruction by logging in at least 5 days per week for a minimum of 45 minutes to an hour per subject. Daily attendance is imperative in order to ensure success in the virtual program. The academic work will be consistent with the academic standards and curriculum frameworks.

Suspension days 2-5 (consecutive) beyond 9 days: Academic work provided to the parent prior to the day of suspension without late penalty if delivered the day returned or other arrangements pre-established by teacher.

Suspension days 6-10 (consecutive) beyond 9 days: Academic work provided to the parent. Additionally, 30 minutes of tutoring time per suspension day. The formula of time allotted does not mean 30 minutes each day of suspension but rather a collection of time to be designed by the principal to apply.

The implementation of such services is at the discretion of the building principal. There is not an appeal process of educational opportunities or the ability on the behalf of the parent/guardian to suggest other opportunities of what is presented by the school principal or designee.

IV. Offenses Covered by G.L. c. 71, §§ 37H and 37H1/2

a. Possession/Distribution of Controlled Substances

If school administrators have a reasonable suspicion that a student is in possession of a controlled substance, a student and their personal belongings may be subject to a search. The search can include the student's clothing, locker, personal belongings and automobile, if the vehicle is parked on school premises. A search can include scanning students with a portable "wand" style metal detector and screening by the nurse to determine if a student is under the influence.

Any student found on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and field trips, distributing or in possession of a controlled substance, as defined in M.G.L. Chapter Ninety-Four C, including, but not limited to marijuana, cocaine and heroin, will be suspended for a minimum of ten (10) days. Parents will be contacted, and the police department will be provided with a complete report and confiscated substances. Student athletes who violate the chemical health policy will also be subject to the MIAA rules.

Any student found to have possessed or distributed a controlled substance as defined above while on school premises, on a school bus or at school-sponsored or school-related events may **also** be subject to expulsion from the school or school district by the Principal under M.G.L., c. 71, § 37H. The student shall be notified in writing of an opportunity for an expulsion hearing. Students should note that their unauthorized possession or distribution of prescription medication may result in suspension and/or expulsion as prescription medication is considered to be a controlled substance.

b. Assault of Educational Staff

A student who commits an assault of a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, will be suspended for a minimum of ten (10) days or may be subject to expulsion from the school or school district by the Principal. Students should note that the definition of "assault" may include not only harmful or offensive contact, but also threatening such contact. Parents will be contacted, and the police department will be provided with a complete report of the assault. A parent/guardian/student re-entry meeting to school is mandatory if the student is suspended, rather than expelled.

c. Possession of Dangerous Weapon

Possession of any kind of dangerous weapon or object, including but not limited to a gun or knife, which has the potential for causing bodily harm is strictly forbidden in the school building, on school grounds, on school buses or at any school-sponsored activity. If a student is observed in possession of any type of weapon, simulated weapon or dangerous object, these items will be confiscated and immediate parental and police notification will follow. A student in possession of a dangerous weapon on school premises or at school-sponsored or school-related events, including athletic games, will be suspended for a minimum of ten (10) school days and may be subject to expulsion from the school or school district by the Principal. A parent/guardian/student re-entry meeting to school is required if the student is suspended.

d. Felony Charge/Felony Conviction

A student who is the subject of an issued felony charge or an issued felony delinquency complaint will be suspended for a minimum of ten (10) school days if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. A student who is convicted of a felony or who is adjudicated of/admits guilt in court with respect to such felony or felony delinquency is subject to expulsion if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

V. Offenses Covered by G.L. c. 71, § 37H 3/4

For all of the offenses listed below for which suspension/expulsion is stated as a consequence, the following rules apply to such suspensions/expulsions. The decision-maker, whether a Principal/designee or the Superintendent on appeal, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents. Alternative remedies may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The sole exceptions to the foregoing requirements are: (1) where specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive; or (2) where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

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

GROUP A / TIER I

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

DISCIPLINARY ACTION FOR GROUP A

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

GROUP B / TIER II

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

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

DISCIPLINARY ACTION FOR GROUP B

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

GROUP C / TIER III

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

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

DISCIPLINARY ACTION FOR GROUP C

The offenses listed above are subject to a penalty of an out of school suspension of an appropriate length in light of the specific facts.

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

DISCIPLINE AND STUDENTS WITH DISABILITIES

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

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

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

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

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

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

CELLULAR PHONES/ELECTRONIC DEVICES

New Bedford Public Schools promotes the use of Technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning, the following protocols apply:

1. Cell phones and personal electronic devices must be turned off and not visible during the school day in all academic areas including, but not limited to: hallways and classrooms, the gymnasium, the auditorium, athletic fields and all bathrooms. Students are prohibited from texting, using social media applications, or charging their cell phone/electronic device during the school day. If a student needs to contact a parent/guardian during the school day, the student must do so through the office. Cell phones may be used once students leave the building at the end of their school day.
2. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member.

Consequences:

FIRST OFFENSE: Students will pick up their phone/device after school

SECOND OFFENSE: Parent/Guardian must pick up the phone/device

THIRD & SUBSEQUENT OFFENSES: Meeting with the Parent/Guardian and student will occur.

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

STUDENT CONDUCT ON SCHOOL BUS

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

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

DISCIPLINARY ACTION FOR VIOLATION OF SCHOOL CONDUCT ON A SCHOOL BUS

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

UNIVERSAL SCHOOL BUS & VAN SAFETY POLICY

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

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

BULLYING PREVENTION AND INTERVENTION

New Bedford Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. As required by [Massachusetts General Law Chapter 71 section 370](#), the New Bedford School Committee [policy JICFB – Bullying Prevention](#) and the district's [Bullying Prevention and Intervention Plan](#) detail the district's commitment to prevention and intervention. Additional resources may also be found on the [Bullying Prevention and Intervention Policy page](#) on the district's website. Bullying/Cyber-bullying will be punished by a suspension of appropriate length in light of the specific facts.

GANG ACTIVITY

In order to help ensure safe and violence free schools, gangs and gang activities are prohibited at all NBPS Schools according to the following:

A. Definition: For purposes of policy, a “gang” is any group of three or more individuals who displays or communicates membership in that group and whose purpose or activities include the commission of illegal acts or the violation of the disciplinary rules of each NBPS Elementary, Middle and High School. School sponsored clubs, groups, organizations, and/or athletic teams shall not be considered “gangs” for purposes of this policy.

B. Prohibitions: In any area under the control of the school district, or at any activity supervised by school personnel employed by the district, no student shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes and demonstrations of membership in or affiliation with any gang.
3. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting membership in, or affiliation with, any gang.
 - b. Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with

any other illegal or prohibited act.

- c. Painting, writing, tattooing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs (or graffiti, messages, symbols or signs that are not gang-related, but that a reasonable person would believe to be gang-related due to similarity in shape, size, color, or form), on school property or personal property.
- d. Engaging in violence, extortion, or any other illegal act or violation of school policy.
- e. Soliciting any person to engage in physical violence against any other person.

C. Violations: Students who violate this policy shall be subject to an out of school suspension and/or expulsion, in addition to applicable criminal and civil penalties.

NONDISCRIMINATION AND HARASSMENT PREVENTION

New Bedford Public Schools will not allow any student to be a target of harassment or discrimination. This applies throughout the school building, at lunch, in the courtyard and hallways, on the athletic fields, at all school sponsored events and on school buses.

Harassment can include any form of behavior that interferes with another person's sense of safety, dignity, or productivity in the school environment. Harassment based on sex (including pregnancy and pregnancy-related conditions), race*, color, national origin, ancestry, ethnicity, religion, age, disability, sexual orientation, gender identity or expression, genetic information, active military/veteran status, marital status, familial status, homelessness, or any other characteristic protected by law is prohibited. This harassment policy also covers incidents of sexual violence, including sexual assault. The investigating officer will investigate allegations of sexual assault in a prompt and thorough manner, consistent with the procedures set forth in School Committee Policy [ACAB - Sexual Harassment](#). The investigating officer(s) will consider appropriate measures to ensure the safety of the reporting student during the investigation. These measures will not limit the rights of the reporting student or put restrictions on their access to normal school participation.

If a student feels they have been a target of harassment, they should speak with their school counselor, an Assistant Principal, Title IX Coordinator, or other trusted staff member for assistance reporting the matter. All harassment complaints will be investigated in a prompt and thorough manner. Once the investigation is complete, student(s) found to have violated this harassment policy will be subject to disciplinary action. Harassment incidents may result in a wide range of consequences, including but not limited to, a conference with parents/guardians/guardians, detentions, suspension, expulsion and/or referral to the New Bedford Police Department, depending on the nature of the harassment. A parent/guardian/student re-entry meeting to school is mandatory if a student is involved in the harassment of another student(s).

The contact information for the District's Title IX Coordinator is as follows:

Tammy Morgan, Executive Director of Student Services
455 County Street New Bedford, MA 02740
508-997-4511 ext. 14470
tmorgan@newbedfordschools.org

a. Hate Crime

Any activity which meets the Massachusetts General Laws definition of a "hate crime," will result in disciplinary action and be referred to the proper authorities. Massachusetts General Laws define "hate crime" as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated, at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment

or intimidation. A parent/guardian/student re-entry meeting to school is mandatory if a student commits a hate crime against another student(s).

b. Hazing

New Bedford Public Schools does not tolerate hazing. Hazing is any conduct or method of initiation into any student organization or sports team which willfully or recklessly endangers the physical or mental health of any student or other person. Examples of conduct that qualify as hazing include, but are not limited to, 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.

It does not matter that the student or person who is subjected to the conduct has consented. This prohibition of hazing applies wherever and whenever the conduct occurs and whether or not it occurs on school grounds, during school hours, at school-sponsored events, or on school transportation. Under this policy, a child is considered to be a student if they are currently enrolled or are registered to enroll in New Bedford Public Schools.

Any student who believes that they have been the victim of hazing should promptly report the incident to the Principal, an Assistant Principal, a teacher, his or her school counselor, or the school nurse. Any student who organizes or participates in hazing will be subject to discipline, which can include a suspension of any length or expulsion, as deemed appropriate by school officials. In addition, any such student who witnesses, or is a bystander during, hazing of another student has an obligation to report the incident promptly to the Principal or an Assistant Principal. If the incident occurs at a time when school is not in session, the student must report the incident promptly after school resumes. Failure to report an incident of hazing of another student may result in discipline, which can include a suspension of up to ninety (90) school days, as deemed appropriate by school officials.

New Bedford Public Schools also will not tolerate retaliation or intimidation of any kind against a student who truthfully reports an incident and will not tolerate threats against a student which are intended to prevent the student from making a report. Retaliation, intimidation or threats will result in discipline, which can include a suspension of any length or expulsion, as deemed appropriate by school officials. In all cases of discipline, the student will receive due process as required by law.

Students are reminded that hazing is a crime under Massachusetts law and will be reported to law enforcement authorities. Students are also reminded that a student who is aware of an incident of hazing of another student may have an obligation to report the incident to law enforcement authorities and that the failure to do so may itself be a crime.

PREGNANT/PARENTING STUDENTS

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

Pregnant students shall be permitted to continue in school in all instances equal to the participation of their non-pregnant peers. Pregnant students and parenting teens have the option of attending the Parenting Teens Program, which was formed specifically to address their needs and those of their coming newborns. Pregnant students may also continue at their current school. Following the birth/leave, pregnant students can return to the same academic and extracurricular program(s) as prior to birth/leave. New Bedford Public Schools strongly encourages both parents to be active in their new child's life both pre and post birth, barring any legally mandated restrictions.

SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parents/Guardians or teachers may refer students they are concerned about to the Pupil Services Office. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Upon receipt

of the parent(s)/guardian(s)' consent, an evaluation will be conducted, and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

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

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

CARE OF PERSONAL PROPERTY

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

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

CARE OF SCHOOL PROPERTY

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

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

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

CODE OF DRESS

Students' dress reflects the quality of the school, of your conduct, and of your school work. The expectations for our students are that students shall wear neat, clean and responsible dress. Clothing or accessory that disrupts the normal learning environment will not be permitted. Clarifications of items not acceptable in school include but are not limited to:

<u>Safety</u>	<u>Security</u>	<u>Inappropriate Dress</u>
Flip Flops/Sandals	Hooded Garments	Halters
Studded belts	Hats	Short half shirts (that expose the midriff)
Slippers	Bandanas	Tank tops (basketball jerseys)
Chains	Attire that may be construed to be gang related	Shorts/Skirts (that expose upper Pajamas)
Sports headbands		Pants worn below the waist level
Outer garments (jackets, coats, gloves, hats)		

A Student in violation of the dress code may call a parent for appropriate clothing or sign out clothing from the nurse/principal office.

When an individual's behavior, actions, and/or attire are detrimental or undermine the learning environment, action will be taken by school authorities to correct the problem. This includes clothing that advocates the use of drugs, alcohol, and/or violence. In the final analysis, the Principal has the right to interpret that which negates a reasonable standard of conduct and appearance, keeping in mind the health and safety of the individual.

LOCKERS AND OUTER GARMENTS

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

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

NON-SCHOOL LITERATURE POLICY

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

STUDENT SEARCHES

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

CHEATING POLICY

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

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

Plagiarism

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

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

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

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HOMEWORK POLICY

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

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

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

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

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

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

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

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

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

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

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

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

Initial Contact

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

Ongoing Communication

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

Data Collection

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

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

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

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

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

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

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

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

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

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

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

FERPA

With a few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent/guardian having physical custody of a student under 18 years of age. These exceptions are set forth in the federal statute "[FERPA](#)", 20 U.S.C., § 1232g and 34 CFR Part 99, and in the Massachusetts regulations, [603 CMR 23.00](#).

FIELD TRIPS AND STUDENT OVERNIGHT TRAVEL

New Bedford Public Schools recognizes that field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students. A field trip is defined as any school-sponsored activity carried on during the regular school day or as an extension of the regular school day. The field trip is to be an integral part of the education program, directly related to the total school program and/or curriculum. Field trips will be approved at the discretion of the Program Coordinators, the Principal and the Superintendent of Schools. All overnight and out of state field trips and excursions, except those required for student participation in tournament competition, contests or workshop presentations, must have advance approval of the Superintendent of Schools and School Committee. A student can be denied participation in school-sponsored field trips if they have outstanding textbooks, class supplies, athletic uniforms or equipment, library books or other school-issued materials. **A student is eligible to participate in school-sponsored field trips only if the students and her/his parent/guardian have completed, signed and returned the applicable forms.**

Students are expected to conduct themselves in a manner which will reflect pride and respect for New Bedford Public Schools. All discipline policies apply when students are in attendance on a school-sponsored field trip. If a student is suspended from school, they may not participate.

BOOKS AND COVERS

Students are responsible for any textbooks issued.

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

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

LOST BOOKS

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

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

DAMAGED BOOKS

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

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

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

DRIVING AND PARKING

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

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

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

1. Park only in the student areas in the North and South lots on Hathaway Boulevard and the North Liberty Street Lot, which is shared with staff members.

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

STUDENT IDENTIFICATION BADGES

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

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

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

USE OF VIDEO RECORDING FOR SCHOOL DISCIPLINARY PURPOSES

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

REGULATIONS COVERING SALE OR DISTRIBUTION OF MATERIAL ON CAMPUS

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

ENTRANCES AND EXITS

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

VISITORS

In general, students are not allowed to have visitors during the school day. Permission will be granted only in

exceptional cases. Students who wish to have a visitor must obtain permission from the Principal at least one week before the day requested.

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

1. Report and sign in at the Main Office.
2. Wear the “Visitor’s ID” while in the building.

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

SCHOOL HOURS

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

BELL SCHEDULE

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

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

Lunch 1 = Wave 1

Lunch 2 = Wave 2

Lunch 3 = Wave 3

Wave 1

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

Wave 2

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

Wave 3

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

INCLEMENT WEATHER

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

ELEMENTARY SCHOOL

11:30 AM Students (except Parker & Pulaski School)
 12:00 PM Students at Pulaski School
 12:15 Students at Parker School

MIDDLE SCHOOLS

10:50 Normandin & Roosevelt Students
 10:55 AM Keith Students

HIGH SCHOOLS

10:35 AM New Bedford High Students
 10:10 AM Whaling City Jr./Sr. High School
 10:10 AM Trinity Day Academy
 10:10 AM Parenting Teens Program

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

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

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PASSING PERIODS

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

AFTER SCHOOL ASSIGNMENTS

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

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

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

FIRE ALARM AND EMERGENCY STUDENT EVACUATION PROCEDURES

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

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

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

EMERGENCY SHELTER PROCEDURES

<i>Location</i>	<i>Shelter</i>
E & F BLOCK: (Student gym and Auditorium area.)	All students are to move into the auditorium by the South side auditorium doors opposite the Little Theatre and music room.
D BLOCK: 2nd Floor D Block	Students are to move into the Auditorium using the North and South Auditorium doors respectively.
1st Floor D Block NORTH Rooms D-106, 110, 112, 116	Students are to move into the east corridor between Rooms D-121, D-132.
1st Floor students EAST Rooms D-121, 122, 124, 132, 136	Students are to move into the Firing Range Rooms D-143.
C BLOCK	C Block personnel are to move into B-226.

B CORE: 3rd Floor Level	All students are to move to the Auditorium by the stairway leading to Mural on 2nd level.
TR5 Students in Rooms B-240, B-242, B-287	TR5 Students are to move to the Little Theatre.
A BLOCK: 3rd Floor Level Teams 1-2-3-4 (For corner rooms see below)	All students are to move into the B Core and proceed to the Auditorium by the stairway leading to the Mural on the 2nd level.
All 3rd Floor corner rooms Rooms 315, 312, 307, 308	All students are to proceed down the stairway nearest to them to the 2nd Floor level and move into the stem of the “T” on the 2nd level. They are to take their position from the team office to the fire doors near the rest rooms.
A BLOCK: 2nd Floor Level Teams 1-2-3-4 (For corner rooms see below)	All students are to move into B Core and take their position in that corridor.
All 2nd Floor corner rooms 214, 217, 209, 210	Students are to proceed down the stairway nearest to them and Rooms proceed to the B Core on the 1st level and take their position in that area.
A BLOCK: 1st Floor Level Teams 1-2-3-4	All students are to proceed to the B Core 1st level and take their positions in that area.

LUNCH PERIOD SHELTER PROCEDURES

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

III. Co-Curricular Activities

CO-CURRICULAR PHILOSOPHY

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

Through participation, students are encouraged to form positive relationships with others based on respect, trust, and caring. Students experience activities that foster leadership, cooperation, and a sense of community. Co-curricular activities enable students to exercise their creative capacities, to use leisure time wisely, to develop school spirit, to supplement or enrich classroom experiences, and to earn through achievement the respect of peers, school

personnel, parents/guardians and the larger community. In addition to this, students involved in the co-curricular program can have fun.

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

NBHS CO-CURRICULAR REQUIREMENTS

1. Student co-curricular participants are subject to posted school rules and regulations governing student behavior. All participants are reminded that they must be good school citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular activities for the length of the suspension. All school sponsored co-curricular activities shall adhere to these rules regardless of location of said activity.
2. A student must meet the following academic requirements to participate fully in co-curricular activities: achieve and/or maintain an overall "C" average in all prepared courses for the marking period prior to the participation period.* Students must also have an 85% or better attendance.

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

3. A student may not participate in any co-curricular meeting or event on a day when he/she was absent from school unless exception is made by the Principal and/or designee.
4. A student must be recorded as present prior to 11:00 AM, and he or she must remain in school for the day in order to participate in a co-curricular event, unless an exception is made by the Principal and/or designee.
5. A student will be held accountable for all materials issued and must return said materials promptly at the request of the advisor. A student who does not meet his/her responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made. This student will be held accountable for the return of all materials to the satisfaction of the Principal and/or designee.
6. Co-curricular advisors may make rules governing the conduct of participants and the requirements for memberships, rehearsal, or performance. These rules must be approved by the Principal and/or designee and shared with participants in writing before they are in effect.
7. All participants must ride the bus to and from school sponsored events unless excused by the Principal and/or designee.
8. All tickets purchased for co-curricular activities (not including athletic events) are non-transferable unless exception is made by the Principal and/or designee.
9. Election of officers for all co-curricular activities should take place in September.
10. Elections of officers for all co-curricular activities will be conducted according to Parliamentary procedure.
11. Officers in all clubs/organizations, as well as class officers, are expected to participate in student leadership training.

PROCEDURES FOR ELECTION OF CLASS OFFICERS

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

1. Elections

- A. Elections for class officers shall be held during the month of September.
- B. A primary election shall be held if there are more than two candidates for the same class officer post. The two candidates who receive the highest vote totals shall participate in a run-off election to be held within

five (5) school days of the primary election. The candidate with the highest vote total shall be declared the winner of the election.

- C. No write-in candidates will be allowed for either the primary election or the final election.

2. Nomination Requirements

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

3. Voting Procedures

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

4. Faculty Ballot Committee

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

5. Recount Procedure

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

6. In Office Requirements

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

7. Succession to Office

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

IV. Other Activities

Athletics

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

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

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

Interscholastic Athletic Eligibility

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

You Are NOT Eligible:

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

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

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

Massachusetts Interscholastic Athletic Association Eligibility Rule Waivers An Advisory

- I. In the general interest of 365 Massachusetts Interscholastic Athletic Association (MIAA) member schools and

for the general well-being of the 160,000 student-athletes who participate in more than 90,000 athletic contests annually, a number of state-wide student eligibility requirements (rules) exist.

II. The MIAA has established a due process procedure which provides a full and multi-faceted review of all requests to set aside an eligibility requirement for an individual high school student.

III. Initially, a student or his/her parent should notify the high school principal of the student's desire to participate in the school's interscholastic athletic program in spite of being ineligible by virtue of a rule. The principal may then initiate the MIAA "waiver request" process as outlined in the Rules and Regulations Governing Athletics (Blue Book) established by the MIAA.

IV. A. The MIAA waiver process begins with a review of the written record by the Association's Eligibility Review Board (ERB) which then votes to grant or deny the request for a waiver of the rule. Your high school principal should endorse (by signature) the original request to the ERB.

B. An adverse decision by the ERB may be personally appealed to the three-member eligibility committee of the Board of Control provided that this appeal is formally endorsed by your superintendent of schools and school committee.

C. An adverse decision of the Board of Control may be personally appealed to the three-member eligibility committee of the Massachusetts Interscholastic Athletic Council provided the appeal is formally endorsed by your superintendent of schools and the school committee.

V. The following standards are weighed by each board and committee that considers a waiver request (E applies additionally to age rule waiver requests).

- A. The rule works an undue hardship on the student.
- B. Granting the waiver will not result in an unfair competitive advantage over other students.
- C. The waiver approval would not cause displacement of another student-athlete from the appellant's own team.
- D. The waiver would not be in conflict with the general well-being of inter-scholastic athletics in the State.
- E. In all cases involving age rule waivers, total body and physical maturation will be considered.

VI. Academic Information

NATIONAL HONOR SOCIETY Eligibility Requirements

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

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

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

Senior Lounge Eligibility Criteria

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

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

GRADING AND CLASS RANK

Marks are indicated by letter grades to signify the following:

A – 90 to 100 - excellent

B – 80 to 89 - good

C – 70 to 79 - fair

D – 65 to 69 - inferior work - passable only

F – below 65 - failure - receives no credit

I – a temporary mark given to incomplete work - there is work to be made up before the end of the following marking period

W – withdrawn or dropped

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

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

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

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

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

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

POINT VALUE TABLE

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

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

Graduation Honors:

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

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

NEW BEDFORD HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

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

TOTAL: 24.0 credits

REPORT CARDS AND PROGRESS REPORTS

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

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

SCHOLARSHIPS AND AWARDS

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

SCHOLASTIC INFORMATION School Counselor Services

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

Reasons for Scheduling an Appointment with your School Counselor.

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

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

On the bulletin boards in each School Counselor Office are posted notices of importance which students should follow from week to week. In the office there are files of material on occupations, books on careers, and college

catalogues. For seniors there is a current file of civil service opportunities. School Counselors offers a web page located at www.newbedfordschools.org/high.htm. NBPS offers a home page at www.newbedfordschools.org which will allow you to access the elementary schools or the high school and its many individual web pages.

School Counselors

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

Dual Enrollment

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

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

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

Educational Talent Search

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

GEAR UP

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

Upward Bound

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

JUNIOR RESERVE OFFICERS TRAINING CORPS

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

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

NURSES' OFFICE

General Information

New Bedford High School Nurses are registered nurses that are licensed by the Department of Education and are valued members of the educational team. They offer unique opportunities for students to learn healthy behaviors and receive easily accessible health services within a school setting. They are specially trained in health promotion

and assessment, respond skillfully to the ever-changing health care needs of today's students, and are knowledgeable in the most appropriate treatment and referral procedures.

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

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

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

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

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

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

Medication Policy

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

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

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

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

Required Physical Exams, Screenings, and Immunizations

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

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

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

During the first week of school, you will be given information regarding various insurance plans. If you need assistance obtaining health insurance, please contact the school nurse.

STUDENT SUPPORT STAFF, STUDENT RELATIONSHIP

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

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

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

The Confidentiality Shall Be Broken When:

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

FOOD SERVICES

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

TELEPHONES

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

LOST AND FOUND

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

Please sign and return this page only.

I have received and read the New Bedford Public Schools Student and Family Handbook and agree to conform to its rules and regulations.

Student Name

Homeroom Teacher Name

Student Signature

Parent/Guardian's Signature

Date