



2022-23

Student Handbook



***Jonesport-Beals High School***

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Jonesport, Maine 04649  
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# **WELCOME TO JONESPORT-BEALS HIGH SCHOOL**

Your years at JBHS will go by quickly, so just remember that these school years will be whatever you make them. Show the kind of spirit that will always make our school outstanding. We are a school that welcomes everyone and wants everyone to feel welcomed, safe, and happy to be here!

As a student of this school, accept the responsibilities and obligations of good citizenship. The guidelines and information in this booklet will help you on your journey.

## **ESSENTIAL KNOWLEDGE AND SKILLS**

To the best of their abilities, students graduating from Jonesport-Beals High School will be able to:

- Demonstrate the ability to communicate clearly and effectively
- Comprehend social and health issues including concepts, practices and physical activities that promote a healthy lifestyle
- Acquire an understanding of our world including languages, cultures, geography and environment
- Appreciate the arts and humanities
- Understand and participate in the democratic process and be an effective citizen
- Understand and apply skills in math, science and technology
- Attain and apply knowledge and skills to effectively operate in the workforce
- Work independently and cooperatively

## **CORE BELIEFS AND VALUES**

- All students deserve a caring, nurturing learning experience in a safe, healthy environment.
- Student's lives are influenced by many factors; therefore, it is essential that a variety of people be a part of their education: families, communities, teachers, and most importantly, the students themselves.
- Each student has a different background and set of learning capabilities; schools need to keep in mind and give every child the opportunity to learn to their potential.
- School is an important part of a life-long learning process.
- Education should be an interesting and stimulating experience for all students.
- Schools play an important part in the development and enhancement of student self-esteem.
- Respect and accountability should be among the chief lessons we teach our students.
- Schools should be places where teachers and students alike have high expectations for themselves and each other.
- Open, honest communication is the lifeblood of any good school.
- All students should leave school prepared to be productive, responsible members of a global society.

## **PREFACE**

The purpose of this handbook is to inform parents/students of the changes Jonesport-Beals High School must make to comply with Maine Law. This is a living document and will be updated and added to as we make progress throughout the school year.

This handbook will not answer all the questions that you have at this time but will serve as a guide to move the education of our students in a positive direction for their future.

## WHAT ARE GRADING PRINCIPLES?

The grading scale is based on a rubric that is given to each student at the beginning of each Educational Experience. The grading scale is a range of 0 - 100 with 0 being the lowest level of understanding and 100 being the highest. A score of 80 would be used to show that students can apply learned standards and demonstrate a higher comprehension level of subject matter. Ultimately, all students must achieve at least a 70 to show fundamental competency in standards. Students not achieving 70 will begin Credit Recovery under the RTI Plan.

**Principle:** Grades should clearly communicate what students know and can do.

**Practice:** Teachers at JBHS will track student mastery of specific skills and concepts within a course.

**Principle:** Students have multiple opportunities to show what they know and can do.

**Practice:** JBHS will ask students to build a body of evidence to demonstrate their mastery of each content area competency. Students will have several assessment opportunities to demonstrate competency.

**Principle:** JBHS supports students in acquiring all the essential knowledge and skills in a course.

**Practice:** To successfully complete the course all course competencies must be met. JBHS supports the students by providing instruction as well as intervention support when they do not meet competency the first time.

**Principle:** Ongoing communication with families about student progress supports deeper learning.

**Practice:** JBHS has teamed with Rediker to open the Portals Plus program. Students and parents will have access, via the online portal, to student information, including grades, assignments, class and school attendance and discipline reports.

## WHAT ARE THE GRADUATION REQUIREMENTS?

Graduation Requirements must be met before a diploma will be issued. Each student will have to complete and show understanding in 22 Educational Experiences (courses) to qualify for a diploma. Students must have 17 Educational Experiences from our required offerings and will also choose 5 electives from our list of elective courses.

## REQUIRED EDUCATIONAL EXPERIENCES

<b>Mathematics</b> 3	<b>Science</b> 3 (1 must be a lab)	<b>Visual/Performing Arts</b> 1	<b>PE</b> 1
<b>English</b> 4	<b>Social Sciences</b> 3	<b>Technology</b> 1	<b>Health</b> 1

**TOTAL = 17**

In addition to completing the required number of educational experiences, all students are required to complete 20 hours of Community Service. If a student enters JBHS as an upperclassman then the hours will be prorated accordingly. For more information on community service, please see the details under Community Service on page 5.

## **HOW DOES A STUDENT MAKE THE HONOR ROLL?**

Students must attain an 85 in all educational experiences to qualify for Honor Roll. Students earning an 85 – 92 will receive HONORS and students who achieve an 92-100 will be awarded HIGH HONORS. The assessment is based on the targets that students have been taught in each course during the ranking period. A student receiving a 79 or lower would be ineligible for the Honor Roll during that quarter. Honor roll status is based on the reported grades on the closing day of the quarter.

## **WHAT ARE THE CRITERIA FOR ACADEMIC ELIGIBILITY?**

To participate in **athletics or extracurricular activities**, students must be in good standing. A student is in good standing if they are not the subject of any disciplinary action for violation of any policy or school rule, attends school on a regular basis, and is academically eligible. For **non-athletic extracurricular activities**, academically eligible means that the student will have at least a 70 in all subjects.

For **athletes**, academically eligible means that the student athlete must maintain at least a 75 in all subjects to be considered academically eligible. Should **athletes** fall below a 75, they will be required to stay and coordinate a study hall session from the teacher that allows for academic remediation in order to continue to practice and play. Should **athletes** fall below a 70 during the season, they may not practice or play until the grade is brought up.

Fall eligibility is based on the 4<sup>th</sup> quarter of the previous school year. Entering freshmen will automatically be eligible for the first nine weeks. If a student fails to obtain a 70 (or 75) as a **final grade** in any subject for the academic year, they are ineligible for any sports the following school year. A student who fails a subject for the entire year may appeal the ineligible decision to the Administrative Athletic Committee.

## **ADDING OR DROPPING COURSES**

Students can add or drop courses with the permission of the principal, parents, and the teacher during the first two weeks. Following the add/drop, no changes will be permitted except for extreme cases. All final correspondence will be submitted to guidance with change of schedule and teacher signature.

## **ALCOHOL, TOBACCO AND DRUGS**

Use of alcohol, tobacco products/drugs will not be tolerated in or about the school. Anyone believed, on reasonable grounds, to be involved with alcohol, tobacco products/drugs will be dealt with under the following: detention, suspension, and expulsion. Students, athletes and managers participating in extracurricular activities will be suspended from all activities for a period to be determined by the principal in consultation with the coach/advisor and athletic director. Currently, the suspension is for the current season in which the student is participating. See policies JICH and JICH-R for more information.

## **ATHLETICS**

All Athletes are required to read, sign, and return the Athletic Code. Other important information may be found in policies JICI, JICJ, JICH, JICH-R. Attendance for Athletes/Extracurricular: School attendance is required of all athletes, managers, and students participating in extracurricular activities. A student absent on the day of the event will not be able to participate in that day's event. A student absent the day before or the day after a game

will not participate in the next game. A student will be granted 1 pass per athletic season for personal illness. An athlete/participant arriving after 9:00 will not be allowed to practice or participate in any event without the permission of the athletic director and the principal. A student who is excused from school for illness after the school day has begun will not be able to participate in the event, practice, or game. Exceptions will be made for students with a note or appointment card from a physician.

## **ATTENDANCE FOR ATHLETES/EXTRACURRICULAR: THE 9:00 RULE**

Regular school attendance is required of all athletes, managers, and students participating in extracurricular activities.

- A student absent or excused on the day of the event will not be able to participate in that event
- A student absent the day before or the day after a game will not participate in the next game.
- An athlete/participant arriving after 9:00 will not be allowed to practice or event without the permission of the athletic director and the principal.
- A student who is excused from school for illness after the school day has begun will not be able to participate in the event, practice or game.

## **ATTENDANCE POLICY**

Jonesport-Beals High School recognizes the close relationship between quality education and regular school attendance.

- A. Teachers will report all absences.
- B. Excusable Absences – Examples: Personal illness, medical/dental appointments, driver's license appointments, and approved educational experiences. The principal/designee must approve other excused absences.
- C. Inexcusable Absences – Examples: Shopping trips, missing the bus, baby-sitting, and automobile breakdowns. Make up of any work missed will be at the discretion of the principal. Students absent without excuse for seven (7) days or ten (10) half days in a six-month period will be considered habitual truants. Letters will be sent to parents and the Superintendent of Schools will be notified.
- D. Excuses - Excuses are required and must be sent to school the day following the absence.
- E. A note or phone call from a parent.
- F. A note or appointment card from a physician. If the student has an appointment, a note or card from the doctor or dentist is required.
- G. Students arriving after 10:30 a.m. or leaving before 11:30 a.m. will be considered absent for a half-day.
- H. A CREDIT WITHHELD – It shall be the established policy of the Moosabec CSD that any student who accumulates twenty (20) unexcused absences in a given school year shall be denied academic credit in the courses in which he/she is enrolled. Further, it shall be the obligation of the student to be aware of the number of days of unexcused absences accumulated on any given date.

## **CELL PHONES**

1. Students are prohibited from using privately owned cellular telephones (cell phones), during the school day, with the exception of the lunch period and break. Students will check their phones in with their teachers at the start of class and receive them back when the class is ended. A hanging rack will be available in each class for the purpose of storing the phones during class time.
2. Cell phones are never to be taken to the bathrooms.

First offense = 1-hour detention and parent/guardian must pick up the phone/device from the office.

Second offense = 2-hour detention and parent/guardian must pick up the phone/device from the office.

Third offense = In-school suspension and parent/guardian must pick up the phone/device from the office.

## **COLLEGE BOARDS**

The PSAT may be taken in the fall of the freshman, sophomore and junior year. SATs may be taken during the spring of junior year or fall of senior year. Information on College Board testing may be found in the guidance office or at [www.collegeboard.com](http://www.collegeboard.com).

## **COMMUNITY SERVICE**

Community service plays a major role in the education of our students. We feel that all students should contribute to the well-being of the communities of Jonesport and Beals in a variety of projects. As part of our graduation requirements, we are advocating that all students complete 20 hours of community service before graduating. Documented service hours will be turned into the office.

If a student enters JBHS as an upperclassman, then the hours will be appropriated accordingly.

Students applying for National Honors Society must have a minimum of 15 hours by their junior year and 20 their senior year by the time they apply for National Honors Society.

Community Service is a service provided on your own time after school hours without any monetary compensation. Examples include: town projects, community suppers, helping elderly members of our communities, i.e. stacking firewood, shoveling snow, painting and repairs, 4<sup>th</sup> of July committee work, and winterization projects.

## **COURSES**

A normal academic course load is normally 6 to 7 classes a day.

## **COURTESY**

Students are expected to address the faculty, staff and fellow students with courtesy. Smiles are contagious. Students are prohibited from using profane language. Verifiable incidences of using profane language will result in a one-day out of school suspension.

## **DETENTION**

The administration, faculty, and staff are responsible for enforcing school rules/policies and maintaining a healthy learning atmosphere. Detentions may be given to students for violating school rules/policies or for disrupting the learning environment. The principal's detention will be for infractions such as skipping a teacher detention, being sent to the office for discipline, or violating school policies. A principal's detention will be a minimum of one (1) hour. Students may stay the day of the detention or the following day. Failure to stay for a principal's detention will result in suspension. Detention begins promptly after school dismissal at 2:30. During detention there will be emergency passes only. Students are expected to bring work or reading material with them. Students will be allowed to use laptops for the sole purpose of completing assignments during detention. Teachers may come to detention hall to take students who need to make up work for them with permission of the principal.

## **DRESS FOR SUCCESS**

To prepare Jonesport-Beals students to be successful in any future endeavors, we feel it is essential to dress appropriately while attending school, participating in school functions, and representing JBHS at athletic events. Jonesport-Beals High School reflects the communities and culture we wish to promote. Jonesport-Beals High School students have received lots of praise and have been congratulated several times for their well-kept appearance. Whether it is a college fair or a basketball tournament, our students stand out above the rest. People do notice and recognize that Jonesport-Beals students take pride in their school and communities. The School Board will be considering more specific guidelines for appropriate dress at upcoming meetings. Students and families will receive copies of these updated policies when they are adopted.

## **DISCIPLINE POLICY**

The school code provides guidelines for proper behavior. Disciplinary action for infractions may include: detention, suspension, expulsion, or referral to the CSD School Committee. Acts of physical aggression (fighting, kicking, hitting, etc) that are verified by school staff will result in an immediate three day out-of-school suspension regardless of the reasons that precipitated the aggression.

## **DISCRIMINATION**

In accordance with federal and state laws and the Maine Human Rights Act, our school does not discriminate based on race, color, sex, sexual orientation, gender identity, age, physical or mental disability, genetic information, religion, ancestry, and national origin.

## **EARLY COLLEGE CLASSES**

Early College classes are an excellent way for Junior and Senior high school students to earn college credit while attending Jonesport-Beals High School. The classes are online classes offered by universities and the credits will apply on their transcripts. This provides many opportunities for our students and we are pleased to make them available. These courses are NOT free to the school and we are responsible for paying all costs. We want our students to take advantage of the Early College Program, but it is imperative that if a student does not complete the requirements, the student will be billed for the cost of the course.

## **EARLY DISMISSAL**

Students may be dismissed for medical and dental appointments or for illness. The principal's office will notify parent(s)/guardian(s), if a student needs early dismissal due to illness. Early dismissals should not be used as a means for students to leave school early "just because". The inflexibility of our class schedule does not allow for frequent early dismissals. Each time a student leaves early, they are MISSING valuable class time. Educational research shows that absences and dismissals will adversely affect students' grades. Students will be responsible to meet with their teacher to get any missed work.

## **EDUCATIONAL TRIPS**

The staff at Jonesport-Beals High School is committed to providing all students a variety of off campus educational trips that will introduce, reinforce, or enhance the academic rigor of classroom studies. Student participation in educational trips is necessary as part of the academic course work and failure to attend may



adversely affect the student's grade. Any student missing an educational trip may be required to complete an alternative assignment at the discretion of the teacher.

## **ENERGY DRINKS**

Keeping the health and safety of our students first and foremost, Jonesport-Beals High School has adopted a policy that prohibits products labeled as energy drinks and/or those containing large amounts of caffeine from being on campus. Research tells us the large amounts of caffeine can cause serious damage and even death to students.

## **EXPULSION**

The MCSD School Committee may expel students following a hearing, at which the student and parent(s)/guardian(s) are requested to be present. This penalty may be invoked for any student who is deliberately disobedient, disorderly, or violent; possesses a firearm without permission; or possesses, furnishes, or traffics any scheduled drug; or issues a bomb threat.

## **GRADUATION**

Students must successfully complete all graduation requirements to participate in graduation activities. Now, 4 experiences in English, 3 experiences in math, 3 experiences in science (1 must be a lab), 1 experience in fine arts, 3 experiences in Social Studies (including US History and civics), 1 experience in technology, 1 experience in health, and 1 experience in physical education make up the required (17) core of courses. Additional electives must total a minimum of 22 experiences. Students failing to complete the requirements by two experiences or less may take a correspondence course or courses at the discretion of the school committee. Upon successful completion of the correspondence course or courses, the student may elect to receive a diploma immediately or participate in the next graduation exercises.

## **HOME STUDY**

Home study is an integral component of student learning and the educational process. Research has shown that successful students thrive in a positive learning environment, where teachers and students have dialogue during the lesson, take time to process the lessons being taught, and begin lesson assignments in a timely fashion. It is the responsibility of the student to ask questions if they do not completely understand the lesson. Using this data, we have taken the lead to provide an environment where teachers can focus on the achievement of all students and help them to reach their potential. It is in the student's best interest to participate in their learning experience during class time and take unfinished work home to complete. Home study is NOT new work that students must figure out for themselves. Each quarter, JBHS has 45% to 50% of our students on the Honor Roll.

## **INCOMPLETE MARKS**

In unusual or extraordinary circumstances, the principal/teachers may give an incomplete in a subject(s) at the end of a quarter. For extreme cases, a deadline for completion of the work will be set, and the grade will be assigned at that time.

## **INTERNET**

**Acceptable Use:** The intended purpose of the Internet network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education, research, and consistent with the educational objectives of JBHS. The use of the JBHS network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal and faculty will decide appropriate use and will make a final decision on the infraction. The decision is final. JBHS may close an account at any time as required. The administration of JBHS may deny, revoke, or suspend specific users' accounts. Please abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite.
2. Use appropriate language.
3. Do NOT reveal your personal address or phone number or those of other students or associates.
4. E-mail use is to be limited. Note that electronic mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you disrupt the use of the network for other users.
6. All communications and information accessible via the network should be private property.

JBHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. JBHS will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or student errors or omissions. Use of any information obtained via the Internet is at your own risk. JBHS specifically denies any responsibility for the accuracy or quality of information obtained through its services. Please contact the principal's office for the complete Acceptable Use Policy.

**A JONESPORT-BEALS HIGH SCHOOL COMPUTER NETWORK ACCEPTABLE USE AGREEMENT MUST BE SIGNED BY EACH STUDENT AND A PARENT/GUARDIAN BEFORE THE STUDENT WILL BE ABLE TO USE THE JBHS NETWORK SYSTEM.**

Parents/guardians must understand that their child may encounter material in a network/bulletin board that they may consider inappropriate (pornography, vulgar jokes, statements of belief that some may consider immoral). The student is responsible for not pursuing material that could be considered offensive.

## **LETTERS FOR SPORTS**

Eligible athletes receive chenille letters. Insignias are given to represent the sport; metal bars are given for each subsequent season. Students must finish the entire season including tournament play (when applicable) to receive an award for participation.

## **MAKE UP WORK and STUDENT RESPONSIBILITY**

Students who are tardy or dismissed are responsible for getting the work they missed from each class they missed. It is the responsibility of the teacher to ensure that the student gets the required assignments. The teacher will show flexibility when setting deadlines for make-up work completion. The time frame for completion will be based on the length of the assignment, the degree of knowledge needed to complete the assignment, and the ability of the student to make significant gains of necessary knowledge to move forward. Students may demonstrate a knowledge of subject matter using multiple pathways. Teachers are available before and after school to ensure students complete missing assignments. Until the assignment is completed, a zero will be filled in for the grade for that assignment. As the work is made up and scores are updated, the average score will change.

## **MEDICATION**

Prescription medication can only be given with the written consent of a physician and under the guidelines listed here. Prescription medicines should be administered at home whenever possible. If necessary, the school board permits administering medicine in accordance with Moosabec CSD Policy JHCD. The doctor's note should clearly spell out such conditions as time, with food, after eating. The medicine is to be brought to the school by the parent in the original container, labeled according to standards. In the event that a school nurse will not always be present in the school building, the principal or his/her designee will administer the medicine, as is permitted by law and school board policy. Parents are encouraged to come to the school to give medicines to their own children if they choose to do so. Please contact the school for more information and/or a Request for Administering Medicine in School Application

## **NATIONAL HONOR SOCIETY**

The purpose of the Moosabec NHS shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Juniors and Seniors who have attended JBHS the equivalent of one semester may be considered for NHS. Juniors' academic records will be reviewed at the end of the third quarter. Seniors' academic records will be reviewed at the end of the second and third quarters. Students must have a minimum cumulative average of 85 to be eligible to apply for NHS.

## **"NO SCHOOL" ANNOUNCEMENTS**

School cancellations will be by the Rediker Announcement system. Events planned for that afternoon/evening are automatically canceled except for unusual circumstances.

## **OUTSTANDING BILLS**

Any student who owes funds for such items as lost/damaged books or other school property, uniforms, milk, or hot lunch will not receive credits or a diploma until all accounts are cleared.

## **PERMISSION SLIPS**

Permission slips are required for out of town trips and must be signed by a parent/guardian. Students must have permission to go on the trip and receive medical attention, if needed.

## **PERSONAL PROPERTY**

Students should label and safeguard all their personal property. Combination locks are available in the office. The school is not liable for the loss of students' personal property.

## **PROGRESS REPORTS**

Student progress will be available on a continual basis through the Plus Portals login on the Jonesport Beals High School webpage. Parents/guardians will receive login information when their students are enrolled. If Internet access is not available, then parents/guardians may request a mailed progress report at the mid-point of each marking period and a report card at the close of the quarter.

## **SAFETY**

- **FIRE DRILLS**

Periodic drills will be scheduled throughout the school year. Please respect our need for safety, and refrain from false alarms, which are punishable offenses.

- **EXITING THE BUILDING**

During an emergency or fire drill evacuation of the building, students will make an orderly exit as instructed by the staff member present. Exits are posted. Students will go to the baseball field until given permission to re-enter the building.

- **LOCKDOWN**

Emergency procedures for remaining inside the school building will be provided.

## **SCHOOL CODE**

- Respect the faculty, school personnel, school property and each other.
- Take pride in your school. Help us keep it clean and attractive.
- Be prompt and dependable.
- Dress as attractively and comfortably as possible during school and for all school functions.
- Cheer for your school, not against your opponent.
- Realize the seriousness of cheating and do not get involved in it.
- Do your best. Be organized and do not procrastinate.
- Remember you are now writing the record that will follow you for the rest of your life. You are responsible for your actions.
- Treat your classmates as you would have them treat you.
- Always conduct yourself in such a manner that Jonesport-Beals High School and your fellow students will have reason to be proud of you.

## **SCHOOL DAY**

Once students arrive at school, by bus or personal vehicle, they should not leave the school grounds or return to a vehicle without permission. A student may be suspended for leaving the school grounds during the school day.

## **SEXUAL HARRASSMENT**

It is the policy of the Moosabec Community School District to provide learning, working atmosphere for student, employees and visitors, free from sexual harassment/harassment. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone sexual harassment/harassment. It is the responsibility of every employee to recognize acts of sexual harassment/harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented. Employees or students who believe that they have been subjected to sexual harassment/harassment have the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. The supervisor/principal shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment/harassment or inappropriate behavior of a sexual nature or other type. Students, employees and visitors should also be advised of the importance of informing harassers that their behavior is unwelcome, offensive, in poor taste, or highly inappropriate. Those who believe that they are victims of harassment should report such occurrences to the appropriate supervisory personnel (i.e. building principal, superintendent, school committee). Those who have been allegedly harassed shall be advised of the various options available to them: Human Rights Commission complaint, Title IX Civil Action, or formal request for discipline by the principal, superintendent and/or school committee.

## **SPORTS PARTICIPATION**

Students are required to sign the JICI addendum and Student Participation and Parental approval forms. Also see other policies (JICI; JJC; JCH; JCHR).

## **STUDENT ACCIDENT INSURANCE**

Accident insurance is available to all students. All student athletes must purchase or provide proof of accident insurance. Student athletes are also required to have physical exams.

## **STUDENT ORGANIZATIONS**

Students are encouraged to participate in clubs or activities. **Class Officers:** Each class will elect officers to lead it through the year. Elections will be held for the traditional slate of officers and others the class may wish to include. **Student Council:** The Student Council is the student governing body of the school. The entire student body elects the officers with each class having two representatives, a boy and a girl. The council concerns itself with matters affecting all students. The council should promote a sense of responsibility, school spirit, initiative, and good citizenship among the students. The council may work with the administration to enact and carry out policies for the benefit of all.

## **STUDENT RECORDS**

A parent has the right to all information contained in a student's file, as does a student who is eighteen (18) years of age. A signed approval is required before the principal's office may release all or any of a record to third parties such as colleges, vocational schools, or the military.

## **STUDENT USE OF THE BUILDING**

After 2:30 p.m. students are not to be in the building, unless they are participating in a school activity and under the direct supervision of a staff member. Use of the gym for extra-curricular activities must be scheduled with the athletic director or the principal's office.

## **STUDENT PARKING**

Student drivers may park in the parking lots designated for student parking. Do not park vehicles on the grass, in the back lot, in the delivery lane, or in the fire lane. Vehicles may not be used during the school day without permission. Student drivers should always exercise caution. There are NO designated parking spots. They are based on a first come first service basis. Students using the parking areas during the winter months are prohibited from driving on to snow banks or ice piles. Violations may result in suspension of your privilege to drive on the school grounds for a period to be determined by the school principal.

The speed limit on school property is 15MPH. Excessive speed may cause a student to lose their driving privilege.

## **SUSPENSION**

Students being suspended will be informed of the reason for and the length of suspension. They will be encouraged, when appropriate, to present an explanation on their behalf, before a decision is reached. Efforts will be made to contact students' parent(s)/guardian(s) by phone when the decision to suspend has been made. Letters will be sent home with the students and copies mailed to the parent(s)/guardian(s) stating the reason for the suspension and period the suspension is in effect. A further hearing will be granted upon request by the parent(s)/guardian(s). A student who is suspended will not be allowed to participate in any extracurricular activities (such as games, practices, plays, closed dances, class activities) during the suspension period. If vacation falls within the suspension period, the above will apply to the vacation days as well. A student may be suspended for but not limited to the following reasons:

- Leaving the school building without permission
- Repeated detention for the same reason
- Continued willful disobedience toward other persons or school rules, etc.
- Skipping classes or detention
- Smoking
- Fighting
- Stealing
- Use/possession of illegal alcohol/drug(s)/stimulants
- Disrespect toward others
- Constituting a safety threat to other student(s)/ staff
- Abuse of school property
- Intentional disruption
- Being sent to the principal's office for discipline
- Other reasons as deemed necessary by the principal/designee

The first suspension may either be in-school or out-of-school depending on the nature and severity of the infraction. An in-school suspension will differ from an out-of-school only by the fact that the student will be in school segregated from the rest of the student population. Students may be suspended up to a maximum of 10 days for infractions of school rules (20-A & 1001). Student suspensions may either be in-school or out-of-school, depending on the nature and severity of the infraction. This decision will be left to the discretion of the Principal/designee. During an in-school suspension, the student is expected to work diligently to complete all assigned class work/homework assigned for that day/days. If a student is unable to complete all the work assigned for that day/days, the student will be required to stay after school every day until the assigned work is completed. Students not staying to complete assigned work will face further disciplinary action. The Principal has the authority to have the student and parents meet with the Superintendent or Board, if the nature of the infraction warrants such action. Suspended students (as determined by the principal) and their parents will be required to meet with the Supt. of Schools before being readmitted to school. Students will be allowed to receive credit for completed work missed while being suspended from school. Students and parents may be required to meet with the Supt. and School Board for an expulsion hearing if the severity of the incident warrants immediate action. The Principal has the authority to skip any of the above stated suspensions and have the student and parent meet with the Superintendent or Board, if the nature of the infraction warrants such action. A suspended student will be responsible for serving previously assigned detentions upon readmission to school.

## **TARDINESS**

Students may be tardy twice during each quarter without penalty. To eliminate students from being habitually tardy, we are implementing a new system to track the amount of time missed and hold students accountable for making up that missed time. Tardy students must report to the office and get a slip stating the time they arrived. The student then reports to the principal and the time is noted. When a student accumulates 30 minutes of time,

the student will receive detention and will stay the 30 minutes for make-up. Students abusing the system daily will be subject to principal detentions and/or in school suspension. An acceptable excuse is a medical/dental appointment. Personal illness will not excuse a student from receiving a tardy detention without a physician's excuse. We encourage students to use the time spent in detention for tardiness as an opportunity to get any assignments or make-up work, which may be owed due to the tardiness.

## **TEACHERS ROOM**

Students are not to go into the teachers' room without permission of the principal.

## **TELEPHONE**

Students must ask permission to use the school telephone.

## **TRIPS HOME**

Students will not be authorized to leave to get items left at home without the express permission of the principal or designee.

## **TRANSPORTATION OF ATHLETES**

All students will ride the bus to and from athletic events away from the school (unless otherwise noted by special permission.) Students will NOT be released unless the parent(s)/guardian(s) attend the game and give a written permission slip to a coach or Athletic Director. The student may be released only to the parent(s)/guardian(s).

## **UNIFORMS**

Uniforms must be taken care of properly. If a uniform is damaged beyond repair through other than normal use, the participant will have to pay for the replacement cost of the uniform before being issued a replacement.

## **VANDALISM**

Every effort will be made to discover those involved in vandalism. Efforts will be made to penalize those found guilty on an individual basis, but situations may arise where the cost arising from vandalism will be charged directly to class treasuries. Responsibility for the prevention of vandalism lies not only with teachers and the administration but also with students.

## **VISITORS**

Due to security, no visitors will be allowed at school without the approval of the principal. Students should obtain permission to bring visitors at least a day before. All visitors must check in at the office.

## **WEAPONS**

The following conduct is prohibited: Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass is strictly prohibited.

As authorized by both Title 20-A MRSA Section 1001 (9-a) and the federal Gun-Free Schools Act of 1994, students who are found to have brought a firearm, as defined in 18 USCA Section 921 et.seq., to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate local law enforcement agency.