



Jonesport-Beals High School
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Jonesport-Beals High School

Student Handbook

2025-2026

**Board Approved
8/12/2024**

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, and to 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 lifelong 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 and 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 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 (Total = 17)

Mathematics 3	Science 3 (1 must be a lab)	Visual/Performing Arts 1	PE 1
English 4	Social Studies 3	Technology Exposure Totaling 1	Health 1

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 8.

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 93-100 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

Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional, and physical well-being of students and promote healthy, enriching, and safe co- and extra-curricular opportunities for all students.

1. Academic Eligibility

In order to participate in athletics or extra-curricular 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 based on MPA guidelines, passed at least four (4) subjects per school year, and must have passed four (4) major subjects (or their equivalent) in the ranking period (9 weeks) preceding the particular sport or activity.

Fall eligibility is based on the 4th quarter of the previous school year. Entering freshmen will automatically be eligible for the first nine (9) weeks.

2. Attendance

- Any student missing any portion of a school day the day of a scheduled event may not participate in the co-curricular or extracurricular activities on that day, unless excused.

Regular participation in practice is essential and failure to attend regularly could result in being removed from the team. Regular attendance will be defined as: if you have:

1 unexcused absence: The student shall miss the first half of your next game/activity. You will be required to be dressed/attend and on the bench/activity.

2 unexcused absence: The student shall miss the entire next game/activity. You will be required to be dressed/attend and on the bench/activity.

3 unexcused absence: The student shall be removed from the activity/team.

Students staying home the day before a game or the next day after a game will not be permitted to play in the following game. Any rare exceptions to the rule are at the total discretion of the administrative/athletic team.

All students are required to be in attendance by 9:00 a.m. in order to participate in after school events. Any exceptions to this requirement must be pre-approved by the Athletic Team: Athletic Director, Principal, and Superintendent.

3. Students suspended from school (including in-school and out of school suspension) shall not practice, participate, attend, or compete in extra- or co-curricular activities during the school days of suspension.

4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Athletic Director or the Building Principal.

5. Students are required to travel to and from athletic events/activities by bus. NO student will be released unless the parent(s)/guardian(s) attend the athletic event/activity and give a written permission slip to the coach/advisor or Athletic Director.

6. Students are expected to dress appropriately for participation in co- and extracurricular activities. No blue jeans will be allowed for athletic activities. Additional requirements for co- and extracurricular activities are at the discretion of the coach/advisor.

7. Students who participate in a sport extracurricular activity must have on file with the school proof of insurance and proof of a physical exam.

8. Student use of tobacco, alcohol, and drugs is illegal and negatively affects student health, safety, and performance. Students participating in co- and extracurricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents, and school, to set the highest possible example of conduct, sportsmanship, and training, which includes avoiding any involvement with tobacco, alcohol, and drugs.

Therefore, students participating in co- and extracurricular activities may not engage in the prohibited behaviors and activities described in Policy JICH (Student Drug, Alcohol, and Tobacco Use) at any time or place from the beginning of the student's first co- or extracurricular activity of the school year through the end of the school year.

9. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a crime, they may be suspended from participation in co- or extracurricular activities until the case is adjudicated. A student who is convicted of a crime will be suspended from participation in activities for at least 9 months following the conviction. The Principal has the authority to modify these requirements when they would clearly constitute an injustice to the student based on the particular circumstances of the case. At the end of 9 months, the student may request reinstatement to co- and extracurricular activities in writing to the Principal. The Principal and Athletic Director/advisor will meet with the student and their parent(s)/guardian(s). The Principal will then make a determination as to whether the student will be allowed to participate in activities and under what conditions.

10. Students shall be responsible for all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment/uniforms will be the responsibility of the student.

11. All students and their parents/guardians are required to sign the Co-Curricular/Extracurricular Contract as a condition of participating in co-curricular and extracurricular activities.

Students participating in an activity/sport prior to the beginning of school (and their parents/guardians) must sign the contract at the beginning of pre-season. All other students who plan to participate in other co- and extracurricular activities at any time during the school year (and their parents/guardians) must sign the contract at the beginning of the school year (or upon enrollment in school if transferring to the school).

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, and drugs, will not be tolerated in the school building, on campus, or at any school sponsored event regardless of location. Anyone believed, on reasonable grounds, to be involved with alcohol, tobacco products, and 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 **JICHR** for more information.

ATTENDANCE POLICY

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

- Teacher will report all absences.
- **Excusable Absences - Examples:** Personal illness, medical/dental appointments, driver's license appointment, and approved educational experiences. The Principal/designee approved other excused absences.
- **Inexcusable Absences - Examples:** Shopping trips, missing the bus, babysitting, 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.
- Excuses are required and must be sent to school no later than the day following the absence. Excuses from parent(s)/guardian(s) can be by phone call or in writing. A note or appointment card from a health care provider. If the student has an appointment, a note or card from the provider is required.
- Students arriving after 10:30 a.m. or leaving before 11:30 a.m. will be considered absent for a half-day.
- **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 they are 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

*MOOSABEC CSD
NEPN/NSBA FILE: JFCK-R*

RULES FOR STUDENT USE OF CELLULAR TELEPHONES

1. Students are prohibited from using privately owned cellular telephones (cell phones), electric watches, and other communication devices, during the school days, with the exception of the lunch period and recess.
2. Cell phones are never to be taken to the bathrooms.
3. Family members experiencing an emergency can contact the school by phone and the student will be given the opportunity to either speak to the family member on the school phone or on their cell phone in the front office.
4. Students may use their cell phones on field trips and during extracurricular activities only if authorized by the staff member in charge.
5. The use of cameras on cell phones is strictly prohibited in locker rooms, restrooms, and classrooms. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting the picture on any social networking site or other Internet site.
6. Any use of cellular telephones that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any material that is defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.
7. Student cellular telephones and other electronic devices may be subject to search if there is a reasonable suspicion that a student is violating Board policies/procedures and/or school rules. A building administrator may maintain possession of an electronic device as long as it is reasonably necessary for evidentiary purposes.
8. A student violating these rules will be given a warning for first offense with the phone immediately confiscated for the day. A second violation will result in a suspension from school for one day and the student will be prohibited from possession of a cell phone in school for the rest of the school year.
9. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

ADOPTED: August 31, 2022

STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. The school unit is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

Cross Reference: JIH - Questioning and Searches of Students
JICIA - Weapons, Violence, Bullying and School Safety

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.

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 Honor 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, 4th of July committee work, and winterization projects.

COURSES

A normal academic course load is normally 6 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 serve detention 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 materials with them. Students will be allowed to use laptops for the sole purpose of completing assignments during detention. Teachers may come to the detention hall to take students who need to make up work for them with permission of the Principal.

DRESS FOR SUCCESS

*MOOSABEC CSD
NEPN/NSBA FILE: JICA*

STUDENT AND STAFF DRESS

The Board recognizes that responsibility for the dress and appearance of staff and students rests with the individual staff members and with students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students or staff create a disruptive influence on the school program or affect the health or safety of others.

Students and staff are encouraged to use sound judgement and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent, or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines, or other activities. However, no particular brand may be required. The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: August 31, 2022

*MOOSABEC CSD
NEPN/NSBA FILE: JICA-R*

STUDENT AND STAFF DRESS - PROCEDURES

Items not permitted to be worn in school include:

- Hats and caps.
- Chains and other accessories that violate the district's weapon policy.
- No pajamas are to be worn to school.
- Students and staff will be clothed and covered from the chest area to the mid-thigh.

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 immediate three (3) day out-of-school suspension regardless of the reasons that precipitated the aggression. Refer to Policies : JK, JKD, JKD-R, and JK-A.

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. 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 not receive college nor high school credit.

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 teachers 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 coursework, 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.

DRINKS

With concern for our students and equipment at Jonesport-Beals High School, all drinks must be in a container with a lid that can be closed.

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. The current requirements of 17 core courses are:

- 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 experiences in Technology
- 1 experiences in Health
- 1 experiences in Physical Education

Additional electives must total a minimum of 22 experiences. Students failing to complete the requirements by two experiences or fewer 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.

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:

- Be polite.
- Use appropriate language.
- Do NOT reveal your personal address or phone number or those of other students or associates.
- 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.
- Do not use the network in such a way that you disrupt the use of the network for other users.
- All communications and information accessible via the network should be private property. JBHS makes no warranties of any kind, whether express 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, misdeliveries, 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 an appropriate medical care provider 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 their 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 school. 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

Students 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 student is 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 appropriate for the weather and comfortable 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 HARASSMENT

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 schools 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, and/or criminal prosecution.

SPORTS PARTICIPATION

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

If any 8th graders are to try out for a varsity team, the student must have the sending school's Principal's agreement, a parent signature they can play at that level. The student must agree to wanting to play at the varsity levels. The final sign off must be the Athletic directors of each school.

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 at least 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 lot 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 serve 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 **15 MPH**. 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 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
- The use or possession of alcohol /drug(s)/stimulates
- 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). 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 TO 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, furthermore be able to participate in another sport.

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 the 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 be referred to the appropriate local law enforcement agency.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the board; the responsibility to attend school as required by law;
- C. The right to due process with respect to suspension, expulsion, or an administrative decision, which a student believes, has injured their rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- E. The right to privacy regarding the content of student records - as defined by the Family Educational Rights and Privacy Act - and the right to dress as they please within reasonable guidelines related to health, safety, and the avoiding of public disruption; and
- F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the Board's belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility.

This Board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

DATE ADOPTED: July 1, 2003

STUDENT DISCIPLINE

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline allows the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others. (MTSS model)
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case. (MTSS Model)
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy. Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that "a teacher or other person entrusted with the care or supervision of person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to:

- a) control the disturbing behavior; or
- b) remove the person from the scene of the disturbance

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee. School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals and the Board shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law. (MTSS Model) These said actions shall be as follows:

Level 1 Behaviors- Initially handled at classroom level

1. Failure to come to class prepared for work (pencil, text, charged chromebook/laptop, and etc.)
2. Distraction of other students (Excessive talking, taking people's belongings, throwing things, noises, out of seat, physical contact, etc.)
3. Inappropriate and immature behavior/improper conduct. (Inappropriate physical, touch, noise making, PDA's, cheating, etc.)
4. Rudeness, inappropriate language, disrespectful to others, etc.
5. Tardiness

Recommended Level I Disciplinary Options

1. Teacher warning
2. Parent/teacher meeting
3. Behavioral management by teacher (30 minute detention with teacher, administrative support will be available to ensure that the detention is served.)
4. Loss of classroom privilege
5. Teacher contact of parent
6. All tardies are reported to the office. Upon receipt of a third unexcused tardy, a 60-minute detention will be required.

Level 2 Behaviors-Level 2 behaviors are of a more serious nature and are to be reported to the teacher leader and principal on a disciplinary referral form.

1. Habitual level 1 violations
2. Cell Phone violation
3. Defacing school property
4. Vulgar language (directed at specific persons or repeated after warnings.)
5. Theft (petty, less than \$20)
6. Habitual tardiness
7. Cafeteria infractions/throwing food

Required Level 2 Disciplinary Action

1. Parent contact
2. 60-90 minute detention (administrative)
3. Appropriate restitution
4. Loss of extracurricular privilege as outlined in the Student & Athletic Handbooks
5. Conference with counselor possible.

Level 3 Behaviors - These behaviors must be reported to the teacher leader and principal.

These behaviors must be reported to the assistant principal and principal through the submission of a disciplinary referral form.

1. Habitual violations of level 2 behaviors
2. Fighting (both offensive and defensive)
3. Abuse of school property
4. Forgery for school-related purposes
5. Causing or provoking a major disturbance anywhere in the school
6. Instigating or provoking others to fight
7. Sexual harassment, other harassment, bullying, intimidation, threatening other students and school staff
8. Vulgarity or abusive language towards any adult
9. Leaving campus without permission
10. Insubordination
11. Tobacco possession or usage
12. Failure to make up assigned detention
13. Food fight
14. Blatant refusal to comply to reasonable request

15. Skipping class
16. During school hours or a school activity. Posting or uploading any pictures, videos or written messages on social media not approved by the school's administration

*** Note; school will be defined as: any activity that JBHS is being represented on school property or away. This includes but is not limited to: Classrooms, hallways, bath rooms, gym, buses, athletic or extra-curricular activities, field trips, and etc.****

Required Level 3 Disciplinary Action

1. Parent contact or conference
2. 1-3 day suspension
3. Refer to counselor
4. Loss of extracurricular privilege as outlined in the Student & Athletic Handbooks
5. Possible legal action
6. Refer to Affirmative Action Coordinator
7. Restitution

Level 4 Behaviors- These behaviors must be reported to the teacher leader and principal.

1. Habitual level 3 violations
2. Burglary, theft, unlawful possession of school property
3. Extortion
4. Gambling
5. Robbery
6. Assault on a student
7. Physical intimidation
8. Possession, use, or being under the influence of alcohol, marijuana or other illicit substances.
9. Illicit Drug (paraphernalia or material)
10. Indecent exposure

Required Level 4 Disciplinary Action

1. Parent contact
2. Police notification
3. 5-10 day suspension (Parent must meet with administrators and counselors before student is readmitted to school.)

4. Loss of extracurricular privilege as outlined in the Student & Athletic Handbooks
5. Refer to counselor
6. Possible recommendation to the school committee for expulsion

Level 5 Behaviors- Must be reported to the teacher leader and principal.

1. Habitual level 4 violations
2. Sale or distribution of alcohol, marijuana, or other prohibited substances, paraphernalia or material
3. Possession of a weapon/other than firearm
4. Physical or verbal assault on district personnel
5. Instigating or participating in gang/mob type school disturbance
6. Engaging in a sexual act on school property

Required Level 5 Disciplinary Action

1. 5-10 day suspension
2. School administrators will consider referral to school committee for expulsion
3. Police notification of criminal activity leading to arrest
4. Loss of extracurricular privilege as outlined in the Student & Athletic Handbooks
5. Students must participate in some form of counseling program to address the student's behavioral problems before being readmitted to school. School guidance counselor must approve the program.

Level 6 Behaviors These behaviors must be reported to the teacher leader and principal.

1. Possession or use of deadly weapon/firearm
2. Sexual assault
3. Rape
4. Any other violent crime

Required Level 6 Disciplinary Action

1. Suspension from school with recommendation for expulsion
2. Police notification of criminal activity leading to arrest
3. Barred from presence on campus
4. Loss of extracurricular privilege as outlined in the Student & Athletic Handbooks

*** Anything not stated in this would be under the discretion of the administration as to what level an incident or behavior shall fall under***

Students with disabilities shall be disciplined in accordance with applicable federal and state laws and regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106

20-A MRSA § 4009

Ch. 125.23 (B)(5)(1) (Maine Dept. of Ed. Rule)

Cross Reference: AC - Non Discrimination/Equal Opportunity and Affirmative Action

ACAA - Student Harassment and Sexual Harassment

EBCA - Comprehensive Emergency Management Plan

JIC - Student Code of Conduct

JICIA Weapons, Violence and School Safety

JKAA - Timeout Rooms and Therapeutic Restraint

JKB - Student Detention

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

Date Adopted: December 16, 2010

Date Revised: January 20, 2011; February 14, 2013; June 16, 2025

NEPN/NSBA FILE: JKD SUSPENSION OF STUDENTS

The Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions may be in-school or out-of-school at the discretion of the Principal. Suspensions longer than 10 days may be imposed by the Board. The Board recognizes that suspensions of any length constitute significant disruptions to a student's learning. Alternatives to suspension should be preferred whenever possible. Alternatives to suspension could include, but are not limited to problem-solving, restitution and restoration, skills instruction, counseling, and behavior planning.

1. Student/Parent Notification and Investigation Guidelines

Prior to the suspension, except as hereinafter provided:

- A. There will be a full formal investigation conducted to gather all facts involved in the incident. Students and Parents will be made aware of the intent to investigate, reason(s) for the initial investigation, and will be updated throughout the investigation process. Length of time to conduct investigations may vary, but will not exceed 1 week.
- B. The student shall be given an opportunity to present their version of the incident.
- C. The student shall be given an explanation of the evidence forming the basis for the charge(s)
- D. The student shall be given oral or written notice of the charge(s) against them. However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, the explanation of evidence, and the student's opportunity to present their version of the incident will be arranged as soon as practicable after removal of the student from school.

2. Parental Notification

The student's parents/guardians shall be notified of any in-school or out-of-school suspension as soon as practical by email electronically or by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Office of the Superintendent.

3. Student Suspension Requirements/Bans

Students are not allowed on school property during any out-of-school suspension except with the prior authorization of the Principal or Superintendent.

Students serving out-of-school or in-school suspension shall not be permitted to participate in extracurricular activities sponsored by the district, as provided in policy JICI.

Students shall be responsible for any schoolwork missed during their suspension. After re-admittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

4. Re-admittance- School administration, faculty, and student support staff shall collaborate with the student and family to create a re-entry plan that helps address underlying problems, restore relationships, prevent recurrence, and maintain the safety, health, and academic and social-emotional well-being of the student and the school community.

Legal Reference: 20-A MRSA § 1001(9),

(15-A)(D) Cross Reference: JIC - Student Code of

Conduct JICIA - Weapons, Violence and School

Safety JICK-Bullying

JK-Student Discipline

JKE - Expulsion of Students

JKF - Disciplinary Removal of Students with Disabilities

DATE ADOPTED: July 1, 2003

DATE REVISED: January 20, 2011; February 14, 2013; June 16, 2025

SUSPENSION ADMINISTRATIVE PROCEDURE

For the purposes of this policy, "parent" means parent(s), regardless of divorce or separation; a legal guardian; or individual acting as a parent or guardian, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

Suspension is one of the most serious disciplinary measures taken. A student being suspended will be informed of the reason for and the length of suspension. The student will be encouraged, when appropriate, to present an explanation on their own behalf, before a decision is reached. The suspension period will start at the time the student is informed that they are being suspended from school. The student's parents/guardians shall be notified of any in school or out-of-school suspension as soon as practicable by email, electronically or by telephone (if possible). A copy of the notice shall also be sent to the Office of the Superintendent. A letter will be sent home with the student and a copy mailed to the parent stating the reason for the suspension and period of time the suspension is in effect. A further hearing will be granted upon request by the parent.

A student who is suspended will not be allowed to participate in any extra-curricular activities during the suspension period. If vacation falls within the suspension period, the above will apply to the vacation days as well.

The reasons for a suspension include but are not limited to following reasons: (as written in policy JK)

1. Leaving the school building without permission;
2. Repeated detentions for the same reason;
3. Continued willful disobedience toward other persons or school rules;
4. Skipping classes or detentions;
5. Smoking/Drinking;
6. Fighting;
7. Stealing;
8. Use/possession of illegal drugs(s)/stimulant(s);
9. Disrespect toward others;
10. Constituting a safety threat to another student or staff;
11. Abuse of school property;
12. Intentional disruption;
13. Being sent to the Principal's office for discipline three times during a ranking period;
14. Other reasons as deemed necessary by the Principal/designee.
15. Second (or more) violation of the cell phone violation.
16. Posting or uploading pictures, videos, or written comments on social media without administration's approval at a school event or during school hours.
17. Any chronic violation of level 2 and above in policy JK.

A student may be suspended up to a maximum of 10 days for infractions of school rules.

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. The student loses all cell phone privileges while serving an in-school suspension.

If a student is unable to complete all the work assigned for that day/days, the student will be required to stay after school everyday until the assigned work is completed. A student who does not stay to complete assigned work will face further disciplinary action.

A student accumulating a maximum of 10 days of suspension in a school year will be readmitted to school after the parents/guardians and student meet with the Superintendent of Schools. A student will be allowed to receive credit for completing work that was missed while the student was suspended from school.

Once a student accumulates 11 days of suspension, the student and the student's parents guardians will be required to meet with the Board for an expulsion hearing. Any subsequent suspension in a school year will require an expulsion hearing.

The Principal/designee has the authority to skip any of the above stated suspensions and have the student and parent meet with the Superintendent or the 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.

LEGAL REFERENCE: 20-A M.R.S.A. §1001

DATE ADOPTED: July 1, 2003

REVISED: February 12, 2009; June 16, 2025

SUSPENSION APPEALS

1. Under Maine law, students have the right to due process in disciplinary matters, including suspension. The student must be informed of the charges and given an opportunity to respond. Parents/guardians have the right to appeal a school suspension if they believe it was unjustified or if they feel the due process rights of their child were violated.
2. Administration shall send a written notice of the suspension within a 24 hour period after the suspension has been assigned. Upon receiving a suspension notice, parents/guardians and students are advised to review the details of the notice carefully. The notice should include:
 - The reason for the suspension includes relevant policies and/or laws.
 - The duration of the suspension
 - The date of the incident
 - Any evidence or statements regarding the student's conduct
3. Parents/guardians and students are encouraged to review and confirm the School's disciplinary policies available in the Student Handbook and on the School District's website [www.union103.org (Administration/Policies/JBHS Policies)].
4. Parents/guardians are urged to meet with the Principal to discuss the suspension in order to address concerns, present evidence, and clarify any misunderstandings. If the issue is not resolved to the parents'/guardian's satisfaction at this level, they may file a formal appeal to the Superintendent of Schools. If the parents/guardians believe law, policy, and or procedure were not followed, they may file a formal appeal to the school Board. The appeal must be filed no later than 3 school days after the suspension is assigned. Adhering to the timelines for filing appeals is critical. Failure to meet deadlines can result in the suspension standing, even if there is a strong case for appeal.
5. The appeal should include:
 - A clear statement why the suspension should be overturned or reduced
 - Any supporting evidence or documentation
 - A request for a hearing if desired
6. The Superintendent's decision shall be given in writing to the parents/guardians within 3 days after the hearing has been completed.

7. The parents/guardian are not satisfied with the Superintendent's decision then they can appeal to the school board. A written appeal must be submitted to the board with a 3 day period after receiving the written outcome from the Superintendent.
8. Once the written appeal is submitted, the School Board will review the case. The School Board will only look to see if all policies and procedures were followed according to the JBHS policies and handbooks. If the Board agrees to a hearing, it will set a date no later than 5 school days after receiving the appeal. The student and their parents may attend the hearing or submit written testimony. The Principal, the Superintendent and/or another school administrator must attend. The hearing is not open to the public.
9. During the hearing:
 - The School Administrator will present evidence supporting the policies and procedures according to JBHS policies and handbooks.
 - The parents may present counter-evidence and explain why they feel that policies or procedures were not followed. If the parents/guardians do not attend, the Board will review their written testimony.
 - The Board members may question the appellants and school administrator after they have presented their cases.
10. After reviewing the case, the School Board will either:
 - Uphold the suspension
 - Overturn the suspension
11. The School Board must issue a written decision no later than 5 school days after the hearing. The school administrator shall inform the parents/guardians of the Board's decision by the quickest means possible and send them a copy of the written decision by registered mail. Or whatever method requires a signature upon receipt
12. If the parents/guardians are not satisfied by the Board's decision, they may appeal to the Maine Department of Education.
13. If all other avenues are exhausted and the parents/guardians still believe the suspension was illegal or violated their child's civil rights, they may choose to pursue legal action.