

SACOPEE VALLEY

HIGH SCHOOL

STUDENT HANDBOOK 2010-2011

**115 SOUTH HIRAM ROAD
HIRAM, MAINE 04041**

207-625-3208

WWW.SAD55.ORG

This book belongs to:

NAME _____ GRADE _____

ADDRESS _____

PHONE NUMBER _____

ADVISOR _____

RESERVATION CLAUSE

The school reserves the right to change the terms of this handbook at any time without notice

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Respect

Responsibility

Honesty

These are the values upon which Sacopee Valley High School builds itself. We strive to create a learning environment designed, first and foremost, to meet the needs of students. We believe that these values apply to, and must be held equally by, all members of the school community – students, staff, administrators, citizens of the five towns, and the district school board – in order for the exchange of ideas to happen in a safe atmosphere.

Additionally, we believe that we are all individuals, and should be treated as such, however, these are our commonalities:

- We can all learn and have a responsibility to continue to do so
- We share responsibility for using available resources equitably and effectively
- We have a shared responsibility to cooperate and collaborate for the greater good of the school
- We have the shared responsibility to always represent our school with honor and integrity

Further, we believe that all students must be prepared for higher education, a successful career, and informed, active citizenship in the 21st Century.

To these ends, we structure learning at Sacopee Valley High School such that all students have sufficient opportunities to meet the standards of both the Parameters for Essential Instruction and the Guiding Principles developed by the state of Maine Department of Education.

SACOPEE SIX

1. Be appropriate and courteous; use behavior that is considerate of the community, the campus, and yourself
2. Be respectful and encourage the right to learn and the right to teach at all times
3. Be actively engaged in the learning; ask questions, collaborate, and seek solutions
4. Be on time to fulfill your daily commitments
5. Be truthful; communicate honestly
6. Be responsible and accountable for your choices

TELEPHONE DIRECTORY

SCHOOLS

SACOPEE VALLEY HIGH SCHOOL	625-3208
SACOPEE VALLEY HIGH SCHOOL FAX	625-7869
SACOPEE VALLEY MIDDLE SCHOOL	625-2450
BALDWIN ELEMENTARY SCHOOL	625-4076
CORNISH ELEMENTARY SCHOOL	625-4393
FRED MORRILL ELEMENTARY SCHOOL	625-4842
SOUTH HIRAM ELEMENTARY SCHOOL	625-8116

DISTRICT AND HIGH SCHOOL OFFICES

SUPERINTENDENT'S OFFICE	625-2490
TRANSPORTATION OFFICE	625-4495
SCHOOL LUNCH PROGRAM	625-8115
SPECIAL EDUCATION DIRECTOR	625-3285
HIGH SCHOOL GUIDANCE OFFICE	625-8541
JROTC	625-2303
ATHLETIC DEPARTMENT	625-8507

SCHOOL CLOSINGS

In the event of severely inclement weather, school may be closed or delayed. The same conditions may necessitate early dismissal. All announcements will be made over radio stations WPOR, WJBQ and WYNZ, as well as TV Channel 6 Storm Center. Reports in the morning will be between 6:15 and 7:00 A.M. If no report is heard, assume school will be in session. **PLEASE DO NOT CALL THE SCHOOL.** The telephone lines must be kept open for emergencies.

Bell Schedules 2010/2011
Mondays, Tuesday, Wednesdays, and Fridays
First Lunch Schedule

	A - Day	B - Day	C - Day	D - Day
7:55 – 8:48	2	1	1	1
8:48 – 8:56	Break	Break	Break	Break
8:56 – 9:01	Advisory	Advisory	Advisory	Advisory
9:05 – 9:58	3	3	2	2
10:02 – 10:55	4	4	4	3
10:59 – 11:19	1 st Lunch	1 st Lunch	1 st Lunch	1 st Lunch
11:23 – 12:16	6	5	5	5
12:20 – 1:13	7	7	6	6
1:17 – 2:10	8	8	8	7

Second Lunch Schedule

	A - Day	B - Day	C - Day	D - Day
7:55 – 8:48	2	1	1	1
8:48 – 8:56	Break	Break	Break	Break
8:56 – 9:01	Advisory	Advisory	Advisory	Advisory
9:05 – 9:58	3	3	2	2
10:02 – 10:55	4	4	4	3
10:59 – 11:52	6	5	5	5
11:56 – 12:16	2 nd Lunch	2 nd Lunch	2 nd Lunch	2 nd Lunch
12:20 – 1:13	7	7	6	6
1:17 – 2:10	8	8	8	7

Afternoon LRVC Students will leave class at 10:30.
Morning LRVC Students will return to class at 11:45 (First Lunch) or 11:15 (Second Lunch).
Laptop Return 2:10 – 2:15

SACOPEE VALLEY ATTENDANCE POLICY / PROCEDURES

I. Rationale

Daily attendance, punctuality and active participation in class are essential components of the learning process. Students need to be in the classroom to benefit from instruction, demonstrations, hands on activities and from the interaction and exchange of ideas with teachers and fellow students. Students who are absent from class are never able to duplicate these valuable learning experiences. Current research indicates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming functional, responsible adults.

Roles and Responsibilities – Attendance is primarily the responsibility of students and their parents.

Attendance Policy – The school best serves the home by establishing clear attendance guidelines and by providing timely reports of students' attendance patterns. Therefore, S.A.D. 55 has adopted the following attendance policy for Sacopee Valley High School to help students learn responsibility and to increase their potential for academic success.

Minimum Enrollment – **All students must be enrolled in a minimum of seven courses each semester.** Math lab, guided study, internships and other community service projects are included in this total. Exceptions to this rule can only be made by the school administration, a 504 Plan, the Student Assistance Team or a Pupil Evaluation Team.

Absences – **A student may miss no more than twelve (12) classes per year** in a year long course or **six (6) classes per semester** in a semester long course. If limits are exceeded, the student will not receive credit (NC) for the course irrespective of the grade received. An NC is not used in computing grade point average (GPA).
Tardies - Five (5) tardies **to any class** will be counted toward the allowable limit as one (1) absence.

II. Exceptions

The following will be considered exceptions and will not be counted toward the twelve, (or six) day limit:

- Chronic or extended illness confirmed in writing by a physician's or health provider's note.
- Absences for school sponsored activities.
- Other exceptional situations where the student has prior permission from the school administration

III. Attendance Waivers

- The school will notify the home by mail whenever a student reaches 50% of the allowable limit. In such cases, the family may request a meeting with our Attendance Committee. The student and at least one guardian must appear before this committee. The Committee will waive excused absences (so that they are not counted towards our attendance limit) if the absences are caused by serious and extraordinary personal, medical, or family problems.
- A waiver request must be submitted within two weeks after receiving the mailed notification indicating that the student has gone over the allowable limit.

IV. Excused and Unexcused Absences

Maine law defines **excused** absences as those caused by:

- Personal illness
- Health appointments, which cannot be scheduled outside the school day
- Observance of a recognized religious holiday
- Family emergencies such as a serious illness or death in the immediate family
- A planned absence, which has been approved in advance by the school. Forms are available in the main office.

Unexcused Absences – Some examples of **unexcused** absences:

- Truancy (skipping, oversleeping, etc)
- Missed bus or car trouble
- Trips not approved in advance
- Shopping
- Birthdays
- Employment

V. Notification

School Notification for Absences – When a student is absent, the school appreciates morning calls from parents. If a call is not received, the school will make an effort to call parents. **Within three days of an absence, a student must bring to the office a parent note explaining the reason for the absence.** State law requires that student files contain notes from parents detailing the reason for absence (s). If the absence is excusable, the student will be given an “Excused Absence” slip and be allowed to make up missed work for full credit.

- School Notification for Dismissal - **Parent dismissal notes for reasons other than illnesses must be given to the office before school.** A request must include the student’s name, date, time of the dismissal, reason for the dismissal, and parent signature. The student will be given a dismissal pass to show to the teacher. Having a study hall is not a valid reason to be dismissed from school. **For liability reasons, phone dismissals will be scrutinized.**

- Illness Related Dismissals - A student who becomes sick during school must report to the school nurse (or to the main office if the nurse is unavailable). Students will be dismissed only after permission is received from a parent or other responsible adult designated on the student biography sheet.

- Planned Absences - Planned absence forms are available in the main office. This form requires the signature of parents and teachers. It must be submitted to the main office **at least three school days before a trip.** If the planned absence will be longer than five days, parents should contact the office at least one month in advance. Schoolwork missed is due on the day the student returns to school. **Planned absences count towards the total allowable limit.**

- Makeup Work - Missed work due to **excused** absences must be made up within three days. Extended absences may result in more time available for makeup. **No credit is awarded for work made up after an unexcused absence.**

VI. Participation in School Activities

A student who is involved in sports and other co-curricular activities may not participate in those activities on the days the student is absent

from school or dismissed early for illness. A student must attend school the entire day to be eligible to participate or attend a school activity that evening.

SACOPEE VALLEY GRADING/CREDIT SYSTEM

Full year classes – 1 credit

Semester (1/2 year) classes – ½ credit

A - 93-100

D - 70-76

B - 85-92

F - Below 70 - failing

C - 77-84

I - Incomplete

PROMOTION REQUIREMENTS

The following promotion requirements shall be in place:

FROM	TO	MINIMUM REQUIRED
Freshman	Sophomore	5 credits
Sophomore	Junior	11 credits
Junior	Senior	16 credits

GRADUATION REQUIREMENTS

Twenty-three (23) credits, beginning with the Class of 2011, including all required courses, are necessary to graduate and participate in the graduation activities. Parents of the students in danger of not graduating shall be notified and continually updated in writing throughout the Spring semester. Students must be enrolled in seven classes each year.

EARLY GRADUATION

Approval for early graduation will be reviewed thoroughly and will be granted on a limited basis. The requirements for consideration are available in the guidance office. **ALL REQUESTS MUST BE FINALIZED BEFORE THE END OF THE STUDENTS JUNIOR YEAR.**

Students who have had their early graduation request approved shall not be eligible for Senior Academic Awards.

STUDENT TRANSCRIPTS

Students' permanent school records consist of transcripts which are maintained in the high school office and contain the following information: Student name, address, phone number, date of birth, standardized test scores including ACT, SAT and MEA, school activities, awards, honors, attendance records, grades for each course including incompletes and failures, grades and credits transferred

from another school. The student transcript may be viewed by the student and/or parent by making a request through the guidance office.

HONOR ROLL

The honor roll has been established as a means of promoting individual growth and improvement by recognizing academic achievement. All subjects taken for academic credit are included. The honor roll is composed of two classifications:

1. HONORS – A student receives all A's and B's for a quarter
2. HIGH HONORS – A student receives all A's for a quarter. Honor students shall receive honor passes on a quarterly basis. The student must report to his/her regular study hall and may use the cafeteria or library. Honor students may also sign out of the office to study in other areas during study hall. Honor students will not be allowed to roam or loiter in the hallways or lobby and must not interfere with classes in session. If the privileges are misused, the honor pass may be revoked.

MID-TERM REPORTS

Midway through each academic quarter Interim Reports will be distributed to all students. The exact dates of distribution will be published in the Shopping Guide. Parents are encouraged to contact the school and/or teachers at any time for an update on their child's progress.

SENIOR PRIVILEGE REGULATIONS

1. Guidelines

- Seniors who are eligible and receive Senior Priviledges may arrive late when their day begins with a study hall OR they may leave early when their schedule ends with a study hall.
- To be eligible, seniors must have at least an 85 average with no failures or incompletes.
- Seniors may not leave school with senior privileges other than when they have a last period study hall.
- There will be a sign-out/sign-in sheet located in the main office. Students must personally sign-out/in, full name written legibly, with times, when leaving or arriving with senior privileges.

2. Eligibility

- A. Students must agree to obtain parent/guardian permission, via a signed legal document attached here, releasing the Sacopee Valley School Department from responsibility for the students well-being while exercising the privilege.
- B. Before the school year begins all seniors must be reviewed for eligibility. To be eligible for the first quarter of their senior year they must have met the academic standard for the fourth quarter of their junior year.
- C. Seniors eligible for senior privileges MUST be enrolled in a minimum of seven credits.
- D. Proof of vehicle registration and a valid driver's license must accompany the signed permission form for seniors who wish to participate in senior privileges.
- E. The students must maintain an 85 average with no failing grades.
- F. Grades will be checked at the beginning of each quarter. If a student with the student privilege is failing at mid-quarter, his/her privilege will be suspended.
- G. Students with an incomplete at the time grades are checked will lose their privilege until the incomplete is made up and ALL classes are passing.
- H. Any student, who drops an academic class after September 10, will not be able to use his/her senior privilege during that study hall.

3. Penalties

- A. The first time a violation occurs, the senior will be given a warning. (Except for the violations that result in immediate revocation).
- B. The second violation will result in the suspension of his/her privilege.
- C. The only way to have the privilege reinstated is to appear in front of the review board.

4. Reasons for the privilege being immediately revoked

- A. Any senior charged with a moving violation by a law enforcement agency during his/her leave from school will have his/her privilege suspended.
- B. Any senior who transports underclassmen or ineligible seniors

will have his/her privilege suspended and the offending underclassmen or ineligible seniors will forfeit his/her senior privilege.

- C. The privilege will be suspended immediately for any senior who does not meet the academic standard
- D. The privilege will be revoked for any student who is suspended (in or out of school).
- E. Seniors must be present for school activities. This includes assemblies, guest speakers, and activities scheduled or approved by the administration.
- F. Any parent/guardian may withdraw their child's senior privileges.

5. Reason for issuing a WARNING

- A. Being late for the second class of the day
- B. Not properly signing in or out in the main office.
- C. Loitering in the halls and/or parking lot.
- D. Not attending school functions, such as assemblies
- E. Legitimate complaints from the community
- F. Not returning for an assigned detention.
- G. Smoking on or adjacent to school grounds.

6. Bookkeeping/Practical Application

A. A Review Board will be established. It will consist of two senior students chosen by the class, two faculty members appointed by the principal, and one member of the administration. This board will address concerns about the program and discuss violations. This board will also hear suspended students' appeals. Only a majority vote of the review board can reinstate a suspended student's privileges.

B. The two students on the review board are responsible for checking student eligibility before each quarter and at each mid-quarter period. These two seniors will also be responsible for checking with the office once a week for updates and to pick up a list of students who have abused the privilege.

C. Students involved in extracurricular activities may leave campus and return in time to fulfill their after school obligations.

NOTE: Any problems not listed above will be addressed by the review board. The administration has the authority to immediately revoke privileges and issue warnings as they deem necessary.

EXTRACURRICULAR ACTIVITIES

The following activities/clubs are offered at Sacopee. Some groups are limited to certain grade levels:

National Honor Society	Chorus	Band
Yearbook	Math Team	Student Council
International Club	Partners' Club	Special Olympics
Jr. Rescue	Jr. Fire Dept	
Intramural Sports	Junior Classical League	

EXTRACURRICULAR ELIGIBILITY

The privilege of participating in extracurricular activities must be earned. To participate in any after school activity, a student **MUST** pass all subjects and meet eligibility requirements. A complete copy of the eligibility policy is available in the high school office. Students must be in school the entire day to participate in any extracurricular activity.

DRIVER EDUCATION AND OTHER ADULT EDUCATION CLASSES OFFERED TO HIGH SCHOOL STUDENTS

Students absent from the regular school day **ARE NOT** eligible to participate in Driver Education or other Adult Education courses.

DANCES

A student must attend school the entire day to be eligible to attend a dance that evening. Guests to dances need to be signed up and approved by Administration prior to the date of the dance. A student with an in-school or out-of-school suspension during the week may not attend a dance that weekend. Students will not be allowed to re-enter a dance after exiting the building. Backpacks/bags brought to dances will be subject to search.

ATHLETICS

The following interscholastic sports teams are offered at SVHS:

FALL SEASON:

JV/Varsity Soccer
JV/Varsity Field Hockey
Varsity Girls Soccer
Varsity Golf
JV Football
Cheering

WINTER SEASON:

JV/V Boys/Girls Basketball
Cheering
Track

SPRING SEASON:

Varsity Boys/Girls Track
JV/Varsity Baseball
JV/Varsity Softball

Athletes are required to have a physical examination annually and to provide proof of health insurance. In an effort to assist with these costs, the district offers FREE physical examinations on selected days. Low cost medical insurance is also available through the school. Please contact the school for further information.

Keep in mind that the extracurricular policies for eligibility and participation previously explained apply to ALL athletes in SAD #55 for grades 7-12. We sincerely appreciate your support as we reinforce the need for academics and athletics to go hand-in-hand in the education of our district's youth.

ADVISORY GROUPS

Advisory groups meet in an effort for each student to connect with at least one adult at Sacopee Valley High School. Attendance at advisory groups is mandatory for all students in grades 9 through 12.

STUDENT PARKING

Students in grades 10-12 may be allowed to park vehicles at school if all necessary paperwork is completed. During the first week of school, parking registration forms will be available. **Parking at school is a privilege that may be revoked due to poor academic performance, or due to attendance or behavioral issues.** Due to limited space and safety concerns, students with parking privileges may be asked not to park at school for short periods during the winter months.

Any violation of parking or driving regulations may result in a loss of privileges. Taking another student off school grounds without permission will result in loss of parking privileges. Students are not to go to vehicles during the school day without written permission from a staff member. Students are to park only in designated student parking areas. Vehicles parked inappropriately or not displaying a valid sticker may be towed.

ATV's, snowmobiles, dirt-bikes, and unregistered vehicles will not be allowed on school grounds.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions or athletic events sponsored by the school must be reported to the person in charge. That person must complete an accident report form and submit it to the high school office within 24 hours.

EVACUATION AND LOCK DOWN DRILLS

Building evacuation and/or lockdown drills will be conducted periodically throughout the year. There is a building evacuation plan as well as lock down procedures posted in each room of the school.

In case of an evacuation, please leave the room in an orderly fashion and assemble outside, a safe distance from the building. Please stay with your class so that attendance can be verified.

In case of a lock down, please quietly follow the lock down procedures and follow the instructions of the staff member in the room.

Any student found guilty of “pulling” a fire alarm, making a threat verbally or in writing, or improperly handling any safety equipment will face suspension/expulsion and will be reported to the proper authorities.

SCHOOL LOCKERS/BACKPACKS

Each student will be assigned by school administration a locker. Lockers are school property and may be opened by school administration at any time. Use only the locker assigned to you and keep it LOCKED (not set) at all times. Money and other valuables should not be left in the locker. If you must bring money to school and wish to keep it in a safe place, please bring it to the office so it can be locked in a safe and returned to you at the end of the day.

Upon arriving at school, students should place their backpacks in their lockers and take only the books/supplies needed for the next class. **BACKPACKS WILL NOT BE ALLOWED IN CLASSROOMS OR TO BE LEFT IN THE HALLWAYS. THIS IS A SAFETY ISSUE.**

Please be advised that you are personally responsible for the contents of the locker assigned to you. Do NOT let others use your locker for any reason and do NOT share your combination with others. The office will not give out any locker combination other than the one assigned to you at the beginning of the year.

PASSES

Students are not to be in the corridors without a pass from a teacher. Teachers must issue a pass to students leaving their classroom for any reason. Students found in the corridors without a pass or in a location other than stated on their pass, will be assigned an office detention. Repeated abuse will result in the loss of corridor/restroom pass for a period of time to be determined by the administration.

LATE BUS PASS

Students staying after school must ask for a pass from their teacher/coach. The pass should state the student's and teacher's name as well as the reason for staying. This pass **MUST** be presented to the late bus driver to be allowed to board the bus. Late bus passes cannot be issued by the main office and it is the responsibility of the student to get one from the teacher/coach before leaving the room. Students without a late bus pass will need to find their own transportation home.

VISITORS

Visiting students from other schools will be allowed to attend with Sacopec students only if they are considering enrolling at Sacopec at some point. These visits must be arranged through the guidance office at least 48 hours in advance. No visitors are allowed while incurring absence at another school or during exam days. Visitors must register in the main office with the principal or the assistant principal upon arrival.

SPECTATORS AT SCHOOL ACTIVITIES

Any spectator exhibiting disruptive behavior at a school activity will be asked to leave. These individuals may be asked to **NOT** attend other activities on school grounds for the remainder of the school year.

SKATEBOARDS / ROLLER BLADES /HACKEYSACS

Skateboards and rollerblades are not to be used on school grounds or transported on buses at any time. If brought to school these items must be immediately stored in the student's locker until the end of the school day. Hackeysacs are not to be used in or near the building at any time.

WALKMANS, PORTABLE CD PLAYERS , HEADPHONES

Walkmans, portable CD players and headphones may only be used with teacher permission. These items are not to be used in the hallways.

CELL PHONES/PAGERS

The use and possession of cell phones/pagers is **NOT** permitted in school between 7:55 A.M. and 2:15 P.M. They should be turned **OFF**, and locked in vehicles or lockers, to not disturb the educational process.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books and supplies furnished by the school. Students who disfigure, damage or lose school property will be required to pay for the damage done or replace item. This includes textbooks, library books, lockers or damage done to school property such as glass breakage, structural damage or graffiti. If the student or parent is unable to pay for the damages, arrangements will be made for the student to “work off” the debt.

SCHOOL FINANCES

School finances will be supervised by the principal and the office secretary. All organizations connected with the school will deposit their money with the main office, for which they will receive receipts. **THERE WILL BE NO FUND-RAISING OR PURCHASES WITHOUT THE PRIOR APPROVAL FROM THE ADMINISTRATION.**

If a group fund raising activity requires a cash box or a school check to be written, the request **MUST** be made at least 24 hours in advance.

SCENT-FREE SCHOOL

Sacopee Valley High School is a “Scent-Free School”. We have several students and staff members that have severe allergic reactions to any aerosol sprays, for example: deodorants, colognes, perfumes, etc. Therefore, for the safety of these students and staff members, the use of these items in school or on the school bus is not allowed. Additionally, in accordance with scent-free protocols, all scented materials including air-fresheners, scented cleaners, and high odor markers have been removed from the school.

The office will handle any instance of a student violating these guidelines in accordance with our behavior rubric.

BEHAVIOR EXPECTATIONS

The Sacopee Six will serve as guidelines for student behavioral expectations.

All behavioral violations will be considered on an individual basis. The Rubric for Common Student Behavioral Issues and/or the Rubric for Negative Peer to Peer Interactions will be used when appropriate. Law Enforcement Officials will be contacted when appropriate.

M.S.A.D #55 STUDENT DRESS

The M.S.A.D. #55 Board of Directors recognizes that the primary responsibility for the dress and appearance of students rests with the individual students and their parents or guardians. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school to provide a safe healthy and nondiscriminatory environment for educating students the following guidelines will be followed:

1. Clothing should not be disruptive to the daily operation of the school.
2. All clothing is to fit properly, be of appropriate length and not be revealing.
3. Students may not wear pants that sag below the hips.
4. Students may not wear clothing that exposes undergarments except standard cut T-shirts.
5. Clothing should appropriately cover the chest, midriff, back and mid thigh. Shirts, blouses, and tops must be tuckable in length.
6. Tank tops, halter tops, strapless dresses, fishnet tops, and clothing with spaghetti straps are not considered appropriate clothing.
7. Shoulder coverage should be at least three finger widths wide.
8. Students will not wear clothing with writing, slogans, pictures or symbols that promote alcohol, tobacco or other illegal substances.
9. All clothing and accessories should present no safety hazard or be destructive to school property.
10. Sunglasses, hats, hoods, caps, bandanas, and other headgear may not be worn or carried. Sacopec students should place items in their locker at 7:55 A.M. Exceptions for headgear may be granted for religious or medical reasons.
11. All articles of clothing, jewelry and accessories shall be free of images or words that are considered sexual, offensive or obscene.
12. The length of a skirt, dress or shorts must extend to at least the student's mid thigh.
13. All students must wear footwear.

Dress Code Policy (JICA) Revised and Adopted 9/5/07

Enforcement:

All staff members are charged with the responsibility of enforcing the dress code policy in their classroom, in the school building and on school property. If a student refuses to comply with a request he/she will be sent to the office.

DISCIPLINARY CODE

It is necessary to establish procedures to be followed so that students at Sacopec Valley High School may orderly and efficiently reach the goal of continued educational progress. Rules must be followed by all students in order for education to take place.

The purpose of all disciplinary action at Sacopec is to avoid the following:

- Offending or infringing on the rights and freedom of other students
- Disrupting or interfering with the orderly conduct of school work, classes or activities
- Endangering the health, safety or welfare of students, including oneself.

A committee that included student representation assisted in the preparation of this code. While not necessarily an all-inclusive listing, the following established major procedures apply. Students and parents are asked to review the disciplinary code carefully.

DETENTION - Teacher Assigned

- Students will be given one day's notice prior to serving an assigned detention.
- Detention will be a MINIMUM of one hour. If the student fails to return for the assigned detention, an office detention will be assigned.
- If a student skips a teacher detention they will be assigned an office detention. In this case the teacher will have the option of keeping the student for a teacher detention in addition to the office detention.

DETENTION - Office Assigned

- Students will be given one day's notice of any detention earned.
- Detention hall is held as needed from 2:30 to 4:00 P.M.
- Failure to serve a detention will result in an in-school suspension.
- The detention room will be absolutely quiet; no food and no sleeping will be permitted. Students MUST bring study or reading materials.
- Transportation conflicts, student employment, and participation in extracurricular activities are NOT valid reasons to be excused from detention.
- If a student accumulates two office detentions in one week, the next rule infraction will result in an in-school suspension.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension will be assigned for any suspendible offense which does not endanger the staff or student body of Sacopee. The determination of ISS and its duration will be established by the administration on an individual basis. This procedure is an attempt to maintain the disciplinary code of SVHS, but allowing the educational process to continue for the student. The guidelines for ISS are as follows:

- ISS is from 7:55 A.M. to 2:15 P.M.
- The student will report to the ISS room at the start of first period.
- Students are required to collect work from their teachers.
- ISS students will be monitored and will receive five minute breaks in the AM and PM. The student will be allowed to buy a lunch, but must return to the ISS area to eat. At all other times, no food or drink will be allowed in this area.
- If an ISS student is absent from school, the ISS continues until the suspension time is completed.
- Any student who has been assigned to ISS will not be allowed to participate in any extracurricular activities for the remainder of the school day.
- If a student leaves ISS early, without permission from the administration, or refuses to serve an ISS, he/she will be sent home for the remainder of the day and will be required to serve his/her ISS the next day that he/she attends school.
- No partial days may be served in ISS.

SUSPENSION

In-school or out-of-school suspension may be assigned for a time period ranging one to ten school days. Parents will be notified of the suspension in writing. The school board has the authority to suspend students in excess of ten days, if deemed necessary.

During suspension time, the work assigned will be provided to the student. It is his/her responsibility to complete the missed work and to schedule make-up tests/quizzes upon returning to school.

Following an out-of-school suspension a conference with the student, parent, administration, and teacher(s) (if necessary) is encouraged before the student returns to school.

SKIPPING SCHOOL OR LEAVING SCHOOL GROUNDS

If a student is absent from school without parental permission, or leaves school grounds without permission, he/she will receive disciplinary action as follows:

- First offense – One day In-school suspension
- 2nd offense – One day in-school suspension and a parent conference will be held
- Repeat offenses will result in out-of-school suspensions on a progressive basis (one day, two days)

SKIPPING CLASS

The school day is from 7:55 A.M. to 2:15 P.M., inclusive, all students are expected to be in attendance for all their scheduled classes, study halls, lunch, assemblies and advisory periods. If a student skips a class the results will be as follows:

- First offense – Office detention (2:30-4:00)
- 2nd offense – two detentions
- 3rd offense – one day in-school suspension
- 4th offense – one day in-school suspension (parent conference will be scheduled)
- Repeat – out-of-school suspensions progressively

Any student missing two or more classes will be considered skipping school. Teachers have the right to assign zeros to all work missed when a student skips their class.

TARDY TO SCHOOL

Students must be in first class at the start of the school day. Any student who is late to first period must report to the main office for a tardy slip. IF THEY DO NOT REPORT TO THE OFFICE AN OFFICE DETENTION WILL BE ASSIGNED.

If a student arrives after the first period has started, the teacher will determine appropriate disciplinary action. A student who fails to show up for some portion of his/her first period class, without a valid excuse, will be considered skipping class and will receive consequences as stated above.

TARDY TO CLASS

A student who is not inside a classroom at the beginning of class is considered tardy. Students who are late because a teacher detains them should have a note from that teacher. Disciplinary action for tardiness to the classroom is the responsibility of the teacher. Habitual offenders should be reported to the administration.

STUDENTS SENT TO THE OFFICE

If a student's actions or behaviors require that a teacher send the student from the classroom, the following will occur;

- The student must report directly to the office.
- A written report will be completed by the teacher and sent to the office as soon as possible.
- The principal or assistant principal will take the action he/she deems necessary. A conference with the teacher and student will occur.
- If the student does not arrive in the office, after being sent from the classroom, he/she will receive an office detention.
- Students who are habitually sent to the office will be scheduled for a meeting which includes at least the student, a parent, teacher and administrator.

PROFANITY

Profanity and obscenities are forbidden in the school or on school grounds at any time. Incidents will result in the following:

- First offense – Office detention
- Repeat offense – In-school or out-of-school suspension

Extreme profanity in a classroom or obscenities directed towards a staff member will result in immediate suspension.

FIGHTING, HARASSMENT AND/OR THREATS

When a student threatens, harasses or uses violence towards an individual, the situation will be referred to the principal or assistant principal immediately. The administration will use the Sacopee Valley High School Discipline Rubric for Negative Peer to Peer Behaviors (see page 28) when dealing with these types of incidents. When appropriate Law Enforcement Officials will be contacted.

SUBSTANCE ABUSE

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying or being under the influence of prohibited substances before, during and after school hours at school, in any school building, on any school premises, or in any school-owned vehicle or in any other school approved vehicle used to transport students to and from school activities, off school property at any school-sponsored or school-approved activity, event or function where students are under the jurisdiction of the District, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools.

The term “prohibited substance” shall include, but not be limited to:

- alcohol
- scheduled drugs (per Maine law)
- Controlled substances (per Federal law)
- any substance which can affect or change a student’s mental, physical or behavior pattern
- paraphernalia used for distribution or consumption
- any look-alike drug or substance

Any violation of this policy shall constitute grounds for student discipline, including suspension or expulsion from school, at the discretion of the administration and the school board.

(Please refer to Policy JICH)

DISCIPLINARY PROCEDURES FOR SUBSTANCE ABUSE

Type 1 (Consumption, possession, receipt, or being under the influence of a prohibited substance)

- First offense – Up to ten (10) days out-of-school suspension and possible referral to the school board
- Repeat offense – Up to ten (10) days out-of-school suspension and referral to the school board

Type 2 (Furnishing, selling or buying prohibited substances)

- Each offense – ten (10) days out-of-school suspension and referral to the school board for further disciplinary action not limited to additional suspension or expulsion.

A complete copy of the policy is available in the main office.

WEAPONS

Possessing of a dangerous article, which is intended to be used as a weapon, is strictly forbidden on school grounds. The use or threatening the use of such articles shall result in police involvement and school penalties including suspension and a disciplinary hearing before the board of directors. If a student is responsible for a weapon on school grounds immediate action will be taken.

FIRECRACKERS/FIREWORKS/EXPLOSIVES

The possession of firecrackers, fireworks, stinkbombs and similar explosive devices is not permitted on school grounds. The ignition of such devices is a serious offense, punishable by law.

Incidents will be dealt with as follows:

- First offense – The parent will be notified and the student will face suspension of up to ten (10) days.

- Severe or repeat offenses – Parents will be notified and the student will appear before the school board for disciplinary review.

CAFETERIA GUIDELINES

In order to serve over 400 students in our cafeteria, guidelines need to be set. We ask that you respect these rules to ensure that the needs of all students/staff can be met.

- Please do not sit on the cafeteria tables or on the backs of chairs.
- Please sit properly and eat in a respectful manner. When finished, dispose of your trash and leave the cafeteria, making room for others.
- Respect the rules and remind others at your table to do so.
- If you have suggestions/compliments for the staff, please let them know. They work hard to meet your needs and need to hear from you.
- **Snacks will be allowed in the front lobby during lunch, before, and after school, with the condition that the area is kept clean.**

CONDUCT ON THE BUS

All students traveling on school buses during school sponsored trips, including athletics, must abide by the school regulations and district policies. Any infraction will be reported to the administration and dealt with on an individual basis. When it becomes necessary to remove a student from a bus for violation of school policy, it is the responsibility of the parent to provide transportation for that student to and from school.

PLAGIARISM

Webster's THIRD NEW WORLD DICTIONARY defines plagiarism as follows: "To steal and pass off as one's own the ideas or words of another; or to present as new and original an idea or product derived from an existing source."

The copying or use of another student's work as one's own will not be accepted. Also, students may not present a previous piece of their own work as new and original. Any student who plagiarizes will receive zero for the work.

SEXUAL HARASSMENT POLICY

Sexual harassment is specifically prohibited by state and federal

law. Any employee or student who feels that he/she has been subjected to sexual harassment should report the incident to the school principal, the superintendent or other administrators.

School principals and administrators shall immediately report allegations of harassment to the superintendent. Each incident so reported shall be carefully investigated and, if appropriate, remedial action will be taken.

Any employee or student found to have harassed another student or employees will be subject to disciplinary action up to and including discharge/expulsion.

SMOKING/TOBACCO PRODUCTS

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school sponsored events, on school grounds and buses, and at all other times.

Student violations will be dealt with as follows:

- First violation – Up to three days suspension
- Second violation – Up to five days suspension
- Third and subsequent violations – From five to ten days suspension

A program to help students stop smoking can be arranged through the school nurse. The administration shall consider the degree to which a Student voluntarily seeks help. Infractions may also affect extracurricular eligibility. (Please refer to Policy JJIC)

DISCIPLINARY LIMITS

We cannot allow disruptive and/or disobedient students to repeatedly interfere with the educational process of other students. Keeping this in mind, the following limits have been set.

Any student receiving two afternoon detentions in one week, the next incident will automatically result in an in-school suspension.

Any student whose repeated or severe disciplinary infractions are interfering with the orderly running of the school will be referred to the school board for disciplinary action up to and including expulsion.

In closing, students and parents should understand that repeated disciplinary problems may require additional action at the administration's discretion and not specifically outlined. In addition, **NO ATTEMPT HAS BEEN MADE TO COVER ALL POSSIBLE DISCIPLINARY PROBLEMS** that might arise and require administrative action.

Exert every effort to make each day an educationally profitable one. Keep a pleasant, positive attitude and respect others around you. Keep in mind that you are personally responsible for all that you say and do when you are in school.

If a parent wishes to discuss the assignment of a detention with a teacher, principal, or assistant principal, it may be done by telephone (625-3208) or by scheduling a conference.

The policies and procedures relating to school safety and student health have been made with consultation and cooperation with the MSAD 55 Safe Schools Healthy Students Initiative.

We are happy to report that while the grant funding has come to an end, many of the programs started by the Initiative were created with sustainability in mind and will continue at the high school and throughout the district.

If you are having problems and need someone to talk to, we encourage you to talk with the school social workers, counselors, SRO, or nurse. You can also call the county crisis hotline, 1-888-568-1112.

www.sad55safe.org.

THANK YOU FOR YOUR SUPPORT- HAVE A GREAT YEAR!

Negative Peer to Peer Interactions Behavior Rubric

Behavior	First Time	Second Time	Third time	3+times
<u>Low Level Behaviors</u> Name calling (based on personal or socio-economic characteristics)	Verbally address behavior. Document Incident	Document incident. Student contacts parent. Letter sent home. <i>Alternative</i> lunch and break for one day. Reflection sheet.	Document incident. Student contacts parent. Office detention. Referral to Discipline Committee. Reflection sheet.	Document incidents. Parent meeting. Individual Behavior Plan Created.
<u>Moderate Behaviors</u> Swearing directed at someone, slapping, hitting, spitting, punching, headlocks, pushing, tripping, shoving, intimidation by size and/or proximity, systematic exclusion, hiding possessions, kicking, belittling, taunting, rumors, and lies.	Document incident. Warning to student. Letter sent home. Reflection Sheet.	Document incident. Student contacts parent. SRO Contacted. <i>Alternative</i> lunch and break for one week. Reflection sheet.	Document incident. Student contacts parent. SRO Contacted. ISS one day. Referral to Discipline Committee. Reflection sheet.	Document incidents. Parent meeting. Individual Behavior Plan Created.
<u>Severe Behaviors</u> Threats, assault, retaliation for reporting, harassment based on gender, race, ethnicity, sexual orientation, ancestry, religion, disability, or disability. Sexually explicit comments/gestures, blackmail/extortion, stalking, destruction of personal property, and theft.	Document incident. Student contacts parent. SRO involvement. Minimum 1 day in or out of school suspension. Reflection	Document incident. Student contacts parent. SRO involvement. Minimum 3 out of school suspension. Reflection sheet.	Document incident. Student contacts parent. SRO involvement. Minimum 5 out of school suspension. Referral to the Discipline Committee. Reflection sheet	Document incidents. Parent meeting. Individual Behavior Plan Created.

*Students who engage in behaviors including, but not limited to, teasing or trading insults (including on-line) may in fact be held to the standards of the rubric if on the "reasonable person standard" the behavior is so severe, persistent or pervasive, that it creates a hostile learning environment for the student experiencing it.

*In addition, any behavior not defined on this rubric may in fact meet criteria for Disorderly Conduct or Harassment as defined in Maine 17A Statutes, Section 501, 506-A.

*This does not preclude all staff from setting and enforcing rules for civility, courtesy, and responsible behaviors in the classroom and school environment.

*Consequences may be adjusted for IEP and Behavior Plans.

*Behaviors occurring on the bus or other forms of transportation provided by the district may require further consequences with intent of maintaining safety on the bus.

***Consequences may be adjusted based on severity, safety issues, and/or district policies.**

***Any behavior, which violates state law, may constitute police involvement.**

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ educational records. They are:

1. The right to inspect and review the students’ educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask MSAD #55 to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with

the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office
600 Independence Avenue, S.W.
Washington D.C. 20202-4605

5. MSAD #55 reserves the right to make public personally identifiable information from the educational records of students if that information is designated as “directory” information. Directory information includes the student’s name, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, honors and awards received, and the most recent previous school attended.

If a parent or adult student does not want the above directory information released, please inform the school principal in writing by the first day of school each year.

M.S.A.D # 55 AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Maine School Administrative #55 to insure equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, religion, age or handicap in accordance with all federal and state legislation relative to discrimination.

Inquiries concerning the above statement should be directed to:

Affirmative Action/Title IX Section 504 Coordinator
M.S.A.D. #55, C/O South Hiram Elementary School
P O Box 293, Hiram ME 04041

Director of Civil Rights (207) 625-3285
Dept. of Health, Education and Welfare
Washington DC

Grievance procedures are available which provide for the prompt equitable resolution of complaints alleging violations of Section 504/Title IX/Affirmative Action Guidelines, and may be obtained at the office of the Coordinator.

This page must be returned to your advisor.

I have received the Parent/Student Handbook of Sacopec Valley High School, and have reviewed and understand the guidelines contained in this handbook.

(Please sign below as indicated)

Student Name

Parent/Guardian Signature

Date

Home Telephone Number

Work Telephone Number

On the back of this form please list any areas of interest to you that may have been omitted. This will assist us when updating this handbook on a yearly basis.

Thank you