

SACOPEE VALLEY HIGH SCHOOL

“Home of the Hawks”

STUDENT AND PARENT HANDBOOK 2016-2017

115 South Hiram Road

Hiram, Maine 04041

Phone: (207) 625-3208 Fax: (207) 625-7869

Please visit the SVHS page on the M.S.A.D. #55 website at: www.sad55.org for updates (including daily announcements), a copy of the current year’s school calendar, athletic schedules and information, staff names and email addresses, school district forms, and much more.

Mr. Britton L. Wolfe, M.S.Ed, C.A.S. – Principal

Mr. James R. Walsh M.S.Ed. – Assistant Principal

Mr. Christian Hughes, M.S.Ed. – Athletic Director

This handbook belongs to:

Name _____

Grade _____

Advisor _____

This handbook is a resource for students and parents throughout the year, and is given to each student. Students and parents are responsible for reading and understanding the rules and policies in this handbook. This handbook has been developed within the framework of the M.S.A.D. #55 policy manual. In case of a conflict between this handbook and school board policy, policy governs. M.S.A.D. #55 reserves the right to make changes to the handbook at any time without prior notice, and administrators may adjust consequences as circumstances require. This handbook is official notification to students of their responsibilities as students of Sacopee Valley High School. Ignorance of these rules is no excuse for not complying with them.

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July, 2016

Dear SVHS Students,

Welcome to the 2016-2017 academic year. It is my most sincere hope that this year will be a very memorable and enjoyable experience for you, as well as a very productive one!

This handbook has been designed to provide students, parents and staff with important information about school rules, policies and procedures. Please read it carefully and keep it in a safe place so that you can refer to it throughout the school year.

Each year since I first came to Sacopee Valley in 2013, MSAD#55 has invested substantial funds in renovations and improvements to the high school. Two years ago we got a renovated gym, updated restrooms and a new front entrance and elevator tower. Last year two science labs were updated and all new lockers were installed. This year all of the exterior window walls have been replaced and each classroom has a new high-efficiency heater/ventilator. The school board and the members of the community have shown that they care about you and your education, and I hope that you are proud of your school.

SVHS is a community—a community of learners. All of us, teachers and students, are learning and growing. I strongly encourage you to be an active member of this community by being engaged in your classes, participating in school sports and activities, and taking an interest in the betterment of the school and the world around you. If you feel that there are things that need changing or improvement, please talk to me or one of your teachers about it. Your voice and your ideas matter.

The teachers at Sacopee Valley High School will ask you to work harder than you ever have before. They do this because they care about you and your future. We will be building on a long Sacopee tradition of setting high expectations for all students. It's important that we push you and that you push yourself to do and be the very best you are capable of being.

Former First Lady Eleanor Roosevelt once famously said, "Never doubt the power of your dreams." As we embark together on this academic year, I echo her sentiment. Work hard, play fairly, be yourself, treat others with respect, and aim high!

Sincerely,

Britton L. Wolfe

Principal

TELEPHONE DIRECTORY

Superintendent's Office	625-2490
Transportation Office	625-4495
School Nutrition Program	625-8115
Special Education Director	625-7134
High School Guidance Office	625-8541
JROTC Program	625-2303
SVHS Alternative Education	625-4439
SVHS Athletic Director	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 Channels 6, 8 and 13. Reports in the morning will be between 6:15 and 7:00 a.m. If no report is heard, assume that school will be in session. **PLEASE DO NOT CALL THE SCHOOL.** The telephone lines must be kept open for emergencies.

SVHS CORE VALUES AND LEARNING EXPECTATIONS

Respect, Responsibility and Honesty

These are the core values upon which Sacopee Valley High School is built. We strive to create a learning environment which is designed, first and foremost, to meet the needs of students. We believe that these values apply to, and must be valued equally by, all members of the school community in order for the exchange of ideas to occur in a safe atmosphere.

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 do so
- We share responsibility for using available resources fairly and equitably
- We share responsibility to cooperate and collaborate for the greater good of the school and the world around us
- We share 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 and active citizenship.

To these ends, we structure learning at Sacopee Valley High School so 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.

The “Sacopee Six”

The “Sacopee Six” are conduct guidelines that SVHS has developed based on the core values of Respect, Responsibility and Honesty.

1. Be appropriate and courteous; use behavior which 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

SVHS 21st Century Learning Expectations

These learning expectations have been developed based on the Guiding Principles of the Maine Learning Results/Parameters of Essential Instruction. They represent our core outcome goals for all students, i.e. what we want all students to know and be able to do by the time they graduate. A wealth of research and scholarship indicates that these skills and habits of mind are essential for success as a worker and citizen in the 21st Century.

1. A Clear and Effective Communicator
 - A. Writes clearly and effectively for a variety of purposes.
 - B. Reads actively and critically for a variety of purposes.
 - C. Presents information and ideas fluently and confidently.

2. A Self-Directed Life Long Learner
 - A. Gathers relevant information from multiple sources, assesses the credibility and accuracy of each source, and integrates the information while avoiding plagiarism.

3. A Creative and Practical Problem Solver
 - A. Creates original works that demonstrate skill and individual expression.

4. An Integrative and Informed Thinker
 - A. Thinks logically, analytically, critically, and creatively to construct meaning and to solve problems.

5. A Collaborative and Quality Worker
 - A. Collaborates purposefully to achieve common goals.

6. A Responsible and Involved Citizen
 - A. Develops personal responsibility, respect for diversity, and ethical behavior.
 - B. Demonstrates an understanding of the rights and responsibilities of citizenship.

Response-to-Intervention (RTI)

In order to support all students in graduating ready for post-secondary learning, career and citizenship in the 21st Century, Maine schools must provide multiple opportunities and various pathways for each student to achieve mastery of state learning standards. When students are not meeting grade-appropriate behavioral and learning benchmarks, a systematic provision of increasing support must be implemented. This support is M.S.A.D. #55's Response-to-Intervention (RTI) program.

RTI is a systematic prevention approach, the foundation of which is quality core instruction within the general education classroom. Supplemental supports and interventions (both academic and behavioral) are provided to struggling students based on data collection and analysis. These supports vary in intensity based on students' individual needs and will be provided by a variety of personnel working collaboratively with general education and special education teachers.

RTI will consist of the following core components:

- High quality, research-based instruction and behavioral support in general education

- Universal (school-wide) screening of academic performance in order to determine which students need closer monitoring or additional interventions. These screenings may be given by the general education teacher or other school personnel.
- Multiple tiers of instructional strategies that are progressively more intense (in time and instructional process) and include the use of science/research-based materials and strategies which are matched to students' needs.
- Continuous monitoring of student performance during interventions using data to determine if students are meeting goals and to inform instructional decision-making.
- Use of collaborative problem-solving by schools staff to develop, implement, and monitor the intervention process.
- Parent notification throughout the process (report cards, letters, phone calls, emails, etc.)

SACOPEE VALLEY HIGH SCHOOL DAILY SCHEDULE

Blue Day

7:55 a.m.- 9:10 a.m.	Period 1
9:10 a.m.- 9:20 a.m.	Morning Break/Transition
9:20 a.m.-10:35 a.m.	Period 2
10:40 a.m. - 11:10 a.m.	Guided Study/Advisory
11:15 a.m. – 12:50 p.m.	Period 3 (Lunch Period) “A Lunch” schedule: <ul style="list-style-type: none"> • Lunch 11:10 a.m. – 11:30 a.m. • Class 11:35 a.m. – 12:50 p.m. “B Lunch” schedule: <ul style="list-style-type: none"> • Class 11:15 a.m. – 12:30 p.m. • Lunch 12:30 p.m. – 12:50 p.m.
12:55 p.m. – 2:10 p.m.	Period 4

White Day

7:55 a.m.- 9:10 a.m.	Period 5
9:10 a.m.- 9:20 a.m.	Morning Break/Transition
9:20 a.m.-10:35 a.m.	Period 6
10:40 a.m. - 11:10 a.m.	Guided Study/Advisory
11:15 a.m. – 12:50 p.m.	Period 7 (Lunch Period) “A Lunch” schedule: <ul style="list-style-type: none"> • Lunch 11:10 a.m. – 11:30 a.m. • Class 11:35 a.m. – 12:50 p.m. “B Lunch” schedule: <ul style="list-style-type: none"> • Class 11:15 a.m. – 12:30 p.m. • Lunch 12:30 p.m. – 12:50 p.m.
12:55 p.m. – 2:10 p.m.	Period 8

Early Release

7:55 a.m.- 8:35 a.m.	Period 1/5
8:40 a.m. -9:20 a.m.	Period 2/6
9:25 a.m. -10:05 a.m.	Period 3/7
10:10 a.m. - 10:50 a.m.	Period 4/8
10:55 a.m. -11:30 a.m.	Guided Study/Advisory (Lunch period) 9 th and 10 th grade: <ul style="list-style-type: none"> • Lunch 10:50 a.m. – 11:10 a.m. • Advisory 11:15 a.m. – 11:30 a.m. 11 th and 12 th grade: <ul style="list-style-type: none"> • Advisory 11:00 a.m. - 11:15 a.m. • Lunch 11:15 a.m. – 11:30 a.m.

SVHS ATTENDANCE POLICY AND PROCEDURES

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. A wealth of 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. The school best serves the home by establishing clear attendance guidelines and by providing timely reports of students' attendance patterns. Therefore, MSAD #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 (7) courses each semester. Exceptions to this rule can only be made by the school administration, a 504 plan, the Student Assistance Team, or an IEP Team.

Absence Limit

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 may not receive credit for the course irrespective of the grade received. In such cases the code "NC" will be entered in the transcript. An "NC" is not used in computing grade point average (GPA).

Tardies to Class

Five (5) tardies to any class will be counted toward the allowable limit as one (1) absence.

Exceptions

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

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

Excused and Unexcused Absences

Maine law defines excused absences as those which are caused by:

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

Unexcused absences include but are not limited to the following: truancy/skipping school, oversleeping, car trouble, missed bus, employment, birthdays, trips not approved in advance, shopping, hair/beauty appointments.

Attendance Waivers

When a student has exceeded the allowable number of days in one or more courses, the family may request a meeting with the school. Absences may be waived if they are caused by serious and extraordinary personal, medical, or family problems. The school may also create an attendance action plan that will allow the student to make up a certain number of missed class hours in each class he/she is over the limit in. A waiver request must be received within two weeks after receiving the mailed notification indicating that the student has gone over the allowable limit.

Notification

The school will notify the home by mail whenever a student reaches 75% of the allowable limit. This means after nine (9) days of absence in a year-long course or four (4) days of absence in a semester-long course.

The school appreciates morning calls from parents when a student will be absent. If a call is not received, the school will make an effort to contact parents. Within three (3) 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.

Dismissals

A student who becomes sick during the school day 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.

Parent dismissal notes for reasons other than illness 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. Having a study hall is not a valid reason to be dismissed from school. **For liability reasons, phone dismissals will be scrutinized.**

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 (5) days, parents should contact the main office at least one month in advance. Schoolwork missed is due on the day the student returns to school. Please note: Planned absences count toward the total allowable limit.

Makeup Work from Absence

Academic work missed due to excused absences must be made up within three (3) school days. Extended absences may result in more time available for make-up. No credit will be awarded for work missed due to unexcused absences.

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

Food and Drink in the classroom

With new carpeting, it is imperative that students not bring food or drink other than water into classrooms. This is a health issue. Thank you for your understanding.

SVHS GRADING AND CREDIT SYSTEM

Credits

Full year classes are awarded one credit. Semester (1/2 year) classes are awarded ½ credit. Except in rare circumstances, partial credits are not awarded—in other words, students must successfully complete the entire course in order to receive credit towards graduation.

Letter Grades

Sacopec Valley High School defines letter grades in the following manner:

A = 93-100%

D = 70-76%

B = 85-92%

F = Below 70% (Failing)

C = 77-84%

I = Incomplete

Graduation Requirements

Twenty-three (23) credits, including all required courses, are necessary to graduate and participate in all graduation activities. Parents of students who are in danger of not graduating shall be notified and continually updated in writing throughout the spring semester of senior year. Students must be enrolled in a minimum of seven (7) courses each semester.

Beginning with the class of 2020, in addition to obtaining all required credits students must demonstrate proficiency on all of the content standards of the Maine Learning Results. Parents will receive standards-based proficiency scores in addition to a numerical average for each course on report cards. Please refer to MSAD #55 School Board Policy IKAB for more information on proficiency grade reporting.

Graduation Honors

Students whose cumulative GPA is 93 and above after the third quarter of senior year will be recognized at graduation with a gold cord signifying high honors. Students whose cumulative GPA is between 85 and 93 after the third quarter of senior year will be recognized with a silver cord signifying honors. In addition to GPA requirements high honors and honors graduates must also maintain good academic standing throughout their senior year.

Early Graduation

Applications for early graduation will be reviewed thoroughly and will be granted on a case-by-case basis. All requests must be finalized prior to the end of the student's junior year. Students who have had an 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 NWEA and SAT, attendance records, grades for each course including incompletes, withdrawals and failures, and 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 – Student receives all A's and B's for a quarter
2. High Honors – 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 as a study place, or another location in the school with prior permission. Honor students may not roam or loiter in the hallways or lobby and must not interfere with classes in session. Honor passes may be revoked if privileges are misused or if the honor student commits a serious behavioral infraction.

Senior Privileges

Seniors who are eligible and receive senior privileges may arrive late when their school day begins with a study hall OR they may leave early when their school day ends with a study hall. Seniors with senior privilege may not leave school other than when they have a last period study hall.

To be eligible, seniors must meet the following criteria:

- have at least an 85 average with no failures or incompletes
- be enrolled in a minimum of seven (7) courses
- have turned in a permission form signed by a parent/guardian which releases MSAD #55 from responsibility for the student's well-being while exercising the privilege
- have submitted to the main office proof of vehicle registration and a valid driver's license

Grades will be checked at the beginning of each new quarter and when mid-quarter progress reports are sent out. If a student with senior privilege is failing at mid-quarter, his/her privilege will be suspended until the start of the next quarter.

There will be a sign-out/sign-in sheet located on the counter in the main office. Students must personally sign out/in with their full name written legibly, noting the time, when arriving or leaving.

Seniors involved in co-curricular activities after school may leave campus and return in time for their after school practice, rehearsal or game.

Senior privilege will be immediately revoked for the following reasons:

- Being charged with a moving violation during his/her leave from school
- Transporting underclass students OR ineligible seniors from school
- Not meeting the academic standard specified above
- If a parent/guardian wishes to withdraw their child’s privilege

Seniors with senior privilege will be issued a written warning for the following reasons and will have their privilege revoked for a second infraction:

- Being late for the second class of the day
- Not properly signing in/out in the main office
- Loitering in the halls and/or parking lot

A Review Board consisting of two senior students chosen by the class, two faculty members appointed by the principal, and one administrator will be set up to review and address concerns about the senior privilege 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.

CO-CURRICULAR ACTIVITIES

Interscholastic Athletics

The following interscholastic sports teams are offered at SVHS:

Fall Season	Winter Season	Spring Season
JV/Varsity Soccer JV/Varsity Field Hockey Varsity Golf JV Football Varsity Cheering Varsity Cross Country	JV/Varsity Basketball Varsity Cheering Indoor Track	Varsity Track and Field JV/Varsity Baseball JV/Varsity Softball

All athletes are required to have an annual physical examination and to provide proof of health insurance. MSAD #55 offers FREE physical examinations on selected days. Low cost health insurance is also available through the school. Please contact the main office for more information on physicals and health insurance.

Student Athlete Eligibility

See the full Extracurricular Eligibility Policy in Appendix A.

Co-curricular clubs/activities

The following co-curricular activities and clubs are offered at Sacopee Valley:

Band	Junior Firefighters/Rescue
Board Kings (Chess Club)	JROTC
Chorus	Math Team
Drama Club	National Honor Society
French Club	Special Olympics
Gay/Straight Alliance	Student Council
Junior Classical League	Yearbook

New clubs and activities are always being formed. If there is an activity that you would like to do with other like-minded students, speak to the principal to find out what you need to do to start a club.

Participating in co-curricular clubs and activities is a privilege. Students must meet the same eligibility requirements as for athletic teams. Students must be in school the entire day in order to participate in any extracurricular activity.

M.S.A.D. #55 STUDENT DRESS POLICY

The M.S.A.D. #55 Board of Directors recognizes the importance of appropriate appearance of our students in keeping with the goals of the district to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development.

Students are expected to use sound judgment and reflect respect for themselves and others in dress and grooming. Clothing should not be disruptive to the school’s learning environment. Therefore, the following standards shall be enforced:

- A. Articles of clothing that are revealing are not permitted. Clothing must be opaque and should cover all undergarments, specifically bra straps and underwear. Spaghetti strap shirts are not permitted. Straps on shirts should be “three finger” width. Clothing must appropriately cover chest and midriff. The length of skirts and shirts must be to mid-thigh or to fingertips.
- B. Articles of clothing that are sexual, vulgar, lewd, indecent, or include insulting words (e.g. racial/ethnic slurs) are impermissible.

- C. Articles of clothing, which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds (when school is in session) or during school functions.
- D. Clothing that is destructive to school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Hats may be worn in the hallways and in the cafeteria during breakfast and lunch. Hats must be removed upon entering classrooms.
- F. Footwear must be worn at all times on school grounds.
- G. School administration or teachers may require special clothing/footwear for students participating in physical education, certain extracurricular activities, working with or around machines, or other activities.

Students should adhere to these standards during the regular school day and at all school functions, whether on or off campus. These standards may be waived at the discretion of the administration for special school occasions or events (e.g. Prom and Semi-Formal).

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, and will follow the administrator's guidelines for their school building.

SVHS ACADEMIC HONESTY CODE

Academic honesty and integrity are essential to the school's ability to function as a learning institution as well as to educational value of courses to the student. Academic dishonesty is a serious violation and will not be tolerated either by teachers or by the school administration. To be specific:

- **Cheating** is to act dishonestly and to deliberately violate rules. Students are expected to do their own work without using unauthorized aids, notes, devices, programs, etc.
- **Plagiarism** is the deliberate use of text, images, video, or any other type of information created by someone else without giving proper credit to the author/creator.
- **Fabrication** is the deliberate act of creating false or misleading information as a substitute for legitimate research or creative submission.
- **Facilitation** is any deliberate action that contributes to another person's effort to be academically dishonest. This would include sharing homework/lab/test answers with another student or helping them to cheat, plagiarize, or fabricate in any way.

When a teacher discovers evidence of academic dishonesty, he/she will meet with the student privately. The teacher will present evidence to the student—without accusation—and ask for an explanation. If the teacher believes that the student’s actions are not a violation of the Academic Integrity Code, i.e. that the student acted unintentionally or as a result of a lack of understanding, the matter will be treated as a grading issue. The teacher may ask the student to rewrite and resubmit the assignment.

If the teacher believes that the student violated the Academic Integrity Code, the assignment/project will be graded as a zero. The teacher will notify the student’s parent/guardian and inform the assistant principal. Both the student and the student’s parent/guardian will be required to meet with the assistant principal, teacher and the student’s guidance counselor. In addition, if the assistant principal agrees that academic dishonesty has occurred, she/he will notify the principal. Per teacher/administrator discretion, a student may redo the assignment and receive a grade of no more than 69.

NOTE: Students need to be aware that the ramifications of academic dishonesty can be far-reaching. Grade point average and class standing can be affected, college acceptance opportunities may be reduced, as can the student’s chances of receiving scholarships and awards.

Source: Kennebunk (Maine) High School Student Handbook.

STUDENT BEHAVIOR/DISCIPLINE CODE

The purpose of all disciplinary rules and procedures at Sacopee Valley High School is to ensure that all students and staff are safe and that learning can take place in a respectful and orderly environment. A committee which included student representation assisted in the preparation of this code. While not an all-inclusive listing, the following established major procedures apply. Students and parents are asked to review the behavior/discipline code carefully. Students and parents should also understand that repeated disciplinary problems may require additional action at the administration’s discretion and not specifically outlined below.

Appeals Process: Appeals of disciplinary action must be made to the principal directly. If not satisfied, the parent/guardian may appeal to the Superintendent of Schools.

Section 1: Statement of Disciplinary Limits

The school cannot allow disruptive and/or disobedient students to repeatedly interfere with the education of other students. Any student whose repeated or severe disciplinary infractions are interfering with the orderly operation of the school will be referred to the school board for disciplinary action up to and including expulsion.

Section 2: School Consequences Defined

Teacher Assigned Detention

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

Office Detention

Students will be given one day's notice prior to serving an assigned detention and will receive a written slip specifying the date of their assigned detention. It is the student's responsibility to remember to serve their detention. Detention hall is held on Tuesdays from 2:30 to 4:00 p.m. or as needed. Failure to serve an office detention will result in the assignment of one day of In School Suspension (ISS). Repeated offenses of failure to serve office detention will result in this consequence not being assigned any more, and the student will be assigned to ISS directly. Detention hall rules are as follows:

- The detention room will be absolutely quiet; no talking.
- No food or drink will be permitted.
- No headphones will be permitted.
- Students must be on time. Students will not be admitted once the detention period has started.
- Computers/iPads will only be allowed for academic work. If a student misuses technology, the computer/iPad will be taken away.
- Students MUST bring study or reading materials; sleeping is not permitted.
- Disrespect/disruption will not be tolerated. At the first instance, the student will be asked to leave and ISS will be assigned.

In-School Suspension (ISS)

The determination of ISS and its duration will be established by the administration on an individual basis. The rules and procedures for ISS are as follows:

- ISS is from 7:55 a.m. to 2:10 p.m.
- The ISS room will be absolutely quiet; no talking.
- No food or drink will be permitted.
- No headphones will be permitted.
- Students must be on time. Students who are late to ISS will receive additional consequences.
- Computers/iPads will be allowed only for specific academic work assigned by a teacher. If a student misuses technology, the computer/iPad will be taken away.
- Students MUST bring study or reading materials; sleeping is not permitted.
- Students will eat lunch in the ISS room.
- Bathroom breaks will be scheduled and taken together.
- Disrespect/disruption will not be tolerated. At the first instance, the student will be assigned to OSS and the parent/guardian called to pick up.

Out-of-School Suspension (OSS) – OSS may be assigned for a time period ranging from one to ten school days. Parents will be notified of suspension in writing. The School Board has the authority to suspend students in excess of ten days, if deemed necessary.

Because placing a student on OSS deprives the student of access to classroom instruction, OSS is reserved for only the most severe behavioral offenses that pose a threat to safety and/or the school's ability to carry out its mission, or in cases where the student has refused to serve all other school consequences. In effect, the school is remanding the student to the parent/guardian for a period of time in the hope that the student will come back to school ready to learn and abide by school rules and expectations. During an OSS, a student is not allowed to attend any school activity.

During suspension time, classroom work assignments will be collected and made available to the parent/guardian for pickup. It is the student's responsibility to complete work assigned during the suspension and to schedule any make up tests or quizzes upon returning to school. The school administration will schedule a re-entry meeting with the student, parent/guardian, and other school staff as necessary prior to the student's return to school.

Section 3: Specific Offenses and Consequences

Bomb threats

Making a bomb threat to a school is a crime under Maine law. Students who are found to have made a bomb threat will be immediately suspended for up to 10 days and will be referred to the Superintendent of Schools for possible expulsion per M.S.A.D. #55 School Board policy. Students who are aware of someone having made a bomb threat who fail to report this to school authorities may face school disciplinary consequences including out-of-school suspension. Please refer to M.S.A.D. #55 Board policy EBCC for more information on procedures regarding bomb threats.

Cutting Class

The school day is from 7:55 a.m. to 2:10 p.m. All students are expected to be in attendance for all of their scheduled classes, study halls, lunch, and advisory periods. If a student skips a class, he/she will receive disciplinary action as follows:

- First offense – Office detention
- Second offense – Office detention
- Third offense – One day ISS
- Fourth and subsequent offenses – One day of ISS and parent meeting to develop individual action plan which may include changing schedule, referral to alternative education, or other steps.

Any student who cuts two or more classes in a day will be considered skipping school. Teachers have the right to assign a score of zero for all work missed when a student skips their class.

Skipping School/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 ISS
- Second offense – One day ISS and parent phone call
- Third offense – One day ISS and meeting with parent(s), guidance, and other necessary school staff to develop individual action plan which may include changing schedule, referral to alternative education, or other steps.

False Alarms

Any student who is found to have intentionally set off a fire alarm when there is no emergency will be immediately suspended from school for 10 days and referred to the Superintendent of Schools for possible expulsion. Students who are aware of someone having pulled a false fire alarm and fail to report this to school authorities may face school disciplinary consequences including out-of-school suspension.

Fighting

Fighting compromises student safety. Any student involved in a fight—regardless of whether they are the aggressor or the retaliator—will face disciplinary action as follows:

- First offense – Five day OSS and referral to school resource officer for possible assault charges
- Second offense – Eight day OSS, referral to school resource officer for possible assault charges, and referral to Superintendent of Schools for possible further disciplinary action
- Third offense – Ten day OSS, referral to school resource officer for possible assault charges, and referral to the Superintendent of Schools with possible recommendation of expulsion

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 – Up to ten day OSS and notification of Superintendent of Schools
- Severe or repeated offenses – Ten day OSS and notification of Superintendent with possible recommendation of expulsion

Insubordination/Refusal

In order for the school to function and for learning to occur, it is imperative that students comply with the directions of staff. If a student fails to comply (i.e. not turn over cell phone, not reporting to the office as directed), he/she will receive disciplinary action as follows:

- First offense – One day ISS. Parent notified.
- Second offense – Two day OSS. Parent notified.
- Third and subsequent offenses – OSS on a progressive basis, referral to social work services, Individual Behavior Plan created. Parent meeting.

Profanity

Profanity is prohibited at all times in school and at school events. Disciplinary response to profanity will be determined on a case-by-case basis depending on the language used and the context in which it is used. Extreme profanity in a classroom, or obscenities directed towards a staff member will result in immediate out-of-school suspension.

Smoking/Tobacco Products

The use, possession, sale, dispensing or distribution of tobacco products (including chewing tobacco, snuff and e-cigarettes) is strictly prohibited in all school buildings and facilities, on school grounds, during school-sponsored events, and on buses. Students who are caught using or in possession of tobacco products will receive disciplinary action as follows:

- First offense – One day ISS, referral to school resource officer if under 18 and referral to substance abuse counselor
- Second offense – Minimum two day OSS, referral to school resource officer if under 18 and referral to substance abuse counselor
- Third and subsequent offenses – Minimum five day OSS, referral to school resource officer if under 18 and referral to substance abuse counselor

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 with tobacco cessation. Infractions may also affect extracurricular eligibility. (Please refer to School Board Policy JJIC.)

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 will report directly to the main office and notify the office secretary why he/she is there
- The student will be asked to fill out a statement form explaining what happened
- See "Insubordination" above for consequences if a student does not report directly to the office when sent from class. These consequences will be in addition to any consequences resulting from the behavior which caused the teacher to send the student to the office.
- Teacher will complete a discipline referral form.

Substance Abuse

Students who are found in possession of illegal drugs, drug paraphernalia, or alcohol on school grounds, or are under the influence of illegal drugs or alcohol at school or school events, will be immediately suspended from school in all cases.

- First offense – 10 day OSS reduced to 5 day OSS if student participates in substance abuse treatment, referral to SRO
- Second offense – 10 day OSS, mandated substance abuse treatment, referral to SRO, notification of Superintendent, re-entry meeting with Superintendent
- Third offense – 10 day OSS, referral to SRO, notification of Superintendent with recommendation of expulsion

Please refer to School Board policy JICH, Substance Abuse Policy and Procedures, in Appendix B.

Tardiness to School

Students should be at school by 7:50 a.m. (the first bell). Students who are not in their first or fifth period classroom when the bell rings to start the period at 7:55 a.m. must report to the main office for a tardy slip. Each quarter, students who are tardy to school without valid excuse will receive disciplinary action as follows:

- First and second offenses – Verbal warning
- Third offense – Documented warning and parent phone call
- Fourth and subsequent offenses – Office detention

In situations where a student is chronically tardy to school, a parent conference may be necessary to develop an action plan to help the student get to school on time.

Tardiness to Class

A student who is not inside the classroom when the bell rings to start the period is considered tardy. Students who are late because a teacher detains them should have a note from that teacher. Disciplinary action for tardiness to class is the responsibility of the teacher. “Students who miss more than half of a class period as a result of unexcused tardiness will be counted as unexcused absent for that period.

Theft

All students and staff have the right to a secure environment for their possessions. Disciplinary action for theft will be as follows:

- First offense – Minimum two day OSS, restitution, and notification of school resource officer
- Second offense – Minimum five day OSS, restitution, and notification of school resource officer
- Third and subsequent offenses – Ten days OSS, restitution, notification of school resource officer, and referral to Superintendent of Schools for possible expulsion

Vandalism

Students and parents should be aware that the school takes vandalism very seriously and will impose strict consequences for it. Disciplinary action for vandalism will be as follows:

- First offense – Minimum two day OSS, restitution, and notification of school resource officer
- Second offense – Minimum five day OSS, restitution, and notification of school resource officer
- Third and subsequent offenses – Ten days OSS, restitution, notification of school resource officer, and referral to Superintendent of Schools for possible expulsion

Section 4: Negative Peer-to-Peer Behavior Rubric

There is no place for bullying and/or harassment at Sacopec Valley High School. All instances of bullying and/or harassment will be taken seriously, thoroughly investigated, and properly responded to based on the following rubric. Students or parents/guardians who are aware of bullying/harassment, including online harassment, or are being bullied/harassed themselves, should contact a school administrator right away so that they can address the situation. Please refer to M.S.A.D. #55 Policy ACAA – Harassment and Sexual Harassment of Students – and Policy JICK – Bullying--in Appendix B.

Behavior	First Instance	Second Instance	Third/Subsequent Instances
Low Level Behaviors -Name calling based on personal or socio-economic characteristics -Belittling/taunting -Instigating/spreading rumors	Document incident. Verbal warning. Parent phone call.	Document incident. Student contacts parent. Letter sent home. Office detention. Reflection sheet.	Document incident. Student contacts parent. Minimum one day ISS. Reflection sheet. Parent meeting. Referral to social work services. Individual Behavior Plan created.
Moderate Behaviors -Name calling of a sexual nature -systematic exclusion -hiding possessions -intimidation -pushing/shoving/tripping	Document incident. Student contacts parent. Office detention. Reflection sheet.	Document incident. Student contacts parent. Minimum one day ISS. SRO notified. Letter sent home. Reflection sheet.	Document incident. Student contacts parent. Minimum 2 days OSS. SRO notified. Parent meeting. Referral to social work services. Individual Behavior Plan created.
Severe Behaviors -Harassment based on	Document incident. Student contacts	Document incident. Student contacts	Document incident. Student contacts

gender, race, ethnicity, sexual orientation, ancestry, religion, or disability -Stalking -Theft or destruction of personal property -Retaliation for reporting -Punching, slapping, hitting	parent. SRO involvement. Minimum 2 day OSS. Parent meeting. Reflection sheet.	parent. SRO involvement. Minimum 5 day OSS. Parent meeting. Reflection sheet. Referral to social work services. Individual Behavior Plan created. Superintendent notified.	parent. SRO involvement. Minimum 5-10 day OSS. Parent meeting. Review behavior plan. Referral to Superintendent for further action, up to and including expulsion.
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NOTES:

Students who engage in behaviors including, but not limited to, teasing or trading insults 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 rubric 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 students with IEP plans.

Behaviors occurring on the bus may require further consequences with the 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 result in criminal charges in addition to school consequences.

-Updated July, 2014

Section 5: Student Computer and Internet Use Rules

These rules accompany MSAD#55 Board policy IJNDB, Student Computer and Internet Use. Each student is responsible for his/her actions and activities involving M.S.A.D. #55 computers, networks and internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of M.S.A.D. #55 computers and examples of prohibited uses. These rules do not

attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Student use of M.S.A.D. #55 computers, networks and Internet services is a privilege, not a right. Compliance with M.S.A.D. #55 policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors. Please refer to the MSAD#55 Technology Offense Rubric on the following page for specific consequences.

B. Acceptable Use

M.S.A.D. #55 computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using M.S.A.D. #55 computers.

C. Prohibited Uses

Examples of unacceptable uses of M.S.A.D. #55 computers that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials. Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.

2. Illegal Activities. Using M.S.A.D. #55 computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. M.S.A.D. #55 assumes no responsibility for illegal activities of students while using school computers.

3. Violating Copyrights. Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD, Copyright Compliance). M.S.A.D. #55 assumes no responsibility for copyright violations by students.

4. Copying Software. Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. M.S.A.D. #55 assumes no responsibility for illegal software copying by students

5. Plagiarism (representing as one’s own work any materials obtained on the Internet such as term papers, articles, music, etc). When internet sources are used in student work, the author, publisher and web site must be identified. Please refer to the SVHS Academic Integrity Code for more information.

6. Non-School Related Uses. Using M.S.A.D. #55 computers, networks and Internet services for non school related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

7. Misuse of Passwords/Unauthorized Access. Sharing passwords, using other users’ passwords, and accessing or using other user accounts.

8. Malicious Use/Vandalism. Any malicious use, disruption or harm to M.S.A.D. #55 computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. Unauthorized Access to Blogs/Chat Rooms. Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

M.S.A.D. #55 computers remain under the control, custody and supervision of M.S.A.D. #55 at all times. Students have no expectation of privacy in their use of school computers, including email, stored files and Internet access logs.

E. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating M.S.A.D. #55 for any losses, costs or damages incurred by the school unit for violations of Board policies and school rules while the student is using school unit computers, including the cost of investigating such violations. M.S.A.D. #55 assumes no responsibility for any unauthorized charges or costs incurred by a student while using M.S.A.D. #55 computers.

MSAD#55 Technology Infraction Rubric

Behavior:	1 st Offense:	2 nd Offense:	3 rd Offense:
Breakage/damage of school-issued device due to negligence	Loss of device until repaired and payment received; payment of damages per Go Home Plan.	Loss of device until repaired and payment received; payment of 100% of damages.	Payment of 100% of damages, permanent loss of device.
Taking school-issued device home when not allowed	Verbal warning	Loss of device until one office detention served.	Loss of device for one week and one office detention served, parent conference
Carelessness—leaving school-issued device unattended or laying around, or carrying around without a case	Verbal warning.	Loss of take-home privilege for one week (or loss of device for same period if student does not have	Loss of device for one week plus one office detention and parent conference to develop plan.

		permission to take home).	
Rough use— throwing school-issued device on table, rough handling, tossing, etc.	Loss of device for one week and until office detention served.	Loss of device for one week plus one day ISS and parent conference.	Loss of device for remainder of school year in addition to additional school consequences to be determined on case-by-case basis.
Intentional breakage/damage (vandalism)	Permanent loss of device, 100% restitution, referral to SRO.		
Viewing/accessing inappropriate content including but not limited to: sexually explicit or suggestive materials, gambling, materials which are offensive, defamatory, discriminatory, and/or illegal	Loss of device for period of time TBD by administrator in addition to other school consequences to be determined on case-by-case basis.	Loss of device for not less than one month in addition to other school consequences to be determined on case-by-case basis.	Permanent loss of device in addition to other school consequences to be determined on case-by-case basis.
Using school-issued device and/or school network to cyber bully or harass other student(s)	Loss of device for period of time to be determined by administrator in addition to other school consequences specified in Negative Peer-to-Peer Rubric.	Loss of device for one month in addition to other school consequences as specified in Negative Peer-to-Peer Rubric.	Permanent loss of device in addition to other school consequences as specified in Negative Peer-to-Peer Rubric.
Using school-issued device and/or school network to cheat	Loss of device for one week in addition to other school consequences to be determined on case-by-case basis.	Loss of use for one month in addition to other school consequences to be determined on case-by-case basis.	Permanent loss of device in addition to other school consequences to be determined on case-by-case basis.

NOTES:

A parent will be notified in all cases regarding technology/computer related offenses.

Students who have lost their take-home privilege due to misuse must bring their device to the main office at the end of each school day and pick it up in the morning. Failure to do so will result in additional consequences.

Students who have lost use of their devices may sign out an old white MacBook for one class period at a time on an as-needed basis only, with a note from their teacher.

-Updated August, 2016

MISCELLANEOUS INFORMATION/ALPHABETIC LISTING

Accidents

Every accident in the school building, on school grounds, and at sports practices 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 main office within twenty-four (24) hours.

Advanced Placement (AP) Courses

Advanced Placement courses at SVHS provide high school students the opportunity to take college-level courses while still in high school. A faculty member who has been trained by the College Board teaches each AP course. AP courses meet specific curriculum and resource guidelines; they cover the breadth of information, skills and assignments found in corresponding college courses. It is possible for a student to earn college credit or placement based on his/her success on the standardized AP exam taken early in May. The College Board is committed to the principle that all students deserve the opportunity to participate in rigorous and academically challenging courses. All students who are willing to accept the challenge of a rigorous academic curriculum and college-level workload shall be considered for admission to AP courses.

Backpacks

Students are encouraged to use their lockers during the school day. Backpacks may be prohibited from certain areas (such as lab classrooms) for safety reasons. Backpacks, like lockers, are subject to search at any time. The school administration reserves the right to prohibit individual students from carrying a backpack at school for safety and/or disciplinary reasons.

Bus Conduct

All students traveling on school buses must abide by school regulations and district policies. High school students have a special responsibility since they share the bus with younger students who will be influenced by their example. Students who misbehave on the school bus will face disciplinary consequences. The school reserves the right to suspend or revoke bus privileges in cases of severe or repeated misbehavior. In such cases, it becomes the responsibility of the parent to provide transportation for that student to and from school.

Bystander Responsibilities

John F. Kennedy once said that all evil needs to triumph for people of good will to do nothing. Each member of the school community has a responsibility to the community as a whole. When people are witnesses to wrongful acts and do nothing, everyone suffers. Therefore, with respect to bystander responsibilities it is the expectation that all SVHS students will:

- Correct fellow students if it is safe for them to do so. This can be as simple as “Hey, that’s not cool”, or “How would you feel if someone did that to you?”
- Immediately notify a teacher or administrator of information that could result in someone being hurt. For example: a friend being bullied, a fight planned for after school. The confidentiality of all students who make anonymous tips will be respected in all cases.

Students are reminded that they should never to the following things with respect to bystander responsibilities:

- Place themselves at risk of physical harm
- Use confrontation or violence themselves in response to a bully
- Cheer or encourage others to fight
- Record or forward a fight with their cell phone or other electronic device

Cafeteria

The cafeteria is open for breakfast from 7:00 a.m. until the 7:50 a.m. bell, during the morning break, and for lunch. Students who are tardy to school are not to go to the cafeteria for breakfast before reporting to class. Payment for food items is due at the time of sale or in advance—no credit or “IOU’s” will be allowed. The following are expectations for behavior in the cafeteria:

- Students who buy lunch will proceed through the lunch line in an orderly fashion
- Students will refrain from disruptive behavior in the cafeteria and lobby (yelling, running, throwing food, etc.)
- Students will keep tables and floor clean by disposing of all trash before they leave the cafeteria
- The last student(s) sitting at a table may be asked to clear trays/trash left by others before they leave the cafeteria
- Students will not sit on the floor in the cafeteria to eat

Students who violate cafeteria guidelines may face disciplinary consequences. Students who repeatedly violate them may be placed in another location (such as the main office) to eat their lunch for a period of time.

Care of School and School Property

Textbooks, library books, calculators, and other school materials which are issued to students must be returned in the same condition in which they were issued (excepting

normal/expected wear and tear). Students/parents will be responsible for the replacement cost of lost/damaged items. At the end of each school year the school will send home invoices for all lost/damaged books/materials, damaged equipment, etc. Report cards of students who have outstanding accounts will be held. In addition, students must have cleared their school accounts before they will be eligible to buy tickets for Prom or participate in end-of-year senior events.

It is expected that all SVHS students will take pride in the school building and will treat it with care and respect. Students who are caught vandalizing or defacing school facilities or property will receive consequences in accordance with the Behavior/Discipline Code, will be referred to law enforcement as applicable, and will be forced to pay restitution for all damages. Students must understand clearly that there will be NO toleration for vandalism and/or defacing of school property.

Cell Phones

Students may use cell phones before and after school, during breaks, and during lunch. Cell phone use is strictly prohibited during class time, including study halls. During class time cell phones should be off and away. If a student takes his/her cell phone out during class time, even if it is just to “check a text”, the teacher will ask the student for the cell phone and will bring it to the main office at the end of class. The cell phone will be held by the office until the end of the school day and a consequence will be issued when the student comes to pick the phone up, as follows:

- First offense: Warning
- Second offense: Office detention
- Third offense: In School Suspension and parent phone call
- Fourth/subsequent offenses: Parent meeting and individual action plan

Students who refuse to surrender their cell phone if asked to do so will be asked to leave the classroom and report to the main office. Consequences will be assigned in accordance with the Student Behavior/Discipline Code.

Dances

Students must attend school the entire day to be eligible to attend a dance that evening. Normal dance hours will be 7:00 to 10:00 p.m. Homecoming and Prom may go later. Dances are school functions and all school rules apply. Guests from other schools or home schooled must be signed up and approved by the school administration prior to the date of the dance. Any student who is under suspension (OSS or ISS) the week of a dance may not attend a school dance. Students will not be allowed to re-enter a dance after exiting the building. Backpacks/bags brought to dances will be subject to search. A law enforcement officer will be present for all school dances. Any student or guest who appears to be under the influence of drugs or alcohol, or is found in possession of these substances, will be assessed by the officer on duty and, if warranted, tested for sobriety. In such cases the parent/guardian will be called to come and pick up the student. Consequences for use/possession of drugs/alcohol will be applied in accordance with the Behavior/Discipline Code and School Board policy. Note: The school administration

reserves the right to call the parent/guardian and send a student home from any school dance for violations of school rules. In such cases, the student will not be reimbursed the cost of admission.

Driver Education

Students absent from the regular school day ARE NOT eligible to participate in Driver Education or other Adult Education courses. Students on out-of-school suspension (OSS) may attend after school Driver Education class but must be escorted into the building by a parent/guardian or other responsible adult and brought to the main office prior to the start of the class. An administrator will then escort the student to class.

Free and Reduced Price Breakfast and Lunch Program

In accordance with school board policy, SVHS offers free and reduced price breakfast and lunch for students who qualify. Students will be provided with information about this program on the first day of school. Parents whose children qualify for free or reduced price meals must complete the appropriate form and return it to the main office.

Fundraising

All group/club fundraising activities and events must be approved in advance by the Principal. There is a fundraising request form available in the main office which must have the signature of the advisor or coach. All fundraising activities must be in keeping with MSAD #55 School Board policy JJE: Fundraising.

Evacuation and Lock-Down Drills

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

In case of an evacuation, please leave the room in an orderly fashion and assemble outside at the place designated for your classroom in the evacuation plan. Please stay with your class so that attendance can be verified and follow all of your teacher's directions.

In case of a lock down, remain calm and follow the instructions of the staff member in the room. Please DO NOT use cell phones to text or call parents; they will be notified by the school.

Students are expected to behave responsibly and follow staff instructions during all drills. Treat all drills as if they were the "real thing".

Hall 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 who repeatedly leave

class to wander or loiter in the halls, with or without a pass, may be put on a “No Pass” status.

Hazing

Hazing is defined as bullying or intentional humiliation used as a form of initiation. Hazing is strictly prohibited at SVHS and will be vigorously responded to in accordance with district policy and the school Behavior/Discipline Code.

Headphones

We live in a “wired” world where multi-sensory stimulation bombards us much of the time. Scientific research has linked long-term habituation to sensory stimulation (TV, music, computer, cell phone) with both attention deficit/hyperactivity disorder and reading difficulties. Your teachers are struggling against all of this in trying to help you become a better reader, writer and thinker. It is for these reasons that teachers frequently prohibit the wearing of headphones in their classrooms. There are some instances where a teacher may allow students to listen to music quietly on headphones while they are working. Headphones may only be used with teacher permission during quiet work times. Students who become defiant, disrespectful or insubordinate around the issue of listening to music will face consequences under the Behavior/Discipline Code.

Large Objects

For safety reasons students are not to carry large objects that are not necessary for class around the school with them during the day. This includes but is not limited to: guitars, skateboards, field hockey sticks, etc. These items may be stored in your locker, the band room, your advisor’s room, or the main office.

Late Bus

M.S.A.D. #55 provides a late bus which leaves SVHS at 4:00 p.m. Monday through Thursday. There is no late bus on Friday. Students staying after school must present a pass from their teacher or coach in order to ride the late bus. The pass should state the student’s and teacher’s name as well as the reason for staying after school. It is the responsibility of the student to get a late bus pass from the teacher or coach before leaving the classroom or practice. Students without a late bus pass will NOT be allowed onto the bus by the driver.

Lockers

Each student will be assigned a locker by the school. Lockers are school property and may be opened by the 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. 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 locker 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.

Medications

In accordance with school board policy if it is necessary for a student to take medication at school, a parent must make arrangements for the medication to be kept in the nurse's office and administered by the school nurse or other trained school personnel. All medications must be brought to the school in the original container from the pharmacy. Students are not permitted to have medication in their possession at school and may face disciplinary consequences for doing so. Please note also: the nurse is not permitted to dispense OTC pain medications such as Tylenol or Ibuprofen on a regular basis without doctor orders for such.

Parking/Driving to School

Parking on school grounds is a privilege, not a right. Students who drive to school are required to register their vehicle with the main office and provide a copy of their driver's license, current registration, and proof of insurance. Students who misuse the privilege of parking on school grounds by driving recklessly, being habitually late to school, leaving school during the day without permission, etc. will have their parking privileges suspended and may face other school consequences as well as possible criminal charges as applicable for moving violations. Students are not to park on snow banks and must not leave all fire lanes open, including access to the Alternative Education building and the road leading to the softball field.

NOTE: Students are not to go out to their vehicles in the parking lot during the school day without first getting permission from the main office.

Public Displays of Affection

Students are reminded that public displays of affection between couples are inappropriate at school and at school events. In order to avoid the embarrassment of being redirected by school staff, students are asked to refrain from PDA. Students who respond disrespectfully to staff redirection or who are repeat offenders will face consequences under the Behavior/Discipline Code.

Scent-free School

Sacopee Valley High School is a "scent-free school". We have several students and staff members who have severe allergic reactions to any aerosol sprays, for example: perfumed 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 permitted. Additionally, in accordance with with scent-free protocols, all scented materials including air fresheners, scented cleaners, and high odor markers have been removed from the school. The school administration will respond to any instance of a student violating the scent-free policy in accordance with the student behavior/discipline code.

School Finances/Activities Accounts

All school club/activity accounts will be supervised by the principal. All organizations connected with the school will deposit their money with the main office and will receive

receipts. Only the group advisor or coach may make purchases or authorize reimbursement from a school account. If a ground fundraising activity will require a cash box or a school check to be written, the request MUST be made at least 24 hours in advance.

Sexual Harassment

Please refer to School Board Policy ACAA in Appendix B.

Skateboards/Roller Blades

Skateboards and roller blades 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 your locker or in the main office until the end of the school day.

Spectators at School Events

Sacopee Valley High School expects that all spectators at school events will exhibit good sportsmanship in keeping with the Western Maine Conference Sportsmanship Code of Conduct. In keeping with that code, SVHS does not allow and will not tolerate negative or taunting chants at games and events. Any spectator exhibiting disruptive or unsportsmanlike behavior at a school activity will be asked to leave. These individuals may be prohibited from attending future games and/or events depending on circumstances.

Visitors

Students from other schools will be able to attend SVHS as a guest student ONLY if they are considering enrolling. These visits must be arranged through the guidance office at least 48 hours in advance. Visitors are not allowed for social reasons. No visitors will be allowed during exam days. Visitors must report to the main office upon arrival to sign in and wait for their host student. Any visiting student who is disruptive or disrespectful to school staff will be asked to leave and will need to be picked up by a parent/guardian.

APPENDIX A – SACOPEE VALLEY HIGH SCHOOL

STUDENT ATHLETE ELIGIBILITY POLICY

Eligibility Guidelines

1. The eligibility guidelines apply to ALL EXTRACURRICULAR ATHLETIC ACTIVITIES for grades 9-12
2. Each student is required to be passing ALL subjects at the mid-quarter as well as at the end of each ranking period or the student will be placed on probation.

Probation

The type of probation a student receives will depend on whether the student is incomplete, failing one or more classes, or the time of year (mid-term or end of quarter).

1. Probation usually consists of a 10 day period of time and will begin on the first student school day after the report cards are issued. The 10 day period consists of the next 10 countable school days after report cards are issued.
2. During scheduled vacations (summer, Christmas, February, April) probation will be in effect for countable games only.
3. It will be up to the teacher's discretion as to whether a student on probation is dismissed from class to leave early for an away trip. It is the student's responsibility to check with their teachers ahead of time and to inform their coach of that decision.
4. Coaches, at their own discretion, may institute additional requirements in order to practice or participate while on probation (e.g.: If a student is failing at mid-term, a coach might not allow an athlete travel to away games).
5. Students are responsible for contacting teachers after failing a class and must complete the appropriate forms at the end of the 10-day probation in order to maintain eligibility. These forms will be collected and filed in the athletic department.

Sacopee Valley High School Academic Requirements

Section 1: Enrollment Requirements. Student-athletes must be enrolled in at least seven (7) academic courses in order to be eligible to participate in athletics. Students may be enrolled in fewer classes if they are enrolled in an approved program such as Lake Region Vocational Center, School to Work, Alternative Education, etc.

Section 2: Grade Checks. In order to avoid being placed on academic probation, student-athletes must be **passing all courses** at the conclusion of the ranking period prior to the beginning of the sports season in which they intend to participate.

For example:

- The 4th quarter determines eligibility at the start of the fall sports season. The 1st quarter mid-term grades determine mid-season eligibility as detailed in Section 4.
- The 1st quarter grades determine eligibility at the start of the winter sports season. The 2nd quarter mid-term grades as well as the 2nd quarter final grades determine mid-season eligibility as detailed in Sections 3 and 4.

- The 3rd quarter grades determine eligibility at the start of the spring sports season. The 4th quarter mid-term grades determine mid-season eligibility as detailed in Section 4.

Section 3: Quarter Grades. Academic probation following quarter final grades will consist of the following:

- Student-athletes will be required to **miss 2 countable games (or equivalent) per class failed** at the end of the quarter prior to participation. Note: participants in activities with fewer regular season contests (football, golf, cross-country and track) will be required to miss only 1 countable game per class failed.
- Student-athletes will be able to practice with their team and participate in non-countable games (scrimmages) if they have failed a class during the prior grading period.
- Student-athletes will have ten (10) school days to bring **ALL** grades up to passing. The student-athlete must show documentation that they are passing all subjects by using the **Grade Report Form**.
- Any student not passing all subjects at the end of their 10 day probation will not be eligible to practice or participate in games until they have provided documentation that they are passing all subjects.

Section 4: Mid-Term Grades. Academic probation following mid-term grades will consist of the following:

- If the student-athlete was passing all subjects at the end of the previous quarter but is failing at mid-term, the student-athletes will have ten (10) school days to bring **ALL** grades up to passing. The student-athlete must show documentation using the **Grade Report Form** that they are passing all subjects.
- Any student not passing all subjects at the end of their 10 day probation will not be eligible to practice or participate in games until they have provided documentation that they are passing all subjects.
- If the student-athlete received any failing grades at the end of the previous quarter, that student-athlete will be required to **miss one (1) game per class failed** at the mid-term. The student-athlete will have ten (10) school days to bring **ALL** grades up to passing. The student-athlete must show documentation using the **Grade Report Form** that they are passing all subjects.
- Any student not passing all subjects at the end of their 10 day probation will not be eligible to practice or participate in games until they have provided documentation that they are passing all subjects.

Section 5: Incomplete Grades. Incomplete grades will be treated as a failing grade until rectified. Students have ten (10) school days following the end of each quarter to complete work necessary to rectify incomplete grades. At the end of this ten day period, all grades which are still incomplete will be entered as an “F”. This deadline may be extended by the principal under exceptional circumstances.

APPENDIX B – M.S.A.D. #55 SCHOOL BOARD POLICIES

ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in Board policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a suggestive or sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are adhere to this policy.

Harassment/sexual harassment of students by school employees are considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students are considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference:

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d) 5 MRSA §§ 4602; 4681 et seq.

20-AMRSA § 6553

Cross References:

ACAA-R – Student Discrimination and Harassment Complaint Procedure

AC – Nondiscrimination/Equal Opportunity and Affirmative Action

ACAD – Hazing

JICIA – Weapons, Violence and School Safety

JICK - Bullying

01/01

Revised and Adopted: April 5, 2007

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building Administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building Administrator.
- B. School staff are expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

Complaint Handling and Investigation

- A. The building Administrator shall promptly inform the Superintendent, the parent/legal guardian of all students involved, and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The building Administrator may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by the building Administrator, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
 - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
 - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 - 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 - 4. The building Administrator shall keep a written record of the investigation process.
 - 5. The building Administrator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 - 6. The building Administrator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 - 7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.
- D. If the building Administrator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform parents/legal guardian of all students involved in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference:

Americans with Disabilities Act (28 CFR § 35.07)Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)Title VI of the Civil Rights Act of 1964 (PL 88-352)20 USC § 1232g;34 CFR Part 99

5 MRSA §§ 4571; 4602; 4681 et seq.

20-A MRSA §§ 6001 et seq.

Cross References:

AC – Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA – Harassment and Sexual Harassment of Students

Revised and Adopted: April 5, 2007

BULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for school administrators in carrying out their responsibilities when bullying is alleged to have occurred. It provides important definitions as well as steps for reporting, investigating and responding to allegations of bullying.

Bullying behavior alleged to be based on race, color, ancestry, national origin, sex, sexual orientation, religion or disability should be addressed under the procedures set forth in the Student Harassment and Sexual Harassment procedure, ACAA-R, rather than under this procedure.

Definitions

The following terms are defined in Maine law (20-A MRSA § 6554):

Bullying

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student’s property; or
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property.
- B. Interferes with the rights of a student by:
 - 1. Creating an intimidating or hostile educational environment for the student; or
 - 2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
 - a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 - b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;

and that has the effect described in subparagraph A. or B. above.

Cyberbullying

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students’ opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Retaliation

“Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting that is not made in good faith on an act of bullying (i.e., the making of false allegations or reports of bullying).

School Grounds

“School grounds” means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.

Alternative Discipline

“Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

Bullying Reports

Students and Parents/Guardians

Students who believe they have been bullied, or who have witnessed or learned about an act of bullying should report this behavior to the building principal or designee.

Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.

Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Any student who has been determined to have made a false report of bullying will be subject to disciplinary consequences.

School Employees

For the purposes of this procedure, “school employees” includes coaches, advisors for extracurricular or extracurricular activities and volunteers.

All school employees are expected to intervene when they see acts of bullying in progress and are required to report incidents of bullying they have witnessed or become aware of to the building principal or designee as soon as practicable.

School employees who fail to report bullying or who have made a false report of bullying will be subject to disciplinary consequences up to and including termination, in accordance with any applicable collective bargaining agreement.

Others

Contractors, service providers, visitors or community members who have witnessed or become aware of bullying are encouraged to report such incidents to the building principal or designee.

Form of Reports

Complaints or reports of bullying may be made orally or in writing, but all reports will be recorded in writing by school personnel authorized to receive complaints or reports, using the school unit’s reporting form (JICK-E1).

School employees are required to make reports of bullying to the principal or designee in writing. Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

Bullying reports may be made anonymously, but in no instance will action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The building principal will forward a copy of the report to the Superintendent by the end of the next school day.

Interim Measures

The building principal may take such interim measures as he/she deems appropriate to ensure the safety of the targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

Investigation

The principal or designee will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time.

Response to Bullying by Students

If bullying has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other intervention.

Alternative discipline includes but is not limited to:

- A. Meeting with the student and the student's parents;
- B. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Counseling;
- E. Anger management;
- F. Health counseling or intervention;
- G. Mental health counseling;
- H. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
- I. Community service; and
- J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

If the bullying behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

If bullying has been substantiated, the building principal will provide written notification to:

- A. The parents/guardians of the targeted student, including the measures being taken to ensure the student's safety; and to
- B. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

All communications to parents must respect the confidentiality of student and employee information as provided by federal and Maine law and regulations.

Appeals

Any appeal of the building principal's decisions in regard to consequences for bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent's decision shall be final.

Cross Reference: ACAA-R – Student Harassment and Sexual Harassment Procedure
 JICK – Bullying
 JRA-R – Student Education Records and Student Information

Approved and Adopted: February 6, 2013

JICH

STUDENT SUBSTANCE ABUSE POLICY

M.S.A.D. #55 recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the board also recognizes the dangers of alcohol and drug abuse and is seriously concerned about the effects of alcohol and drug dependency upon students. It is the board's belief that the unlawful possession and use of illicit drugs and alcohol is wrong and harmful.

In order to promote the highest possible standards of learning, as well as the safety, health, and well-being of students, the Board of Directors has adopted a Student Substance Abuse Policy which is designed to aid students to abstain from the use of alcohol and drugs, provide for early intervention when use is detected, and provide corrective disciplinary action when necessary and aftercare support as appropriate. Compliance with the District's standards of conduct related to substance abuse is mandatory.

Prevention

The District will provide students with information and activities focused on prevention of the use of alcohol and drugs. Such information and activities will address the legal, social and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Intervention

The District will establish and provide assistance, through a team approach, to intervene with students who are chemically involved. Students will be assisted in addressing their harmful involvement with chemicals and in continuing in their educational programs. Moreover, information will be provided, as appropriate, about any drug or alcohol counseling and rehabilitation and re-entry programs that are available to students.

Rules and Sanctions

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, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) 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:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A M.S.R.A. 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 U.S.C. 812);

4. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation, or steroids;
5. Paraphernalia – implements used for distribution or consumption of a prohibited substance; or
6. Any look-alike drug or substance that is described as, or is purported to be, a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. A student may also be referred to law enforcement authorities for investigation and/or prosecution. Additional consequences may occur when a student is engaged in extra and co-curricular activities pursuant to extra and co-curricular policy.

It is not a violation for a student to use in school a prescription drug, including a legally defined drug or controlled substance if it is specifically prescribed for the student's own therapeutic use by his/her doctor in accordance with the District's medical distribution policy.

Implementation

The superintendent shall be responsible for the development and promulgation of appropriate curricula, programs, rules and procedures to implement this policy.

Communication

This policy and appropriate related information shall be distributed to students and parents through means selected by the administration.

Review

The superintendent shall oversee a biennial review of the policy to determine the program's effectiveness, to implement changes to the program, policy and rules, as needed, and to ensure that disciplinary sanctions are consistently enforced.

Legal References:

Drug-Free Schools and Communities Act, 20 U.S.C. 3224a, 34 C.F.R. 86.200-86.201

Controlled Substances Act, 21 U.S.C. 812, 21 C.F.R. 1300.11-1300.15

Title 17-A M.R.S.A. 1101

Approved Revisions: September 4, 2002

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 student’s educational records. They are:

1. The right to inspect and review the student’s educational records within forty-five (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 M.S.A.D. #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 school 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

M.S.A.D. #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 District #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:

MSAD #55 Affirmative Action/Title IX Coordinator
137 South Hiram Road
Hiram, ME 04041
(207) 625-2490

You may also contact:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

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 from the District Coordinator.