

**Mt. Ararat High School**  
**2019-2020 School Handbook**  
*“Empowering All to Grow, Learn, Explore, and Soar”*



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**Visit Us on the Web**

Visit our website ([mta.link75.org](http://mta.link75.org)) for newsletters, calendars, athletic schedules, a staff list, forms, and more. Any staff member can be reached by email and, with a few exceptions, our email structure is: lastnamefirstinitial@link75.org

**Visit Our School**

During the school day, for the protection of our students, all visitors are required to sign in at the Main Office when entering the building. Visitors who are at school for legitimate reasons will be issued a visitor's badge. The visitor's badge must be worn at all times in the building. No visitor may enter a classroom, the cafeteria, or the Learning Commons without prior administrative approval.

*Mt. Ararat High School is a Drug/Alcohol & Tobacco Free Zone*

## MTA's Vision



Empowering All to Grow, Learn, Explore & Soar

## MTA's Code of Cooperation

Engage in Learning  
Demonstrate Effort and Perseverance  
Take Responsibility for Your Own Learning  
Be Respectful of Self and Others  
Be Safe

## Our Mission

At Mt. Ararat High School our vision is for every student to explore and work toward fulfilling his or her unique potential.

In order to achieve this vision, it is our mission to:

- ensure challenging and personalized learning;
- teach the essential skills necessary to meet the demands of a changing world;
- provide a safe, nurturing, and intellectually vibrant environment where diversity is valued and everyone is respected; and
- work in partnership with families and the community to promote the health and development of the whole individual.

### Academic Expectations for Student Learning

All Mt. Ararat High School graduates will be self-directed and lifelong learners. As such, they will be:

- effective communicators,
- quality workers,
- problem solvers, and
- integrative and informed thinkers.

### Civic and Social Expectations for Student Learning

All Mt. Ararat High School graduates will be responsible and involved citizens. As such, they will:

- assume responsibility for their own behavior and utilize appropriate conflict resolution skills;
- demonstrate an understanding of the rights, duties and responsibilities of citizenship in a democratic society; and
- be respectful and tolerant.

These academic, civic, and social expectations adhere to 21st Century learning expectations and the Maine Guiding Principles.

## Our School History, Colors and Mascot

Mt. Ararat School opened its doors in 1973 to serve the needs of the students of its four sending towns: Bowdoin, Bowdoinham, Harpswell, and Topsham. The name "Mt. Ararat" was derived from the hill of the same name immediately behind the school with a fire tower at the crest. Our school colors are red, royal blue, and white. Our mascot is the American Bald Eagle.

## Table of Contents

<b>SECTION I: SCHOOL CALENDAR INFORMATION, CHILD FIND NOTICE AND REPORTING CHANGES OF ADDRESS</b>	<b>6</b>
School Calendar 2019 - 2020	6
Special School Year Events	6
Child Find Notice	6
Reporting Changes of Address/Guardianship	6
<b>SECTION II: ACADEMICS, HABITS OF WORK, GRADING, AND RECOGNITION</b>	<b>7</b>
Course Schedule & Graduation Requirements	7
Modified Graduation Requirements for Region Ten Technical High School Students	7
Advisory Program	7
Beyond Credit Requirements	7
Schedule Changes and Course Withdrawals	8
Region #10 Technical High School Career and Technical Programs	8
Student Assistance Team and Supportive Programs	8
Credit Through Adult Education	8
Career-Oriented Pathways Toward Graduation	8
Independent Study	9
Summer School	9
Grading Principles & Practices	9
MTA Grading Program - Infinite Campus	9
MTA Grading Guide for All Students	10
Mid-year and Final Examinations	10
Administrative Failure	10
Habits of Work	10
Mt. Ararat High School's Habits of Work Rubric	11
GPA (Grade Point Average)	11
Class Rank	12
Weighted Grades	12
Honors Recognitions, Senior Off-Campus Privilege and Athletic Eligibility	12
Graduation Speakers/Honor Cords	12
<b>SECTION III: GENERAL INFORMATION, SUPPORT SERVICES, AND RESOURCES</b>	<b>13</b>
Arrive and Remain at School	13
Hall Passes/Honors Pass	13
Balancing School, Work and Extracurricular Activities	13
Counseling and School Social Work Services	13

English Language Learners	13
Fire and Emergency Drills	14
Learning Commons	14
Lockers	14
Lunch	14
SAT Test & Registration Dates for School Year 2019-2020	15
School Nurse, Medication Policy, Treatments, and the Eagles' Health Clinic	15
Student Automobiles and the Parking Lot	15
Study Halls	16
Technology	16
Procedures For Using Personally-Owned Computer Devices in M.S.A.D. No. 75	19
<b>SECTION IV: ATTENDANCE POLICY AND PROCEDURES</b>	<b>21</b>
Attendance Policy and Procedures Introduction	21
Absences: Documented, Excused and Unexcused	21
Failure Due to Excessive Absenteeism	21
Attendance Procedures - Parental Notice to School	22
Making up Work from Absences	22
Response to Excessive Absenteeism and Truancy	22
Early Dismissals	23
Tardy Policy	23
<b>SECTION V: CITIZENSHIP AND BEHAVIORAL EXPECTATIONS</b>	<b>24</b>
Citizenship Code	24
Student Behavior and Discipline Code	24
Explanation of Disciplinary Procedures	27
Academic Honesty Policy	28
Bomb Threats	29
Bullying and Cyberbullying Prevention in Schools	29
Bus Conduct and Information	33
Cell Phones and Other Electronic Devices	33
Dance Procedures	34
Dress Code	34
Excessive Displays of Affection	35
Fighting and Bystanders' Responsibility	35
Harassment and Sexual Harassment of Students	35
FILE: ACAA	
Headphones	36
Insubordination	36
Lost and Stolen Property	36
Non-School Behavior	36

Searches	36
Student Searches - School Board Policy File: JFG	37
Substance Abuse Policy	38
Tobacco Use Policy	39
Ways to Resolve Conflicts	39
<b>SECTION VI: EXTRACURRICULAR ACTIVITIES AND ACADEMIC ELIGIBILITY</b>	<b>39</b>
Extracurricular Philosophy	39
Extracurricular Activities	39
Interscholastic Sports Teams	40
Academic Eligibility	41
Attendance and Athletic Eligibility	42
General Athletic Participation Guidelines	42
Other Athletic Rules	43
School Fundraising Policy	43
Hazing Policy	43
Affirmative Action Policy Statement	43
Student Records - Family Educational Rights and Privacy Act (FERPA)	44
School Ceremonies and Holiday Observances Policy	45
M.S.A.D. No. 75 Integrated Pest Management Policy	45
M.S.A.D. No. 75 Asbestos Management Policy	46
M.S.A.D. No. 75 Student Surveys and Marketing Information Policy	46
M.S.A.D. No. 75 Staff Conduct with Students	47
M.S.A.D. No. 75 Report of Child Abuse and Neglect	48

**SECTION I: SCHOOL CALENDAR INFORMATION, CHILD FIND NOTICE AND REPORTING CHANGES OF ADDRESS**

<b>School Calendar 2019 - 2020</b>		<b>Special School Year Events</b>	
First Day of School – All Grades	Sept. 3	Homecoming Week 30 - Oct. 5	Sept.
Staff Development – No School	Oct. 11	PSAT Day	Oct. 16
Columbus Day – No School	Oct. 14	Fall Sports Awards	Nov. 4
Veterans’ Day Holiday - No School	Nov. 11	Parent/Teacher Conferences	Nov. 13
Staff Compensation Day - No School	Nov. 27	Fall Play	Nov. 22 - 24
Thanksgiving Break – No School	Nov. 28 - 29	Band Concert	Dec. 5
Winter Break I – No School	Dec. 23-Jan.1	Chorus Concert	Jan. 15
Martin Luther King, Jr. Day – No School	Jan. 20	Spring Musical	Mar. 6 - 8
Staff Development Day - No School	Jan. 21	Winter Sports Awards	Mar. 9
Winter Break II – No School	Feb. 17 - 21	Band Concert	Apr. 14
Staff Development – No School	Mar. 13	AP Exams	May 4-15
Staff Development – No School	April 17	Senior Prom	May 16
Spring Break – No School	April 20 - 24	Senior Awards	May 27
Memorial Day – No School	May 25	Chorus Concert	May 28
Projected Last Day (Pending SNOW)	June 12	Underclass Awards	June 3
Graduation	June 14	Mandatory Marching Practices	June 11-12
		Spring Sports Awards	June 8
		Graduation	June 14

**Child Find Notice**

As a resident of MSAD 75, you are NOTIFIED that you are entitled to certain rights under the Individuals with Disabilities Education Act (PL – 105-17).

Under federal law and State regulation, MSAD 75 is responsible for locating, identifying and evaluating all resident students in home, public, private or school settings who are or may be in need of special education services. This responsibility is called “Child Find” and includes this notification.

If you are a parent of a resident student or know of any resident student who does or may have a disability which may require special education services, please contact either the MSAD 75 Director of Special Services at 729-1557, or the Principal of your local public school. MSAD 75 will initiate a referral process for an individual comprehensive evaluation to determine whether a student is eligible to receive special education. All contacts are kept strictly confidential.

**Reporting Changes of Address/Guardianship**

Parents/students must report any change of guardianship, address or telephone numbers to the Main Office. In some cases you may be asked to provide documentation of the changes. Students who do not meet residency requirements as a result of a change must attend school where they reside or apply to the MSAD #75 superintendent for consideration of continued enrollment.

## **SECTION II: ACADEMICS, HABITS OF WORK, GRADING, AND RECOGNITION**

### **Course Schedule & Graduation Requirements**

Students must be enrolled in a minimum number of courses at all times to be considered a full-time student (seniors - minimum is 5 courses/underclassmen - minimum is 6) and courses must be in at least three different subjects. Advisory is required for all students and successful completion of a Senior Capstone Project is required for graduation.

Students must earn a minimum of 21.25 credits (partial credits are not awarded), including:

- 4 credits in English (including English I-IV)
- 3 credits in Social Studies (including History I-III)
- 3 credits in Math (Please refer to Mt. Ararat High School Program of Studies for details.)
- 3 credits in Science (Please refer to Mt. Ararat High School Program of Studies for details.)
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 1/2 credit in Health
- 1.25 credits in Advisory and Senior Capstone

### **Modified Graduation Requirements for Region Ten Technical High School Students**

Region 10 Technical High School students must earn a minimum of 21.25 credits with the following modifications to credit requirements allowed based on number of years a student attends Tech 10:

<u>Number of Years at Region Ten</u>	<u>Modification</u>
2	Regular graduation requirements apply.
3	May graduate with two credits in two of the following: Social Studies, Science, and Math. All other graduation requirements apply.
4	2 credits in Social Studies, Science, and Math. All other graduation requirements apply.

Please see your counselor for information regarding credit awards for Health Occupations and Commercial Arts.

### **Advisory Program**

Each student is required to satisfactorily complete Advisory program expectations for attendance, participation, and completion of core assignments as outlined in the Advisory curriculum. The curriculum for each grade level includes a sequence of core assignments designed to facilitate each student's development of a post-secondary plan and successful completion of the culminating Senior Capstone Project. This curriculum encourages students to meet the demands of the 21st Century learning expectations and the Maine Guiding Principles. The Senior Capstone Project is a requirement for graduation; each student is required to successfully design, complete, and present a Capstone project in order to graduate. Other priorities of the Advisory Program include: regular review of each student's academic progress and attendance, communication with parents, discussion of school-wide issues, and participation in team-building and other activities to build a sense of community and belonging at school. Pass/Fail grades are awarded per quarter based on attendance and satisfactory completion of core assignments.

### **Beyond Credit Requirements**

Please note that the graduation requirements needed to earn a MTA diploma represent the requirements all students must meet for graduation. In addition to satisfying these requirements, students and parents should consider the following and take full advantage of learning opportunities that exceed this requirement based on aspirations:

1. Students are encouraged to take classes that are academically challenging.
2. Students considering post-secondary education (particularly two or four year colleges) should exceed the high school graduation requirements and take four years of mathematics; four years of science; and three years of a foreign language. Students should keep all post-secondary options open.
3. Students who seek to compete as Division I or II athletes must satisfy the NCAA Clearinghouse academic eligibility guidelines, and need to be aware of NCAA eligibility requirements. Contact the Counseling Office for information.

### **Schedule Changes and Course Withdrawals**

Students may be able to change a course or schedule during the add/drop period by scheduling an appointment with their school counselor during the add/drop period. The school counselor will document the proposed request on the Schedule Change Request form, determine that the student remains in compliance with academic requirements, and ensure the appropriate signatures are acquired.

After the end of the course change period, a course may only be changed if the teacher recommends a change based upon a revised academic placement. Teacher initiated changes must be discussed with the parent and student and approved by the department head. The course title and “W/F” (withdrawn/fail) or “W/P” (withdrawn/pass) will appear on the student’s transcript.

Schedules can be changed for the following reasons:

1. Improper academic placement
2. Individual Education Plan
3. Student Assistance Team recommendation
4. Academic requirement compliance

To change a schedule, approval must be received from all involved teachers and department heads. Teachers should not consider any student’s schedule changed until they have received written confirmation from the school registrar. Courses changed after the add/drop period has ended must also be approved by the principal.

### **Region #10 Technical High School Career and Technical Programs**

Mt. Ararat students have the option to enroll in half-day courses offered at the Region 10 Technical High School. Students typically enroll as sophomores, juniors and seniors. In some instances, freshman students are permitted to attend. Students earn three credits each year towards graduation through successful completion of a technical course. Students leaving Tech 10 before the end of the year normally receive no credit, however, the principal may award up to 1 1/2 credits to students leaving after the first semester based on unusual hardship or recommendation from Tech 10 administration. Buses transport students to and from Tech 10.

### **Student Assistance Team and Supportive Programs**

Mt. Ararat High School offers programs to support student success. A 9th Grade Transition program is in place to support students who have a variety of needs. Alternative Education program is available for a limited number of students in grades 9 and 10. Additionally, Mt. Ararat’s Support Services Department identifies and manages the needs of students with documented disabilities. The Student Assistance Team (SAT) determines whether students should be referred to an alternative program, special services, or have a modified schedule. Referrals to the SAT are made by contacting a child’s school counselor.

### **Credit Through Adult Education**

Under special circumstances, permission to take Adult Education classes for high school credit may be granted by administration. Students must be at least 17. Except in extreme circumstances, no more than two credits for required courses (one in any subject) may be fulfilled via Adult Education.



## Career-Oriented Pathways Toward Graduation

MTA participates in the Jobs for Maine Graduates and Pre-Apprenticeship programs. For information, parents or students should contact the Counseling Department or the Jobs for Maine Graduates teacher.

## Independent Study

A student may apply for independent study in pursuit of worthwhile educational goals unavailable or inaccessible through MTA's academic program. Students interested in applying for independent study should speak to their counselor. If the course desired is available at MTA and could be, or could have been worked into the student's schedule, independent study is not an option.

## Summer School

Summer school *may* be available to students who have not met course requirements based on teacher recommendations. Check with the Main Office or Counseling Office for more details regarding summer school.

## Grading Principles & Practices

The following grading principles guide what and how we communicate student achievement:

**Principle:** The purpose of grading is to communicate student learning progress and achievement accurately and consistently.

**Practice:** *We consistently use an online gradebook program to record and track student learning progress and achievement that students and parents can access.*

**Principle:** Grades should show what students know and what they can do.

**Practice:** *We report student achievement and progress on learning goals associated with specific courses; work habits such as participation and effort are reported separately.*

**Principle:** Grades should be understandable, based on concise and clearly articulated standards and performance criteria.

**Practices:** *We use grading scales to report on levels of student performance on assignments associated with specific learning goals and report on student achievement 8 times throughout the school year.*

**Principle:** Behaviors (e.g., attendance, on task behavior, time management, working with peers) should be reported separately from academic performance.

**Practices:** *We score habits of work separately from academic performance so students and families know if the students habits of work support academic progress.*

**Principle:** Grading practices should be consistent across teachers, grades, schools.

**Practices:** *We use common scales and assessments associated with course learning goals to evaluate student achievement to ensure that students are graded based on common criteria.*

**Principle:** Grades reflect proficiency at a given point in time, rather than an average of scores.

**Practices:** *We are growth minded and grades recorded provide feedback about student learning at a point in time as they grow skills and knowledge of concepts required to demonstrate proficiency on learning goals for a specific course.*

The [M.S.A.D. No. 75 Graduation Standards](#) are the foundation for curriculum and each course at Mt. Ararat High School is designed to address a specific set of learning goals. A learning goal is a discrete part of a content area graduation standard and the organization of learning goals in a progression of courses builds the knowledge and skills students need for graduation.

## MTA Grading Program - Infinite Campus

Infinite Campus is the program used for grading and reporting for all students, grades 9 - 12. Infinite Campus is used for

recording grades on assignments and assessments for each scheduled course. Assignments and assessments in the gradebook are organized by categories that outline the learning goals for the course. Grades reported in Infinite Campus are used to determine scores on progress reports and grades on report cards. Grades in Infinite Campus determine if a student receives credit for a course. Grades are also used to calculate a student's GPA, class rank, and honor roll.

### **MTA Grading Guide for All Students**

Infinite Campus is the student information system used to record and track student performance and progress throughout the school year. Grades, GPA, class rank, honor roll and eligibility are based on the following scale:

Letter	Percentage	Grade Point
A+	98.5-100	4.0
A	92.5-98	4.0
A-	89.5-92	3.7
B+	87.5-89	3.3
B	82.5-87	3.0
B-	79.5-82	2.7
C+	77.5-79	2.3
C	72.5-77	2.0
C-	69.5-72	1.7
D+	67.5-69	1.3
D	62.5-67	1.0
D-	59.5-62	0.7
F	Below 59.5	0.0

### **Mid-year and Final Examinations**

Students are required to take end-of-semester examinations (Midyear or Final) which count as 1/7 of the student's semester grade. Failing to complete a final exam in a year-long course or a semester-long course results in failure of the course. Seniors are exempt from final exams in those courses in which they have earned at least a B- for the 4<sup>th</sup> quarter and the year for a full year course; B- for the 2<sup>nd</sup> or 4<sup>th</sup> quarter and the semester for a semester course.

### **Administrative Failure**

Students with excessive absences, both excused and unexcused may fail a class. Please see the Attendance section for details.

### **Habits of Work**

The academic and behavioral performance is separated in the grading system at MTA and published on report cards. A student's habits of work significantly impact levels of learning. Engaging in positive work habits creates an environment that supports learning. Emphasizing work habits consistently in the classroom promotes the development of life skills which students apply to work or other environments. Mt. Ararat High School reports on student habits of work each marking period based on a school-wide rubric.

Habits of Work scores are factored into the honors systems at Mt. Ararat High School. The following range of scores on Habits of Work reflect levels of student performance:

- 4.0 - 3.0 = indicates consistent exhibition of behaviors important for learning
- 2.9 – 2.5 = indicates some consistency of exhibition of behaviors important for learning
- 2.4 or below = indicates inconsistent exhibition of behaviors for learning

### Mt. Ararat High School's Habits of Work Rubric

	<b>Score = 1</b>	<b>Score = 2</b>	<b>Score = 3</b>	<b>Score = 4</b>
	Student rarely...	Student sometimes...	Student consistently...	Student consistently demonstrates all of "3" and often...
<b>Prepares for Class</b> * Self Directed and Lifelong Learner	Completes assignments and meets established deadlines  Arrives on time and with materials needed for class	Completes assignments and meets established deadlines  Arrives on time and with materials needed for class	Completes assignments and meets established deadlines  Arrives on time and with materials needed for class	Demonstrates initiative in starting, organizing, and completing tasks  Reads or works beyond what is expected
<b>Engages in Class</b> * Clear and Effective Communicator * Responsible and Involved Citizen	Focuses on learning during various class activities  Contributes actively and respectfully to discussions and/or collaborative tasks  Behaves appropriately in all situations to foster learning  Listens actively to peers and teacher	Focuses on learning during various class activities  Contributes actively and respectfully to discussions and/or collaborative tasks  Behaves appropriately in all situations to foster learning  Listens actively to peers and teacher	Focuses on learning during various class activities  Contributes actively and respectfully to discussions and/or collaborative tasks  Behaves appropriately in all situations to foster learning  Listens actively to peers and teacher	Independently engages in learning activities  Engages in self reflection processes that advance learning  Exemplary group member viewed as a leader
<b>Demonstrates Effort and Perseverance</b> * Self Directed and Lifelong Learner	Puts forth strong effort to produces quality work  Perseveres and/or seeks additional resources when facing challenges  Seeks feedback to improve the quality of work	Puts forth strong effort to produces quality work  Perseveres and/or seeks additional resources when facing challenges  Seeks feedback to improve the quality of work	Puts forth strong effort to produces quality work  Perseveres and/or seeks additional resources when facing challenges  Seeks feedback to improve the quality of work	Extends the parameters of the assignment  Seeks challenges and takes risks
<b>Conducts Self Respectfully</b> * Responsible and Involved Citizen	Manages classroom behavior in a way that benefits the learning community and aligns with school policies	Manages classroom behavior in a way that benefits the learning community and aligns with school policies	Manages classroom behavior in a way that benefits the learning community and aligns with school policies	Manages classroom behavior in an exemplary way that serves as a model for others

## **GPA (Grade Point Average)**

GPA's are calculated each marking period based on a GPA conversion table (see page 10).

## **Class Rank**

Class rank is based on semester grades, with grades in all classes given equal weight. Students must have attended Mt. Ararat as a full time student for at least three consecutive semesters prior to the final semester leading to graduation. Home schooled and foreign exchange students are not included in class rank. Courses completed at a college or during a semester/year away are not factored into GPA/class rank. Please note, some dual enrollment courses (SMCC) may have more rigid requirements for college credit than for MTA credit. Transcripts for students will reflect MTA grades and credits.

## **Weighted Grades**

Mt. Ararat High School does not weight grades to determine class rank or grade point average and will not provide weighted grade information to students or parents. However, if college and/or financial aid applications require this information, application of a formula used at other schools is suggested which awards weighted points (1.35) to Advanced Placement courses.

## **Honors Recognitions, Senior Off-Campus Privilege and Athletic Eligibility**

High honors and honors recognition is awarded to students who are enrolled as full-time students (5 courses for Seniors, 6 for underclassmen) who meet the following standards for quarter grades:

High Honor Roll: GPA at least 3.7, no grade lower than A-, and Habits of Work averages must be at 3 or above with nothing lower than a 3.0.

Honor Roll: GPA at least 3.0, no grade lower than a C, and Habits of Work averages must be at least 3 or above with nothing lower than a 2.5.

Honors Passes are issued to Seniors, Juniors and Sophomores who qualify for the Honor or High Honor Roll.

Honors Study is issued to Seniors, Juniors and Sophomores who qualify for the Honor or High Honor Roll. Honors Study is a study hall with less structure than a regular study hall because students have performed well both academically and behaviorally.

Senior Off-Campus Privilege - Seniors need to qualify for the Honor or High Honor Roll in order to be eligible for Senior Off-Campus Privilege. Senior eligibility for off-campus privilege is reviewed at the end of each quarter. Habits of Work averages must be at 3 or above with nothing lower than a 2.5 to be eligible.

### Athletic & Extracurricular Eligibility

Eligibility to participate in school activities is determined by quarter grades. For details, please go to page 40-41 in this handbook. Habits of Work are currently part of the process used for conditional athletes and concerns associated with Habits of Work can impact eligibility to participate in extracurricular activities.

## **Graduation Speakers/Honor Cords**

Students who have attended Mt. Ararat as full time students for three consecutive semesters prior to the final semester leading to graduation and have taken classes that have not been remedial or self-contained are eligible for receiving Honor Cords and for earning a speaking part at graduation. The top three seniors will be invited to speak at graduation. Honor Cords are distributed to students who have a cumulative GPA of at least 3.7 (high honors) or 3.0 (honors). National Honor Society members may receive NHS emblems.

## **SECTION III: GENERAL INFORMATION, SUPPORT SERVICES, AND RESOURCES**

### **Arrive and Remain at School**

Students are to enter the school building immediately after arriving in the morning. Students must remain in school during the school day unless authorized to go outside by a teacher in connection with a class learning activity or by an administrator. Students are not allowed to go to cars during the school day; if a circumstance warrants that a student should be permitted to go to a vehicle, administrative permission would be required. Students arriving at school early should remain in the main lobby until 7:30 am (8:40 am on Wed.) unless they have a scheduled appointment with a staff member.

### **Hall Passes/Honors Pass**

All students (including seniors) must carry a pass when moving about the building during class time, and should have their student ID at all times. This measure is designed to provide for everyone's safety by knowing where students are in the building. The ID will confirm a student's identity if a staff member does not know a student. ID cards are also used for Learning Commons services. Any student who loses his/her ID card must see the Learning Commons and purchase a new card for a fee of \$2.00 per card.

**Passes** are provided by staff; students must receive a written pass issued by a teacher or staff member from the teachers passbook when leaving a classroom during a non-passing time. All passes must have the student's name, leave time, date, destination, and teacher's signature/initials. Passes are either short term, providing for return within a designated time, or long term, allowing a student to have a more extended stay in a predetermined destination (Learning Commons, Counseling Office, Nurse, Student Affairs Office (SAO), etc). In addition to having a pass, students are expected to complete the Classroom Sign In/SignOut sheet posted in their classroom before leaving. Students are expected to arrive to class and study hall prepared, so very few locker passes should be issued; locker passes will only be issued if a teacher has forgotten to inform students of the need for certain materials or a staff member determines there is a need for a student to go to a locker. Students issued passes during a study hall must report back to study hall before the end of the period. Passes will not be issued after 2:00pm.

**Honors Passes** allow students to move about the building without a teacher signed pass. Honors passes must be affixed to the student ID and must be displayed by students on a lanyard or hang tag in order to exercise this privilege. Honors passes affixed to cellphones are not acceptable given that cell phones are not permitted when a student would need a pass; honors passes must be on student IDs. Students using Honors Passes still need teacher permission to leave a class, have a designated destination, and are still required to sign in and out of classrooms so that their specific destination is known.

### **Balancing School, Work and Extracurricular Activities**

Students who choose to hold a job are assuming an extra responsibility which they must plan to manage with their first and primary school responsibilities. School administrators would be glad to assist any student having a difficult time balancing school, athletics and work life by contacting the student's employer, coach or parent.

### **Counseling and School Social Work Services**

School counselors provide academic, career and personal social counseling to help students foster personal growth, acquire positive social skills, set appropriate career goals and develop their unique potential. Parents may call the Counseling Office to arrange an appointment with a counselor or a conference with teachers.

Social Work services are available to students and/or their families concerning personal issues that require longer term or a more intensive support than is ordinarily provided by school counselors. You may contact your student's counselor if you would like to make a request for social work services.

## English Language Learners

The District has an English Language Learners (ELL) instructor on staff. Parents seeking to access such services for their student(s) should contact the Counseling Office for more information.

## Fire and Emergency Drills

Fire and lockdown drills are required by law. The school may conduct other emergency drills as well. Students will be instructed by a staff member where they are to go and how to get there in case of any drill or true evacuation. It is essential for everyone to obey instructions and to clear the building by prescribed routes quickly and quietly. Students must report to the staff member with whom they are assigned at the time of the drill or emergency so attendance can be taken. The goal is to establish procedures that allow us to account for everyone who is in attendance quickly and ensure each person's safety. Everyone returns to the building after tones have sounded. Failure to cooperate in appropriate drill procedures will be treated as insubordination.

## Learning Commons

The Learning Commons provides a wide variety of materials and resources for both classroom assignments and personal reading enjoyment. The Learning Commons collection includes more than 20,000 books and a wide variety of magazines and newspapers for students to use. The Learning Commons' digital collection includes encyclopedias and databases as well as ebooks and audiobooks that can be accessed through the Learning Commons' website. Students and staff are encouraged to recommend new titles for the collection.

The Learning Commons also has many pieces of audiovisual equipment. Students may borrow projection and recording equipment to complete school assignments. Most equipment may also be checked out for overnight use. Learning Commons staff members are available to provide the necessary training.

The Learning Commons has an area for classes to do research, space for small groups to work together, a silent study area for individual students to work without interruption, and a space to engage in other learning opportunities. Check the Learning Commons section of the school website for detailed and up-to-date information about the Learning Commons' hours, circulation policies, and other available services. The Learning Commons' hours will be posted online at the beginning of each school year.

The Learning Commons provides technical support and training for faculty, staff, and students. Support is available before school, during the school day and after school. Technical Support is not available during Advisory time.

The Learning Commons operates a store where students can purchase school supplies such as pens, pencils, folders and technology storage devices including Flash Drives, CD's and DVD's.

## Lockers

Lockers and combinations are assigned to students who wish to use a locker once the school receives a signed statement of understanding that the lockers are the property of the school and students should not expect privacy in this space. Administrators control all lockers and may open any locker if they determine there is a need. Lockers may also be searched at random as described in School Board Policy File JFG. Students are responsible for handling locker combinations (both school assigned or personal combinations) responsibly and are strongly advised to keep locker combinations private. M.S.A.D. No. 75 is not responsible for articles stored in lockers. Students should not leave personal valuables in lockers. Sharing your combination with anyone, even a friend, can lead to others gaining access to your personal and school assigned materials! Students should not "rig" the locker to remain unlocked for convenience. Lockers are emptied the day after school closes for summer break. Personal items are held for one week and then discarded.

## Lunch

Students are assigned to a lunch based on their period three schedule. Students may eat in the Commons or in other areas designated by administrators. Students are expected to show common courtesy by cleaning up their trash. Students share responsibility for all trash left at their tables. Note: Students who are not scheduled for lunch are not to pass through or be in the

Commons during that lunch period.

## SAT Test & Registration Dates for School Year 2018-2019

All students will be tested during their third year of high school using the SAT on the date set by the College Board for the School Day SAT. Test results for this administration of the SAT will be used for State reporting purposes; students can use this free opportunity to take the SAT to submit the scores to post-secondary institutions to which they plan to apply. For juniors or seniors planning to take the SAT at other times, please visit the College Board website ([www.collegeboard.com](http://www.collegeboard.com)) for up-to-date information on the testing, testing dates, registration process.

## School Nurse, Medication Policy, Treatments, and the Eagles' Health Clinic

The school nurse is available on a daily basis for assessment and counseling regarding health issues. It is important that students plan to visit the nurse during non-academic times when possible except in the case of an emergency. Students are required to have a pass from their teacher. Students who become ill during the school day must see the school nurse and the nurse will make arrangements with a parent or emergency contact for dismissals. All accidents occurring at school must be reported to a teacher and the nurse before a student leaves school.

All medications, prescription and non-prescription alike, must be kept in the Student Health Center. In compliance with state law, the school requires both a doctor's order and parent permission to administer any medication to a child. Parents can access the "Permission to Administer Medication Form" on our website (<http://link75mta.ss11.sharpschool.com/>) under Our School - Departments and Programs and select "Health Services" or you can contact the school nurse. In addition to written parent permission, we have orders from our school doctor that allow us to administer the treatments below:

Medication supplied by you: such as Tylenol or Ibuprofen and some cold products (All other medications must be sent to school with a doctor's order in the original bottle. In the case of short term prescribed medications, the bottle may serve as a physician order).

**The following is a list of over-the-counter treatments that may be administered at school by the school nurse:**

### Wound Care:

Antibacterial  
Hydrogen peroxide Bactine  
(benzalkonium chloride) solution  
Triple antibiotic ointment

### Skin Care:

Caladryl  
1/2% - 1% hydrocortisone  
cream  
Aloe Vera gel  
A & D ointment  
Burn gel  
Sting swab for insect  
stings

### Miscellaneous:

Sterile isotonic eye wash for minor  
eye irritations  
Refresh or Clear Eye eye drops  
Orajel or Anbesol for minor tooth  
irritations  
Tums for minor stomach upset  
Cough drops

Please send a written statement to the school if you do not wish to have your child receive these treatments if needed. No child with a potentially life-threatening illness will be allowed to attend Mt. Ararat High School without providing the school with unexpired emergency medication. This includes but is not limited to an EpiPen or Auvi-Q, glucagon, or an albuterol inhaler. For more information, please contact the Student Health Center at ext. 264.

In addition to the school nurse, the School Based Health Center (Eagles' Health Clinic) offers expanded medical and behavioral/mental health care. The Eagles' Health Clinic has a family nurse practitioner who is available to students three days per week; hours are posted in the health clinic. The nurse practitioner is able to diagnose and treat ailments and injuries, refer to specialists and write prescriptions. The nurse practitioner does not become a student's Primary Care Provider (PCP) but can communicate with your PCP. The nurse practitioner can refer students for behavioral, mental health therapy and other specialties. The school-based Sweetser Behavioral/Mental Health Therapist is available Monday through Friday, 8 – 2 in the School Counseling Office. The Eagles' Health Clinic has no enrollment fee but a registration form is required. There are no co-pays to see the nurse practitioner. Insurance companies are billed for nurse practitioner and behavioral/mental health therapist visits. Students over the age of 18 can self-enroll. Enrollment can be done any time in the school year. Enrollment forms are available on our website or you can contact the School Based Health Center at 729-2951 x 273.

## Student Automobiles and the Parking Lot

Parking in the student parking lot is a privilege, not a right. Student parking is extremely limited and parking spaces are open to seniors first, and then to juniors. Sophomores and freshmen may not park on school grounds during the school year 2019-2020. Any student wishing to park on school grounds must have a parking form signed by parent(s) and an administrator; show a valid driver's license, registration, and proof of insurance; and submit payment of the parking fee to the Student Affairs Office. Students owing any books or fines to the school or Learning Commons must clear their accounts before a parking permit is issued. The cost for parking is \$20.00. Students are expected to park in their assigned area. Vehicles parked without proper authorization or not in the assigned area or the parking lot are subject to towing without notice to the driver.

Region Ten students who wish to drive to the Technical School must see their Assistant Principal. This privilege is for Juniors and Seniors only. No passengers will be permitted to ride with students who drive to the technical school. Students who choose to transport other students will have driving privileges suspended. Additional terms for parking are listed on the parking form.

## Study Halls

Study Halls are designed to provide students the opportunity to work independently on assigned coursework during regular school hours. Students benefit from positive use of this time to work on both short-term and long-term assignments. The guidelines for study halls are as follows:

1. Study Hall is an academic period where students engage in study related to academic coursework.
2. Students are to arrive at study hall on time, bring coursework materials, a reading book, and a plan for working on specific assignments. Students who have all assignments completed should plan to read or work on long term projects.
3. Study Hall is a quiet working environment, not a social or relaxation environment. The atmosphere supports student engagement in academic activities.
4. Students may use their assigned laptop for academic purposes only. If students have completed all their assignments, students may access a teacher approved site.
5. Students may sign out of study hall to go to the Learning Commons, Counseling Office, or SAO. Students may sign out to go to a specific classroom if they have a pass from the receiving teacher confirming the teacher is expecting them during the block. Students must sign back in before the end of the period.
6. Students may be released using the Pass system from study hall to go to the bathroom, breakfast line, or locker. Students are allowed no more than 10 minutes.
7. Students and teachers are to use the pass system. Students that do not follow pass procedures may lose pass privileges from study hall for a period of time.
8. The study hall monitor is a classroom teacher and will command the respect and have the authority of a classroom teacher.
9. Based on quarter grades, Sophomores, Juniors, and Seniors who meet the criteria for honors will be assigned to an "Honors Study Hall". Others will be assigned to an academic study hall.

Honors study is a privilege. Students who make choices that result in disciplinary action being taken may lose this privilege. In either case, study halls are for studying; students should not have the expectation of socializing, playing games, and/or engaging with technology for the purpose of entertainment.

## Technology

Students are issued a MLTI laptop which may be used at school and at home during the school year in support of the school curriculum and student learning. The laptops have a variety of educational software and are used in all classes so students must bring them to school every day.

### MLTI Laptop Guidelines

The Macbook issued to you is your responsibility, to be used only by you; the student assigned to it. Food, drinks, pets and smoking materials should be kept away from the laptop. Macbooks should always be carried zipped in the MLTI case. Any student carrying their laptop without the case will have the laptop confiscated until they produce the labeled laptop case.



Macbooks should be kept clean. Cleaning supplies are available at the Learning Commons. Your name sticker must not be removed from the laptop, charger, or case. Likewise, do not remove the silver MLTI sticker on the bottom of the laptop. No other stickers may be affixed to the laptop. There will be a fee for replacing removed name or MLTI stickers; and cleaning fees may apply if Learning Commons staff have to remove unauthorized stickers.

Media, including music and movies, loaded onto the Macbook for curricular uses must be legally downloaded. Downloading copyrighted media from peer-to-peer and other file sharing sites is not legal, and a violation of the district's Acceptable Use Policy. All media, images, documents and movies contained on the Macbook must be appropriate. Inappropriate content will be grounds for disciplinary action.

Students participating in any after school activities, athletics or other activities, need to ensure the laptops are stored in a secure location. Coaches and activity advisors may be able to provide a secure place for the laptop during after school activities. Laptops must be stored in a secure location for the duration of the contest, practice, or activity; this includes home and away events. At the end of the event, students may retrieve the laptop to bring home.

#### Additional Rules for Laptops Issued Through MLTI:

1. Before a laptop is issued to a student, the student and/or parent must acknowledge the school's lending policy.
2. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. M.S.A.D. No. 75 offers a Take-Home Coverage program for parents to cover replacement costs and/or repair costs for laptop damages not covered by the manufacturer warranty. Liquid damage is not covered by insurance or the manufacturer warranty.
3. If a laptop is lost or stolen, this must be reported to the Technology Coordinator immediately, and a report should be filed with the local police.
4. The Board's policy and rules concerning computer and internet use apply to use of laptops at any time or place, on or off school property. Students are also responsible for obeying any additional laptop rules issued by school staff.
5. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in the loss of laptop lending privileges and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
6. Parents are responsible for supervising their child's use of the laptop and internet access when in use at home.
7. Laptops must be returned in acceptable working order. Periodic inspections will be utilized to ensure proper care. Both students and parents will be informed when a laptop incurs billable damage.
8. To conserve resources, students should only print what is required for their classes. Printers are located throughout the building for students to print assignments.
9. Personally owned laptop computers are permitted only under limited conditions. Students must meet with Learning Commons staff prior to bringing the devices to school and/or accessing the MSAD 75 network.

#### Student Computer and Internet Acceptable Use

M.S.A.D. No. 75 computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks and internet services is a privilege, not a right. Compliance with the District's 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.

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. The District monitors all computer and internet activity by students. Students have no expectation of privacy in their use of school computers.

M.S.A.D. No. 75 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child

pornography. M.S.A.D. No. 75 takes precautions to supervise student use of the internet, but parents should be aware that M.S.A.D. No. 75 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school website and/or other means selected by the Superintendent. The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Each student is responsible for his/her actions and activities involving the District's computers, networks and internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the District's computers and examples of prohibited uses. The 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** 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.

**B. Acceptable Use**

The District's computers, networks and Internet services are provided for educational purposes and research consistent with the District'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 the District's computers.

**C. Prohibited Uses**

Examples of unacceptable uses of the District's 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 the District's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. The District 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. The District 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. The District 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.
- 6. Non-School-Related Uses** - Using the District's 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 users' accounts
- 8. Malicious Use/Vandalism** - Any malicious use, disruption or harm to the District's 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. No. 75 computers remain under the control, custody and supervision of the District 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 the District for any losses, costs or damages incurred by M.S.A.D. No.75 for violations of Board policies and school rules while the student is using the District's computers, including the cost of investigating such violations. M.S.A.D. No. 75 assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District's computers.

**F. Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, Social Security number or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**G. System Security**

The security of the District's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

### **Procedures For Using Personally-Owned Computer Devices in M.S.A.D. No. 75**

Personally-owned devices are permitted in M.S.A.D. No. 75 schools only under the following conditions:

1. Using a personally-owned computer or other technology devices must not deprive others of access to the school's computing resources.
2. Use of personally-owned computers at school is solely for school-related tasks in compliance with the M.S.A.D. No. 75 Acceptable use Policy.
3. M.S.A.D. No. 75 bears no liability whatsoever for theft or loss of personally-owned laptops, attached peripheral devices or data on these devices.
4. Use of personally-owned technology devices on the school network will be subject to monitoring for violations.
5. The extent of the M.S.A.D. No. 75 technology staff's support of personally-owned devices is limited to:
  - a. Initial inspection of the device.
  - b. Connecting devices to the network, school printers and file servers
  - c. Periodic inspection of the device if deemed necessary
6. Before a computing device is permitted on the school network, a student must take the device to an identified technology staff person who will register and inspect it for:
  - a. Virus protection
  - b. Malware and spyware protection
  - c. An airport card (if student is planning on using the school network)
  - d. Clearly identifiable network name
  - e. Hardware network address
7. Technology support staff will review the Acceptable Use Policy with the student prior to any use of the device on school premises.
8. M.S.A.D. No. 75 does not make recommendation of hardware brands.
9. Students are responsible for purchasing their own software.

10. It is expected that software on personally-owned devices will be compatible with that in use within M.S.A.D. No. 75, and that M.S.A.D. No.75 is not expected to provide support for personal computer hardware or software.

11. Students cannot expect technology support of personally-owned devices beyond the initial connection of devices to the network, school printers and the file server.

The network is the property of M.S.A.D. No. 75 and is provided for the educational use of all students. Technology staff and administrators have the right to immediately remove the device and/or access from the network and/or revoke authorization for school use when, in the opinion of technology staff or administrators, the device, or the student's use of the device, violates school policy or in any way threatens or endangers the network.

## SECTION IV: ATTENDANCE POLICY AND PROCEDURES

### Attendance Policy and Procedures Introduction

This policy is intended to emphasize class attendance as a meaningful and essential component of each student's educational experience. Classroom instruction and the discussions and interactions that take place in class meetings are important parts of each course and of the learning process. When a student misses class, that part of the instruction cannot be replaced. For this reason, all students are expected to be in school on time and to attend all assigned classes every day. Attendance is primarily the responsibility of students and parents. The school best serves the home by establishing clear attendance expectations and providing a timely reporting of students' attendance patterns.

Students involved in sports and other extracurricular activities may not participate in those activities on any day that they are absent from school or dismissed early for illness. If absent for a reason other than illness, an assistant principal or principal may grant permission for the student to participate in a co-curricular event.

### Absences: Documented, Excused and Unexcused

In accordance with Maine law, Mt. Ararat High School accepts the following reasons for an excused absence from school:

- Personal illness
- Medical or dental appointments which cannot be scheduled outside the school day
- Death, serious illness, or other emergency in the immediate family
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A planned absence for personal, legal, or educational purpose which has the prior approval of the school

Except for the above, the law states that the adult supervising a school-age child "shall cause" the student to attend school. Absence from school for reasons other than those listed above is unexcused and not permitted. A student is considered tardy during the first 20 minutes of the class period and then will be marked as absent unless a suitable explanation is offered.

#### Documented Absences (DA)

**This type of absence does not count toward the five absence limit.** Examples: doctor, DMV, or other extenuating circumstances, which are **verified by a note or appointment card** on office letterhead from the place requiring the absence. Students are encouraged to provide such documentation. Pre-planned family or religious absences count as documented and the student is expected to complete a "Planned Absence" form, available in the Student Affairs Office (SAO) for approval before the absence. Suspensions, field trips or other school-related absences are also documented. The school nurse and other personnel in the Eagles Health Clinic can document a student's absence when they have provided services and can verify that a student needed to be out of school.

#### Excused Absence (EA)

Count toward the 5 absence limit per quarter limit.

Examples: Illness, car trouble, unforeseen family emergencies or other absence that a parent or guardian can verify as legitimate.

#### Unexcused Absence (UA)

Count toward the 5 absence limit per quarter limit

Examples: Skipping class or leaving school without proper authorization or no legitimate verifiable reason

#### Exceptions

In cases where legitimate extenuating circumstances exist, parents/guardians may appeal to meet with the principal. Student attendance at these meetings is mandatory. Parents/guardians who are dissatisfied with the decision of the principal may appeal to the Superintendent of Schools.

### Failure Due to Excessive Absenteeism

Students who accumulate more than five (5) excused and/or unexcused absences in any academic quarter may receive a grade of no higher than 59%.

## **Attendance Procedures - Parental Notice to School**

Parents are asked to call the school on the morning of the first day of absence and each day thereafter (*Please do not email*). If a call is not received, the school will make an effort to call parents. On the day the student returns to school after being absent, a student must bring a signed parent note to the Student Affairs Office explaining the reason for the absence. State law requires that student files contain notes from parents detailing the reason(s) for absences. If the absence is excusable, the student will be given an "Excused Absence" slip, which the student is to present to each of his/her teachers. If written parent verification is not provided upon a student's return to school after being absent, the absence will be considered "unexcused" and the student may be considered truant. Consequences will be assigned for unexcused absences according to the Student Behavioral and Discipline Code.

The school requests that parents schedule medical/dental appointments outside the school day. When this is not possible, documentation of the visit on office stationery must be provided upon return to school. Undocumented office appointments will count toward the attendance limit.

### Extended Medical Absences

Under normal circumstances, a doctor's note will be required in cases where a student is absent five (5) or more consecutive days due to illness. Students returning from an absence of five (5) or more consecutive days must meet with their counselor and obtain a make-up schedule, upon which all missed assignments and due dates will be recorded. Documented extended absences may result in more time available for make-up of work missed as a result of the absence..

### Planned Absences

Planned absence forms are available in the Student Affairs Office. This form requires the signatures of parents and teachers and must be submitted to the SAO at least five school days prior to the planned absence. If the planned absence will be longer than five school days, parents should contact the Student Affairs office at least one month in advance. Work missed is due on the day the student returns to school or as negotiated with teachers. If the form is not completed and returned by the deadline, the absences will count toward the attendance limit.

NOTE: Under normal circumstances, parents/guardians are discouraged from taking family vacations during the school term in the interest of the continuity of their student's education.

## **Making up Work from Absences**

After an absence, missed work must be made up within three (3) school days from the day the student returns to school unless otherwise arranged with the teacher.

For Pre-Planned Absences (i.e. fieldtrip, athletic event, pre-arranged appointment, etc), the student must make arrangements to complete assignments with teachers prior to the absence. Failure to do so may lead to a student turning in work late and Habits of Work scores being impacted negatively.

Athletes or other co-curricular participants who are being dismissed early must turn in work the day it is due even if they are in school only part of the day. In addition, they are responsible for all assignments given on the day of their dismissal.

For Suspensions, student work should be picked up from the Student Affairs Office so the student can complete work that can be done outside the classroom during the suspension. Missed work must be made up within three (3) school days from the day the student returns to school unless otherwise arranged with the teacher.

## **Response to Excessive Absenteeism and Truancy**

Under Maine law, a student is defined as being truant when s/he has accumulated the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year. When a student has reached this point, in compliance with state law, the school will initiate steps to correct the truancy. These steps will include mailing a Notice of Truancy to parent/guardian, setting up a parent meeting with a school administrator to develop and implement a corrective plan, following up with review of the student's attendance, and notifying the Principal and Superintendent of progress or lack thereof. If despite the school's documented corrective efforts the student remains truant, the school will notify local law enforcement.

Failure of a parent/guardian to send their child to school and maintain him/her in regular attendance is a civil violation in accordance with 20-A M.R.S.A. § 5053-A. According to Section 5053-A, Subsection 1, if a parent/guardian has control of a student who is habitually truant and the parent is found to be primarily responsible for that truancy, the court may order the

parent/guardian to pay a fine of *not more than* \$250. According to Section 5053-A, Subsection 2, the court may also order a parent/guardian adjudicated as violating Subsection 1 to:

- take specific action to ensure the child’s attendance at school
- comply with the terms of an action plan developed by the court/school
- participate in a parent-training class
- attend school with the child
- perform community service hours at the school
- participate in counseling or other services as appropriate

### **Early Dismissals**

Students needing to be dismissed during the school day for reasons other than illness must present a note to the SAO before school begins. The note must include the student’s name, date and time of the dismissal, reason for the dismissal, and be signed by the parent. The student will receive a dismissal pass to show to the teacher. An assigned study hall is not a valid reason to be dismissed from school, with the exception of seniors who are eligible for “Senior Off- Campus Privilege (see page 12). Dismissals can not be made over the phone. Any dismissals via email must come from a verified parent/guardian email account. Parents are asked to come to the Student Affairs Office for unexpected dismissals during the school day.

A student who becomes sick during the school day must report to the school nurse, or to the Student Affairs Office. The student dismissal when confirmed sick can be arranged through either office. Students will be dismissed only after permission is received from a parent or other responsible adult designated on the Student Emergency Card.

### **Tardy Policy**

Students are expected to be in their class and study hall on time and seated when the second bell rings. A student who is more than 20 minutes tardy to class will be considered absent unexcused for that class. During each quarter, the following consequences shall be imposed for tardiness:

- First Tardy – Warning from teacher
- Second Tardy – Teacher/Department Detention
- Third Tardy – Teacher/Department Detention and teacher contacts parent/guardian
- Fourth Tardy –Administrative Detention

Continued tardiness will be regarded as insubordination and treated as such under the Disciplinary Code. Consequences may include meeting with parent/guardian and administrator, No Pass List, loss of parking privilege, Alternative Learning Environment, Out of School Suspension, or other consequences determined by the administration.

## SECTION V: CITIZENSHIP AND BEHAVIORAL EXPECTATIONS

### Citizenship Code

An important part of Mt. Ararat High School's mission is to provide a learning environment where all members of the school community feel safe and respected. In keeping with this, those who are members of the Mt. Ararat High School community (students, staff, and parents) are expected to adhere to a code of citizenship. Through this code we strive to ensure respect for individual rights and property while maintaining a safe and healthy environment. The rules of behavior in this handbook govern students involved in school activities off school grounds including all field trips.

Everyone in the Mt. Ararat High School community is responsible for contributing to a positive and productive environment. The following are expectations for good citizenship on school grounds, on the way to and from school, and in the community:

- Show respect for yourself, others and the school
- Demonstrate that the primary purpose of school is learning
- Attend school daily and be punctual for all commitments
- Show courtesy for others at all times
- Respect the individual rights of others
- Behave in socially acceptable ways
- Resolve differences in ways that are non-violent and recognize individual differences

Members of the school community will not demonstrate the following behaviors, listed alphabetically, which seriously interfere with teaching and learning, are unacceptable in our school and are addressed in our Student Behavior and Discipline Code:

- Academic Dishonesty
- Assault
- Bullying and/or harassment of any form (to include physical, verbal, using social media etc)
- Sexual harassment (to include physical, verbal, using social media etc)
- Disrespect and/or defiance toward school personnel
- Excessive displays of affection
- Fighting
- Forging or tampering with school documents
- Gambling
- Inappropriate computer use (i.e. possession or distribution of inappropriate content; inappropriate use of social media, using VPNs to circumvent District settings, etc.)
- Leaving school grounds without receiving legitimate school and parental permission
- Loitering
- Panhandling (requesting money from other students or staff)
- Persistent violations of school and/or classroom rules
- Possession of illegal substances – alcohol, tobacco, scheduled and non-scheduled drugs or any related paraphernalia
- Possession of weapons or weapon-like devices (firearms, ammunition, explosives, brass knuckles, switchblades, butterfly knives, pocket knives, box cutters, razor blades or similar objects)
- Possession or use of vaporizers or electronic cigarettes
- Prohibited items including but not limited to such items as matches, lighters, firecrackers, caps, or any other incendiary devices, laser pointers, vaping devices, chargers for vaping devices, etc.
- Refusal to identify themselves to any staff member when asked
- Threatening - verbal or nonverbal (i.e. hard stares, gestures, invading another's physical space, etc.)
- Trafficking or furnishing alcohol, tobacco, scheduled and non-scheduled drugs or any related paraphernalia
- Use of vulgar language, swearing or inappropriate gestures
- Use of biased and/or hateful language
- Vandalizing or stealing school, staff and/or student property
- Any other behavior which seriously disrupts the productive, healthy and safe school climate we value

### Student Behavior and Discipline Code

Note: The behavior code cannot cover all disciplinary situations which may arise and, therefore, is not intended to be exhaustive. Moreover, modifications to the code will be made depending upon the facts of an individual case, at the discretion of the building administration. Any infraction may lead to suspension or removal from extracurricular and/or co-curricular programs, including athletics. In certain cases, participation in substance abuse counseling or a restorative justice process may amend prescribed consequences.



While at Mt. Ararat High School students are expected to behave responsibly, with attention to and respect for the rights and needs of others. The range of consequences for misbehavior is as follows:

**Level One Behaviors**—Initially handled at classroom level

1. Failure to come to class prepared for work (pen, book, etc.)
2. Distraction of other students
3. Inappropriate/immature behavior
4. Leaving class early
5. Rude/disrespectful behavior
6. Improper conduct
7. Tardiness
8. Abuse of pass/agenda system
9. Cell phone violation
10. Purposely missing Region 10 bus

Recommended Level One Disciplinary Options

- Teacher warning
- Teacher detention or other consequences
- Loss of classroom privilege (ex: classroom no pass list, must leave cell phone with teacher, designated seating, etc.)
- Teacher contacts parent
- Parent/teacher meeting
- Referral to the SAO for repeated violations which will now be considered Level Two Behaviors

**Level Two Behaviors**—Level Two behaviors are of a more serious nature and are reported to the Student Affairs Office using Infinite Campus to register such offenses.

1. Habitual level 1 violations (3 or more incidences)
2. Cutting class
3. Defacing school property
4. Vulgar/inappropriate language/gestures
5. Bus violation
6. Defiance
7. Outside school building during class time
8. Threatening/confrontational behavior
9. Inappropriate use of school computer (i.e. off-task use - accessing social media, movies, games, and VPNs etc.)
10. Parking violation
11. Lunchtime infractions/throwing food or objects/disruptive behavior
12. Posting anything (posters, flyers etc) on school property without permission from the school principal

Level Two Disciplinary Action

- Parent contact if Alternative Learning Environment required, otherwise notification
- Restricted (or suspended) laptop/technology privileges, cell phone held by SAO during school hours, loss of cell phone in school for an extended period
- Administrative Detention, No Pass List, or Alternative Learning Environment, depending on the nature and severity of the infraction
- Appropriate restitution if applicable
- Loss of school transportation privileges
- Loss of extracurricular privileges as outlined in the Extracurricular Activities section
- Loss of parking/driving privileges
- Referral to School Resource Officer

**Level Three Behaviors**—Level Three behaviors require a more immediate report to the Student Affairs Office. The submission of a disciplinary referral via Infinite is required but may follow a verbal referral based on the situation.

1. Habitual violations of level 2 behaviors
2. Cutting school
3. Failure to serve assigned administrative detention

4. Petty theft (less than \$20 value)
5. Inappropriate computer use (i.e. possession and/or distribution of inappropriate content)
6. Forgery for school-related purposes, false telephone calls, tampering with school documents
7. Causing or provoking a major disturbance anywhere at the school or at school events
8. Gambling
9. Instigating or provoking others to fight
10. Taking photos of another person without permission from that person (student or staff)
11. Physical intimidation and/or threatening statements toward other students
12. Vulgar, obscene, abusive, or biased language directed toward any individual (student or adult). This may also constitute an instance of harassment (Level Four).
13. Leaving the school campus without permission
14. Insubordination (refusing to do as a staff member has asked)
15. Tobacco use and/or possession of cigarettes, electronic cigarettes/vaporizers/ or other devices replacing cigarettes whether or not the inhalable substance includes nicotine.
16. Failure to identify
17. Possession of pornography
18. Unsafe driving or excessive vehicle noise on school property, repeated violations of parking policy

#### Level Three Disciplinary Action

- Parent contact or meeting
- Up to a 5 day suspension, depending on the nature and severity of the infraction – (may sometimes be in combination with A.L.E.) with additional consequences possible as outlined below:
- Possible referral to counselor or social worker
- Reflective activities
- Loss of school transportation privileges
- Loss of driving and/or parking privileges
- Loss of extracurricular privileges as outlined in the Extracurricular Activities section
- Loss of or restricted use of laptop/technology privileges and or cell phone
- Possible legal action to include but not limited to a summons to court by law enforcement
- Participation in restorative practices
- Possible referral to Affirmative Action coordinator
- Referral to appropriate counseling
- Safety Assessment
- Community service

#### **Level Four Behaviors**—Must be reported to the Student Affairs Office and the Principal

1. Repeat of level 3 violations
2. Sexual harassment
3. Bias-motivated harassment (to include but not limited to race, color, gender, gender identification, sexual orientation, religion, ancestry, national origin, or disability).
4. Bullying, intimidation (see Board Policy JICK for specific details)
5. Other harassment or hazing
6. Burglary, theft, unlawful possession of school property
7. Vandalism
8. Extortion
9. Fighting
10. Assault on a student
11. Physical intimidation or threatening statements toward district personnel
12. Possession, use, or being under the influence of alcohol, marijuana, or other prohibited or controlled substances
13. Possession of drug paraphernalia
14. Indecent exposure
15. Distribution of pornography
16. Engaging in a sexual act on school property
17. Instigating or participating in gang/mob type of school disturbance
18. Possession of a weapon other than a firearm

#### Level Four Disciplinary Action

- Parent contact
- Police notification of criminal activity

- Up to a 10 day suspension; parent and student must meet with administrator and counselor before student is readmitted to school
- Student must participate in an appropriate type of counseling to address the student’s behavioral problems before being readmitted to school. Program must be approved by the student’s school counselor and assistant principal.
- Loss of extracurricular privileges as outlined in the Extracurricular Activities section
- Possible referral to the Superintendent of Schools for a pre-expulsion hearing

**Level Five Behaviors**—Must be reported to the Student Affairs Office and the Principal

1. Repeat of level 4 violations
2. Possession or distribution of child pornography
3. Sale or distribution of alcohol, marijuana, or other prohibited substances, paraphernalia or material
4. Possession or use of deadly weapon/firearm
5. Arson
6. Physical assault on district personnel
7. Sexual assault
8. Any other violent crime
9. Participation in the issuance of a bomb threat
10. Participation in a deadly threat to endanger the whole school community, school personnel or students, or specific individuals within the school community.

Level Five Disciplinary Action

- Parent contact
- Suspension from school for 10 days with possible recommendation for expulsion
- Police notification of criminal activity
- Loss of extracurricular privileges as outlined in the Extracurricular Activities section

## **Explanation of Disciplinary Procedures**

**Administrative Detention.** 2:30 – 4:15. Students must report to the designated room on time, bring work to do, and maintain silence.

**Alternative Learning Environment (ALE).** All day. Students must be on time and bring work to do. Work sent by teachers must be completed and turned in by the next day. Academic assistance is provided throughout the day. Students may not have their cell phone or computer in the ALE room (with some exceptions for computer use based on teacher requests for specific assignments).

**Denial of After School Activities.** In some instances, students will be deprived of the privilege of remaining on school grounds without immediate adult supervision after school. Examples include students involved in theft, substance abuse violation, harassment, vandalism, threatening, fighting, etc.

**No Pass List.** Students not allowed out of class except to see the nurse in an emergency.

**Out-of-School Suspension (OSS).** Students are not allowed on school grounds for any reason and may not attend school functions, events or school activities on or off school grounds. This includes away games, hockey games at Watson Arena, etc. Work for suspended students may be picked up in the Student Affairs Office and turned in completed upon return from suspension. A parent conference with administration may be required before a student is readmitted to school.

**Pre-Expulsion Meeting.** Meeting held between school administrator, student, parent(s)/guardian(s), and Superintendent of Schools to determine if a student should be recommended to the School Board for an expulsion hearing or under what conditions allowed to return.

**Referral to Police.** In addition to school consequences, every instance of illegal behavior by our students is referred to the police.

**Teacher Detention:** An after school detention assigned by a specific teacher and monitored by that specific teacher in their classroom.

**Other Consequences.** Specific offenses may call for individualized responses such as confiscation of objects, apologies, community service, restitution, parent meetings, behavior contracts, or other appropriate responses.

## Academic Honesty Policy

A school is a community of learners which has as its fundamental purpose the pursuit of knowledge. Like all communities, the school can only function properly when its members adhere to clearly established goals and values. Essential to the fundamental purpose of the school are the principles of truth, integrity, and academic honesty. Therefore, it is expected that all students will submit as their own work only that which is the result of their own efforts.

### What is academic dishonesty?

*Cheating:* Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise or assignment. Examples:

- Looking at someone's paper or using a "cheat sheet" while taking a test
- Turning in a research paper that you bought from a service or received from some other source
- Submitting your same work more than once for credit
- Using memory calculators or other technology with stored exam information while taking a test
- Using someone else's answers for a lab/homework assignment
- Using translating software for foreign language assignments unless approved by the teacher

*Fabrication:* Intentionally falsifying or inventing any information or citation in an academic exercise or assignment. Examples:

- Making up data on a lab assignment
- Making up a source to use as a citation in a paper

*Plagiarism:* Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or assignment. Examples:

- Quoting a source (copying information word for word) and failing to give the proper citation
- Putting a source's text into one's own words (paraphrasing) and not citing the source
- Copying someone else's computer disc for a project and submitting it as one's own

*Facilitation:* Intentionally or knowingly helping or attempting to help another student to cheat, fabricate, or plagiarize.

Examples:

- Giving another student one's homework so that they can copy the answers
- Letting someone copy one's answers during an exam
- Giving test information/answers to students in other sections of the same class

### Procedures and Consequences:

When a teacher discovers evidence of academic dishonesty, the teacher will meet with the student privately. The teacher will present the evidence to the student (without accusation) and ask for an explanation. If the teacher believes that the student's action is not a violation of the Academic Honesty Policy (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 Honesty Policy, the work will be graded as a zero. The teacher will notify the student's parents of the violation and inform the student's assistant principal. Both the student and the student's parent/guardian will be required to meet with the assistant principal, the teacher, and the student's guidance counselor. In addition, if the assistant principal agrees that academic dishonesty has occurred, the assistant principal will notify the student's other teachers.

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 can be reduced, as can the student's chances of receiving scholarships and awards. In addition, membership in organizations such as the National Honor Society may be revoked or denied.

### Sources:

Scarborough (Maine) High School Student Handbook 2003-2004.  
Kennebunk (Maine) High School Student Handbook 2004-2005.

## **Bomb Threats**

According to state law, students who make bomb threats will be subject to disciplinary procedures which may include a mandatory 10 day suspension, expulsion hearing and report to law enforcement. The school principal, superintendent or other disciplinary official may modify consequences depending on the circumstances and the age and developmental level of the student. Making a bomb threat is a violation of Maine's Criminal Code (17-A MRSA section 210) which may result in incarceration or a fine.

## **Bullying and Cyberbullying Prevention in Schools**

### **I. Introduction**

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the M.S.A.D. No. 75 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of mistreatment effect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' well-being, the educational mission of the M.S.A.D. No. 75 schools, or the operation of the schools.

### **II. Prohibited Behavior**

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA: Student Protection from Harassment and Sexual Harassment);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

### **III. Bullying and Cyberbullying Defined**

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

A. "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:

- (1) Has, or a reasonable person would expect it to have, the effect of:
  - (a) Physically harming a student or damaging a student's property; or
  - (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

**OR**

- (2) Interferes with the rights of a student by:
  - (a) Creating an intimidating or hostile educational environment for the student; or
  - (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

**OR**

- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender (including identity or expression), sex, sexual orientation, or any other distinguishing characteristic,

or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Student Protection from Harassment and Sexual Harassment.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, electronic devices, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "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 and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about an individual on a website, an app, in social media, or any other electronic platform;
2. Posting misleading, altered, or fake image(s) or digital video footage on websites or creating fake websites or social networking profiles in the guise of posing as the targeted individual;
3. Impersonating or representing another individual through the use of that other individual's electronic device or account to send email, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending email, text messages, "sexting", IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cell phone; and
5. Using a camera phone, digital video camera, or other electronic device to take and/or send unauthorized or sexually explicit photographs.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "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 (see VII B below) to repair the harm done to relationships and persons from the student's misbehavior.

#### **IV. Application of Policy**

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: 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.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere (such as through the use of technology), but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

**V. REPORTING**

*Refer to the Reporting Form – JICK-R1.*

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

- A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the Superintendent. Any other adult working or volunteering in a school will be strongly encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the Superintendent.
- B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to promptly report this behavior to a parent, staff member or school administrator.
- C. Parents and other adults who believe that an incident of bullying has occurred are strongly encouraged to promptly report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

**VI. Responding**

*Refer to the Responding Form – JICK-E2.*

After receipt of a report of alleged bullying, the school principal or a Superintendent’s designee will:

- A. Inform parent(s)/guardian(s) of involved students that an initial investigation into a peer conflict will occur;
- B. Based on the initial investigation, and within 20 school days, investigate and respond to potential bullying behavior;
- C. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the Superintendent;
- D. Communicate to the parent(s)/guardian(s) of a student(s) who are believed to have been bullied, as well as the measures being taken to ensure the immediate and long-term safety of the student(s) involved, and to prevent any additional acts of bullying;
- E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken which are applicable to their child;
- F. Communicate with local or state law enforcement agency if it’s believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

**VII. Remediation**

*Refer to the Remediation Form – JICK-E3.*

The school principal or a Superintendent’s designee will:

- A. Identify the specific nature(s) of the incident.
- B. Apply disciplinary actions, which may include but are limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Responses may include, but are not limited to:
  - 1. Meeting with the student and the student’s parents/guardian;
  - 2. Reflective activities, such as requiring the student to write an essay about the student’s misbehavior;
  - 3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;

4. Counseling (anger management, mental health, health, etc.)
  5. Participation in skills building, resolution circles and restorative conferencing;
  6. Youth Court or other restorative community programming;
  7. Community service;
  8. Safety assessment; and
  9. In-school detention or suspension, which may take place during lunchtime, after school.
- C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

### **VIII. Appeal**

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a Superintendent's designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the School Board and may include an appeal to the Superintendent.

### **IX. Assignment of Responsibility**

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the school district's publicly accessible website; and
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. The superintendent's designee or designees for administering this policy at the school level is identified in each school handbook.
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
6. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
7. Filing the district policy that addresses bullying and cyberbullying with the Maine Department of Education; and
8. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

**Legal Reference:**            *20-A M.R.S.A. § 254 (11-A)*  
                                      *20-A M.R.S.A. § 1001(15), 6554*  
                                      *Maine Public Law, Chapter 659*

**Cross Reference:**        *AC - Affirmative Action*  
                                      *ACAA - Student Protection from Harassment and Sexual Harassment*  
                                      *AD – Educational Philosophy/Mission*  
                                      *IJNDB – Student Computer and Internet Use*  
                                      *IJNDB-R – Student Computer and Internet Use Rules*



*JK - Student Discipline*  
*JKD - Suspension of Students*  
*JKE - Expulsion of Students*

**First Reading: May 10, 2018**  
**Second Reading: June 14, 2018**  
**Adopted: June 14, 2018**

## **Bus Conduct and Information**

Bus drivers will notify students of the behavior which is expected on school buses. District-provided transportation to and from school is a privilege and not a right under Maine State Law. Improper behavior may result in suspension or revocation of the privilege to ride on a school bus and, in extreme cases, suspension from school.

Late Bus. A late bus at 4:45 p.m. is provided on Monday, Tuesday, Wednesday, and Thursday. To ride a late bus, a student must present a valid late bus pass from an activity advisor or coach.

Region 10 School Bus. We provide bus transportation to and from Tech Region 10. Students who miss the bus must report to the Student Affairs Office. On the first such occasion, the parent will be notified. Any subsequent occasions will result in school-imposed consequences.

## **Cell Phones and Other Electronic Devices**

The Board of Directors recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. M.S.A.D. No.75 is not responsible for damage, loss or theft of such devices. The Superintendent of Schools is authorized to develop any school rules necessary to implement this policy.

### **Rules For Student Use Of Cell Phones and Other Electronic Devices**

1. All students are prohibited from using privately-owned electronic devices, including but not limited to cell phones, iPhones, iWatches (aside from watch functions), iPods and other music players, handheld computers, and electronic games during classes, study halls, assemblies and other school activities.
  - a. During school hours except during passing time and at lunch all such devices must be turned off and put away.
  - b. The only exception to this rule is when a teacher or staff member specifically authorizes students to use such a personal electronic device for a specific school purpose..
  - c. If this rule is violated, the teacher may refer the student to administration. Discipline may be imposed as provided below.
2. High school students may use electronic devices before and after school, during designated passing times, and during lunch periods only (with exceptions for teacher - directed academic activities that require cell phone usage). Cell phones must be kept silent to avoid disrupting others.
3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
4. The use of cameras in any type of electronic device is strictly prohibited in **locker rooms, restrooms and classrooms.** Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube. Students who violate this policy may have their cell phones/devices confiscated and returned to their parents.

5. Any use of cell phones and other electronic devices by employees and students that violates any Board policy/procedure or school rules is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
6. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion that the individual is violating Board policies/procedures and/or school rules. An administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
7. Students violating these rules will be subject to discipline, which may include:
  - a. Not being allowed to bring electronic devices to school;
  - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.
8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities, and an administrator may give a device to law enforcement authorities upon request when appropriate.

### **Dance Procedures**

Students may bring guests to school dances by signing them up in the Student Affairs Office and requesting administrative approval by completing a Dance Permission Form. All guests must be in the 9th grade or higher, and may not be more than 19 years old. Administration will consider guests for the Senior Prom older than age 19 through an interview process. Additionally, Mt. Ararat students may be asked to present their student ID cards at the door. Once inside, students may not leave the school building. If they do, they will not be allowed to return. Students are advised that dancing which is overtly sexually suggestive will not be tolerated. Offending students will be given one warning and then asked to leave the dance. Parents will be notified.

### **Dress Code**

Mt. Ararat High School's dress code supports an optimal learning environment free of additional distractions. Clothing that violates our dress code takes students' attention away from learning and poses safety concerns is prohibited, including:

- Clothing that promotes drugs, alcohol, weapons, gangs, racial slurs, sex, violence, offensive language, hate language and symbols, or pornography may not be worn.
- Clothing that could be used as a weapon or be destructive to the school (spikes, cleats) may not be worn in the building.
- Hoods may not be worn for reasons of security, any other headwear is permitted as long as it doesn't obscure students' faces. Teachers may ask students to remove headwear if it is distracting to the class.
- Sunglasses may not be worn in school.
- Students must wear clothing that covers the torso. Clothing length (shorts and dresses) must be no shorter than half way between the hips and knees.
- Underwear must not show (excluding bra straps).
- Clothes may not be see-through, and shirts must be long enough to reach the top of one's pants or skirt when standing and must be supported by sleeves and/or straps.
- Shoes must be worn at all times.
- Hats may be worn during passing time, lunch, before, and after school. Hats in classrooms are at the discretion of teachers.

The dress code will be posted in every classroom and common space. In order for the dress code to be enforced, staff will report students who are violating the code. Exceptions to the dress code may be made at the discretion of administration to address the medical or religious needs of individual students.

Students who do not comply with the dress code will be asked to cover up or change to be in compliance or may call home for suitable clothing. Students who refuse to cover up or change or are repeat offenders will be regarded as insubordinate and addressed as such under the Discipline Code.

### **Excessive Displays of Affection**

Students are asked to refrain from excessive displays of affection in school. Excessive displays of affection are not appropriate in a school environment. In order to avoid the need to be redirected by staff or administrators, please limit physical contact to holding hands and casual hugs. Excessive displays of affection may be addressed through disciplinary action.

### **Fighting and Bystanders' Responsibility**

In nearly all cases, both students involved in a fight bear some fault for the situation leading up to the fight or for the fight itself. Thus, in nearly all cases, both students involved in a fight will be suspended. It is the responsibility of students in a conflict situation to seek assistance from adults to make sure a conflict does not boil over into a fight.

If there is a physical or verbal confrontation between two or more students in school, it is the responsibility of all students in the area to provide assistance by getting additional adult help to any staff member who requests it. Failure to assist when asked will result in suspension. Students who cheer, video or take photos of a fight or confrontation will face disciplinary action.

## **Harassment and Sexual Harassment of Students      FILE: ACAA**

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 the 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 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 required to refrain from such conduct.

Harassment/sexual harassment of student by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is 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 Human Resources Directors (designated as the Title IX Coordinator) 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.*

*Cross Reference: ACAA-R-Student Discrimination and Harassment Complaint Procedure  
AC-Affirmative Action  
JICIA-Weapons, Violence and School Safety*

**FIRST READING:** August 10, 2006  
**SECOND READING:** August 23, 2006  
**ADOPTION:** August 23, 2006

**FIRST READING** June 28, 2018  
**OF REVISIONS:**  
**SECOND READING** July 12, 2018  
**OF REVISIONS:**  
**ADOPTION** July 12, 2018  
**OF REVISIONS:**

### **Headphones**

Headphones (earbuds, airpods etc.) may be worn with some restrictions. During academic time (classes and “structured” study halls) teachers may allow students to wear headphones (earbuds, airpods) during periods of quiet, independent work when they feel that it is appropriate to do so.

### **Insubordination**

Insubordination occurs when a student blatantly refuses to obey a clear and reasonable directive from any school staff person. Because it poses a grave threat to the ability of the administration and staff to govern the school and maintain an orderly learning environment, insubordination cannot be tolerated and will be treated as a serious offense. (Refer to Student Behavior and Discipline Code, Level Three.)

### **Lost and Stolen Property**

Students and parents are reminded that Mt. Ararat High School cannot assume responsibility for property that is lost or stolen at school, and that students bring items such as electronic devices, earbuds, cell phones, laptops, expensive clothing and accessories, excessive cash, and so forth to school at their own risk. All incidents involving stolen property should be reported the the Student Affairs Office and/or the School Resource Officer.

### **Non-School Behavior**

The school reserves the right, consistent with the law, to impose school consequences for out-of-school behavior where that behavior suggests a safety risk to our students or staff.

### **Searches**

School administrators have authority to search a student if they have reasonable suspicion that the student may be in possession of any item prohibited in school. Searches will be conducted and documented in accordance with District policy listed below. If administrators have reasonable suspicion that a student may be under the influence of any prohibited substance, they may require the student to submit to tests administered by the school nurse. Administrators, in conjunction with local law enforcement, may conduct canine searches for illegal substances in accordance with District policy.

## **Student Searches - School Board Policy File: JFG**

The Board recognizes its responsibility to ensure that discipline is maintained in the schools and that a safe, orderly environment conducive to the educational process is preserved. Therefore, school officials may conduct reasonable searches of students and their possession, when in their judgment, there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the Law or the policies or regulations of the school. The search must be reasonably related in scope to the circumstances which precipitated the search, and the school official conducting the search shall take into account the age and sex of the student and the nature of the alleged infraction.

Lockers and other storage facilities on school premises are school property and shall remain at all times under the control, custody, authority and supervision of the school authorities. Students will have prior notice that lockers and other storage facilities made available to them for temporary storage of their personal possessions remain under the control and ownership of the school administration and that the school administration has the right to search lockers, desks and other storage facilities for items which violate Law, school policies or regulations. Students will be asked to sign a statement acknowledging their understanding of this. Such searches may be conducted as part of a program of random searches or when reasonable grounds exist to suspect that the search will reveal evidence that the student has violated or is violating the Law or the policies and the rules of the school. Searches in response to reasonable grounds may be conducted by school officials as a result of a patrol of school premises by dogs trained to detect drugs or weapons. Only the Superintendent may determine when a canine patrol and any resulting search may be conducted.

Student parking on school grounds is a privilege. Student vehicles on school property may be searched by the administration or law enforcement officials when there are reasonable grounds for suspicion that the search will reveal evidence that the student has violated or is violating the Law or the policies or regulations of the school. Students will be asked to sign a statement acknowledging their understanding of this policy.

### **ADMINISTRATIVE PROCEDURE: STUDENT SEARCHES**

The following protocol will be observed when conducting searches of students:

- (1) When the school official has reasonable suspicion that a student has possession of any items which violate law, school policies or regulations, he/she will call the student to a private location, if practical, and in the presence of a second staff member, inform the student that there is reason to believe that he/she is in possession of such items.
- (2) During any search of a student's person, i.e., a pat-down search or a search of garments being worn by the student except outer coats, sweatshirts or the like which may be removed and searched, the Principal and/or Assistant or designee will be present along with one other adult employee of the school, who will be of the same gender as the student being searched; and such search will be conducted in an appropriate private area, if practical.
- (3) During any search of property belonging to the student, the school official shall ask the student to open and fully reveal the contents of any container, compartment, bag or other item. If the student refuses to open the item or fully reveal its contents, the school official shall open and search the item to reveal its contents.
- (4) Any items which are illegal, prohibited by school policies or regulations, or which in the reasonable judgment of school officials, represent a threat to the safety and welfare of the school population may be seized by school authorities.
- (5) The seizure or confiscation of items located in a locker shall be accompanied in the following manner:
  - Each item seized must be identified in a written receipt issued to the student.
  - If items are found which are illegal, the police shall be called and such items will be turned over to the police. Such other items which are seized shall be secured in a locked desk, cabinet, vault or office.
  - The Principal or his/her designee shall prepare a report indicating the time and place of the search, who was present at the search, what items were seized as a result of the search, and the disposition of such items.
  - A copy of this report shall be given to the student, the student's parent/guardian and the Superintendent, no later than the next school day following the search. In complying with this section as regards notification to the student's parent/guardian, it shall be sufficient that the parent/guardian shall be orally notified of the search on the day it is conducted, and a copy of the report is mailed by the end of the next school day.

If a school official has reason to believe that a student is under the influence of alcohol or any illegal drug, the official may require the student, in addition to any other steps which are authorized by this policy, to submit to a non-intrusive testing protocol conducted by the school nurse or other certified school personnel.

A more expansive search of a student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search should be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by these procedures.

The following protocol will be observed when conducting canine searches and searches of student lockers and their contents.

1. When the Superintendent has reasonable suspicion that a student(s) has possession of any items which violate law, school rules or regulations, he/she shall determine when a canine patrol or search will be conducted.
2. The time of the canine patrol will be chosen to create the least disruption to the academic program. The dogs will be brought into the school at a time and in areas of the school where they will not be likely to encounter students.
3. There will be a code that will alert teachers to the fact that dogs are in the school, and teachers will refrain from issuing hall passes during this period.
4. As the dogs scan the lockers, if they identify a locker or lockers where there may be drugs or weapons, the administrator will make note of those lockers and continue the scan.
5. After the dogs have scanned the lockers, the dogs will be removed from the building.
6. The administrators of the school (Principal and Assistant Principal or identified designee) will immediately follow up on the scan by searching the lockers identified by the dogs.
7. There will always be two staff members present during any search of students or lockers or their contents.
8. If practical, a student shall be present during a search of the locker assigned for his or her use. The school official should first request that the student open and reveal the contents of any container, compartment, bag or other item stored in the lockers. To the extent that it is practical, this inspection should take place away from the lockers in a less public location. If the student refuses to open the item, the school official shall open and search the item to reveal its contents.
9. Any items which are illegal, prohibited by school officials or regulations, or which in the reasonable judgment of school officials, represent a threat to the safety and welfare of the school population may be seized by school authorities. In case of seizure of items, the protocol described above concerning documentation and notification regarding student searches shall apply.

FIRST READING:	December 11, 1997
SECOND READING:	January 15, 1998
THIRD READING:	February 26, 1998
ADOPTION:	February 26, 1998

### **Substance Abuse Policy**

Students found in possession of alcohol, controlled substances, illegal drugs, intoxicants, imitation controlled substances or paraphernalia or showing the effects of alcohol or other drugs on school grounds or at school-sponsored functions shall be suspended by the principal or the principal's designee to a maximum of ten (10) school days. Students who choose to be involved in the student substance abuse assistance program may be readmitted to school on the recommendation of the principal following a conference with the student and his/her parent or guardian. Students refusing this option shall receive a suspension of ten (10) school days or expulsion.

## **Tobacco Use Policy**

Tobacco is the number one killer and is the leading cause of preventable death in Maine. In order to reduce the high incidence of tobacco use, promote health and safety of all students and employees, promote the cleanliness of all facilities, the Directors of MSAD#75 prohibit the use, distribution and sale of tobacco products or products that imitate tobacco products in school buildings, on school grounds, on school buses and at school sponsored functions at all times by all persons. "Tobacco products" includes but is not limited to cigars, cigarettes, chewing tobacco, e-cigarettes, and bidis. In addition, students are further prohibited from possessing tobacco products in school buildings, on school grounds, on buses and at school-sponsored functions at all times. The school dress code prohibits students from wearing and/or displaying any type of tobacco promotion materials. The complete policy is available in the School Board section of the District website: <http://link75.org/>

## **Ways to Resolve Conflicts**

There are always better ways to resolve conflicts than fighting and making threats. Students may go to their counselor or administrator for assistance. In the vast majority of cases, conflicts can be resolved peacefully if the two students communicate with one another, instead of communicating about one another behind backs. Students should remember that conflict often stems from rumors and gossip that are untrue or totally exaggerated.

## **SECTION VI: EXTRACURRICULAR ACTIVITIES AND ACADEMIC ELIGIBILITY**

### **Extracurricular Philosophy**

Extracurricular programs are an important component of student life at Mt. Ararat High School, providing learning opportunities that complement the academic curriculum. While the importance of these opportunities is recognized, the extracurricular program shall be secondary to the academic program.

The Mt. Ararat faculty believes that the development of critical life skills through participation in the extracurricular programs will assist each student in meeting the demands of a diverse society in which innovation, adaptability and fulfillment of aspirations are key elements of success.

There are two types of extracurricular activities available at MAHS. Interscholastic sports and school-sponsored activities have academic eligibility requirements, outlined below. Students are reminded that when they are involved in interscholastic events, the highest level of conduct and sportsmanship is expected. This expectation applies to both participants and spectators. Inappropriate behavior or language can result in consequences including suspension or ejection from teams or activities, or revocation of the privilege of attending future events.

### **Extracurricular Activities**

Anime	Celebrates Japanese animation and manga (Japanese graphic novels).
Aquila	Student Literary Magazine
Art Club	Students work on individual or group projects
The Civil Rights and Social Justice Alliance	Promotes positive school climate so all students feel safe here.
Envirothon	Addresses environmental topics & concerns; compete in Envirothon competition in Spring
Gay Straight Alliance	Purpose: educate the school community & promote a safe environment for students of all orientations.
Interact Club	Community service
LAB 'rats	Library gaming club
Math Team	Interscholastic math competition

Mt. Ararat Stage Company	Drama club
*National Honor Society	Honorary scholastic service organization
Outing Club	Outdoor experiences
PALS (Peers Assisting & Listening to Students)	School service / peer leadership organization
Science Club	Science competition
Student Senate	Student government organization
Wellness Center	Weight-lifting and cardio
Yearbook ( <i>Aerie</i> )	

\* National Honor Society Selection Procedure

The National Honor Society at Mt. Ararat High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each November. Students in the 11th and 12th grades are eligible for membership. Requirements are as follows:

**Academic** - Cumulative GPA of 3.25 or better

**Community Service** - Ten hours of documented school or community service during the calendar year (since January 1) during which the student applies for membership in NHS. Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation.

Evidence of positive leadership activities and exemplary character:

**Leadership** - The Faculty Council interprets leadership in various contexts, including but not limited to the offices held in school or community organizations, athletic team captains, section leaders in band and chorus, committee chairs in student groups, etc. The Faculty Council will also consider leadership in less objective terms.

**Character** - The Faculty Council will consider the positive as well as the negative aspects of character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. To evaluate a candidate's character, the Faculty Council uses two primary forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's qualifications relative to the NHS selection criteria.

Applications for membership may be submitted by eligible students and will be carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection by December 1.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings, and participation in chapter service projects as well as continuing individual service projects.

More detailed information regarding NHS selection and the NHS Chapter Bylaws are available at: [mta.link75.org](http://mta.link75.org)

## Interscholastic Sports Teams

### **Fall Sports** (Fall sports start August 19th)

**Sport**

Varsity Golf  
JV Golf  
Boys & Girls Cross Country  
Varsity Boys Soccer  
JV Boys Soccer  
Freshman Boys Soccer  
Varsity Girls Soccer  
JV Girls Soccer

**Coach**

Gerry Caron  
Rick Crawford  
Diane Fournier  
Jack Rioux  
Tom Fournier  
Ben Appel  
Chad Kirk  
Sarah Kenney



Freshman Girls Soccer	Rebecca Tanous
Varsity Field Hockey	Krista Chase
JV Field Hockey	Julie St. Pierre
Varsity Football	Frank True
Asst. Football	Matt Haskell
Asst. Football	Derek True
Asst. Football	Nicholas Grover
Fall Cheering (Club)	Jessica Mailly
Volleyball (Co-op @ Brunswick)	Kaili Phillips

**Winter Sports** (Winter sports start November 18th)

<b>Sport</b>	<b>Coach</b>
Varsity Boys Basketball	Dave Dubreuil
JV Boys Basketball	Randy Chaput
Freshman Boys Basketball	Mason Griffin
Varsity Girls Basketball	Julie Petrie
JV Girls Basketball	TBD
Competitive Cheering	Christine Mecham
Indoor Track (Boys & Girls Head)	Diane Fournier
Indoor Track Asst.	Justin Laverriere
Indoor Track Asst.	Ailish Kress
Indoor Track Asst.	Kelly Lynch
Varsity Boys Ice Hockey	A.J. Kavanaugh
Varsity Girls Ice Hockey	Jeremy Saxton
Varsity Boys & Girls Nordic Ski	Kevin Leighton
Varsity Girls Swimming	Tracy Boucher
Varsity Boys Swimming	Steve Butts
Varsity Wrestling	Erick Jensen
Wrestling Asst.	Mike Taylor

**Spring Sports** (Spring sports start March 30th)

<b>Sport</b>	<b>Coach</b>
Varsity Baseball	Brett Chase
JV Baseball	Scott Ford
Freshman Baseball	Josh Meier
Varsity Softball	TBD
JV Softball	TBD
Boys Outdoor Track & Field	Justin Laverriere
Girls Outdoor Track & Field	Diane Fournier
Asst. Track & Field	Ailish Kress
Asst. Track & Field	Kelly Lynch
Varsity Girls Tennis	Sheila Bohlin
Varsity Boys Tennis	TBD
Boys Varsity Lacrosse	Matt Haskell
JV Boys Lacrosse	Tom Fournier
Girls Varsity Lacrosse	Chad Kirk
JV Girls Lacrosse	Jack Rioux

The Athletic Trainer for all sports all seasons is Kate Anagnostis.

Notes: A sports season is defined as the time from the first organizational meeting until the end-of-season awards banquet. Up-to-date times and dates of contests can be found at <https://mtarathighschool.bigteams.com/> and published in the *Times Record*

## Academic Eligibility

Eligibility to participate in school activities is determined by QUARTER grades as follows:

**1. Unconditional Eligibility.** A student passes all courses for the previous quarter and earns a GPA of at least 1.70.

**2. Conditional Eligibility.** A student earns a GPA less than 1.70 but passes all classes OR fails no more than three (3) courses.

Conditionally eligible athletes will be required to miss a certain number of countable athletic contests, depending upon the length of schedule, as follows:

**12 or less** countable events remaining in the season

- 1 Failing grade = 1 event
- 2 Failing grades = 2 events
- 3 Failing grades = 50% of competitive season

**13 or more** countable events remaining in the season

- 1 Failing grade = 2 events
- 2 Failing grades = 4 events
- 3 Failing grades = 50% of competitive season

A student passing all classes with a GPA below 1.7 will be treated as if they have one failing grade.

- Practice and participation in exhibition contests are allowed during that period. Conditionally eligible students must also complete a Weekly Academic Progress Checklist for the duration of the sport season or until the next grading period.
- The student must agree to turn in these academic progress checklists on time, each Friday, for the remainder of the quarter to be eligible for any competition the following week.
- Progress reports, in order to be acceptable, must indicate:
  - ✓ A passing grade in the class
  - ✓ All homework was turned in for each class during the week
  - ✓ No unexcused absences from any class or study hall
  - ✓ Courteous and cooperative behavior with the teacher(s) and classmates in each class
  - ✓ Active participation in each class
  - ✓ Demonstrated effort to pass each class

Failure to meet these responsibilities will result in suspension from activities for a period of one week, beginning that Friday (2:30 PM) and ending on the following Friday (2:30 PM). Conditionally eligible athletes may still practice during this period. Upon the *second* unsatisfactory report, the student will be suspended for an additional week. Upon the *third unsatisfactory* report, the student will forfeit membership in the activity for the remainder of the quarter.

Weekly Academic Progress Checklists need to be turned in to the Athletic Director each Friday. Student Activities monitor sheets need to be turned in to the Student Activities Coordinator.

**3. Ineligibility.** A student who fails four (4) or more subjects is ineligible to participate in MTA Athletic programs.

### **Attendance and Athletic Eligibility**

A student may not participate in an athletic or extracurricular activity event unless the student is present in school throughout the entire day of the event. The only exceptions to this are if a student is missing from school at an out-of-school function or when the student misses no more than one-half of the school day due to a previously scheduled medical appointment.

### **General Athletic Participation Guidelines**

Participation on all MTA HS teams is a privilege and not a right. Failure to follow school rules, athletic department participation rules or individual team rules can lead to suspension from play or dismissal from teams. Any athlete who participates on MTA HS teams does so with this understanding.

All athletes must provide documentation of having had a complete physical examination once in the last two years prior to any athletic participation. In addition, all athletes must provide proof of health/accident insurance in order to participate. Low-cost accident insurance is available through the school.

All athletes must register through the FamilyID Online Registration platform prior to participation. Hard copy registration is also available for those that would prefer that method. This registration will include review and signing off on the following documentation:

- Parent or Guardian Consent & Student Acknowledgement
- Mt. Ararat Student-Athlete Code of Conduct
- Mt. Ararat Substance Use Procedures for Athletics
- Mild Traumatic Brain Injury (MTBI) / Concussion Annual Statement & Acknowledgement Form
- Photo Consent Permission
- Emergency Authorization

All athletes must have a minimum of two (2) weeks of physical conditioning prior to participation in any regular season contest.

All athletes must agree to abide by the Athletic Substance Use Procedures (outlined in the MTA HS Athletic Handbook) Failure to do so will result in suspension or dismissal from teams.

All athletes must take at least five full-time subjects and must meet academic eligibility requirements in order to qualify for participation. (See conditions outlined previously.)

All MTA HS athletic equipment, supplies and uniforms loaned to athletes must be returned immediately at the end of each season of participation. Failure to do so may result in loss of school privileges, full monetary restitution, prevention from future athletic participation and/or withholding of graduation diploma. Athletes who intend to participate beyond high school at the Division I or Division II level must fill out and mail in an NCAA Clearinghouse form prior to graduation. Forms are available in the Counseling Office.

### **Other Athletic Rules**

Copies of the complete rules, policies and procedures pertaining to participation in Mt. Ararat High School Athletics are available online at <https://sites.google.com/site/mtararateagles/> or from the Athletic Director.

## **SECTION VII: M.S.A.D. NO. 75 POLICY INFORMATION**

### **School Fundraising Policy**

All fundraising events to be held in school must be approved in advance and scheduled by the School Activities Coordinator. MSAD No. 75 policy as well as federal and state regulations prohibit the sale of food and beverages to students during the school day other than the School Nutrition Program. All groups conducting fundraisers involving food will be provided with a suggested list of products which they are encouraged to incorporate into their fundraising efforts. Under no circumstances will individual students be allowed to sell food or merchandise for personal profit at school.

### **Hazing Policy**

Maine statute defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school or school personnel.” It is the policy of the Board of Directors that hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee or the school unit shall encourage, permit, condone or tolerate hazing activities. No student, including leaders in student organizations, shall plan, encourage or engage in hazing activities. Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion or other appropriate measures.

### **Affirmative Action Policy Statement**

M.S.A.D. No. 75 does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability in its employment or in the administration of its educational policies and programs.

Inquiries and/or grievances concerning the above statement should be directed to any or all of the following:

Jessica Factor,, Affirmative Action  
Coordinator  
M.S.A.D. No. 75  
50 Republic Avenue,  
Topsham, ME 04086  
Telephone: (207) 729-9961

Maine Human Rights Commission  
51 State House Station  
Augusta, ME 04333-0051  
Telephone: (207) 624-6050

U.S. Department of Education  
Office of Civil Rights  
John W. McCormack  
Post Office & Courthouse Building  
Post Office Square  
Boston, MA 02109  
Telephone: (617) 223-9967

## **Student Records - Family Educational Rights and Privacy Act (FERPA)**

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 education records. They are:

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

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

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

Parents or eligible students may ask M.S.A.D. #75 to amend a record that they believe is inaccurate or misleading. They should write 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 education records, except to the extent that FERPA authorizes disclosure without consent.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. M.S.A.D. #75 reserves the right to make public personally identifiable information from the education 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.

## **School Ceremonies and Holiday Observances Policy**

M.S.A.D. #75 schools reflect an increasingly diverse society with many religious, ethnic and cultural traditions and beliefs that are meaningful to the students and adults in our communities.

Holidays and traditions provide the opportunity for confirmation and hope to individuals and families, and provide rich opportunities for learning. It is the responsibility of the schools to create awareness of and increased sensitivity to our diverse society, in order to establish and maintain a comfortable climate for learning throughout the entire school year for all students and adults.

The M.S.A.D. #75 Board of Directors encourages all those involved in educating our children to be aware and knowledgeable of religious diversity and cultural differences.

Religious holidays may be seen as opportunities to teach about religion, history and culture. The celebration of religious holidays in the classroom or school-wide is not appropriate. The exploration of religious holiday practice must take into account the existence of religious diversity in our society at large and should not be limited to one time of the year. The study of religious holidays should serve academic goals, as outlined in the District Learning Results, of educating students about family traditions and their relationship to culture, cultural differences and similarities, as well as about the beliefs and practices of various religions. Holiday symbols may be used within this educational context. They should not be used as decorations. This does not apply to personal choices about dress. Careful consideration should be given of holiday symbols that may be regarded by some as secular and by others as religious.

### Guidelines:

- On a yearly basis, a calendar with dates of major religious holidays will be distributed to and reviewed with all District employees and distributed to all parents.
- Students and their families should not feel that a gift or card to the teacher is expected or "the thing to do." If gifts are given, they should be handled in a private, sensitive way, preferably outside of class time.
- All school absences, including from extra and co-curricular activities, resulting from religious holiday observances shall be excused absences. District employees must permit students who are excused from school and/or activities because of religious holiday observances to make up any class work, exams, or other obligations in a way that does not penalize the student because of his/her religious beliefs.
- Schools will make a concerted effort to avoid scheduling major school events during religious holidays.

### Application of the Policy:

- This policy does not apply to student or District employee dress. Established dress codes remain in effect at all times.
- This policy does not limit any private conversation regarding religious matters. Educational programs and activities are in no way affected by this policy.
- This does not apply to the selling of holiday materials as fund-raisers as long as it is not excessive. Fundraisers need to be sensitive to the religious affiliations of those who might sell the items and those who might purchase them.
- This policy applies to all District-owned and leased buildings with the exception of spaces leased by third parties not affiliated with or funded by the District.

## **M.S.A.D. No. 75 Integrated Pest Management Policy**

M.S.A.D. #75 desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the policy of M.S.A.D. #75 to only use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve desired objectives. When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent threat to human health on school grounds, or disinfectants used for routine cleaning. It will be this school's policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full School IPM Policy Statement and School IPM plan will be maintained in the principal's office and available upon request.

## **M.S.A.D. No. 75 Asbestos Management Policy**

Maine School Administrative District #75 has had its schools inspected for asbestos-containing building material. Pursuant to the Environmental Protection Agency Asbestos Hazard Emergency Response Act (AHERA), an asbestos management plan for each school has been in place since 1988. These management plans are available for review at the transportation garage in Topsham or the principal's office in each school.

Since the mid-1980's, M.S.A.D. #75 has initiated asbestos removal projects in its schools, along with conducting semi-annual inspections by independent certified inspectors and training custodial staff.

For further information, contact Chris Shaw, Supervisor of Buildings & Grounds, at 729-1548.

## **M.S.A.D. No. 75 Student Surveys and Marketing Information Policy**

From time to time, M.S.A.D. No. 75 may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The District will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

### **Parental Consent to Surveys**

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and written consent of parents and guardians:

- Political affiliations or beliefs of the student or student's parents;
- Mental or psychological problems of student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents, or
- Income (other than that required by Law to determine eligibility for participating in a program or for receiving financial assistance under such a program).

In cases of surveys not funded under the U.S. Department of Education programs, parents/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the Superintendent or other appropriate administrator within 14 days of receiving notice.

### **Notice to Parents Regarding Surveys**

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if substantive changes are made to the policy by the Board. If actual or expected dates of surveys have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time. If surveys are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered.

### **Procedure for Inspection of Surveys/Instructional Materials**

Parents and guardians have the right to inspect any survey or related instructional material created by a third party before it is distributed or administered to students. Parents may also inspect any instructional materials, including teacher manuals, films, tapes, or other supplementary material, which will be used in connection with any survey.

Parents/guardians may request to inspect surveys or related instructional material by submitting a request in writing to the Superintendent of Schools or other appropriate administrator within fourteen (14) days of receiving notice that a survey is to be administered. The Superintendent or designee shall make arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date for the survey.

## **Use of Student Personal Information for Marketing Purposes**

M.S.A.D. No. 75 does not collect, use or disseminate personal information about students for marketing or commercial purposes. This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or schools (including but not limited to tests and assessments, sale by students or products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines.)

## **M.S.A.D. No. 75 Staff Conduct with Students**

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times. District staff should be very careful when either hearing or discussing a student's personal information and should refer disclosures to the appropriate counselor and/or administrator.

### **A. Prohibited Conduct**

Examples of unacceptable conduct by staff members that are expressly prohibited but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- "Friending" students on social networking sites (outside of any school-approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members are expected to review the school/District protocols with their building principal or supervisor, as appropriate.

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

### **B. Reporting Violations**

Students and/or their parents/guardians are strongly encouraged to notify the Principal or other appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

### **C. Disciplinary Action**

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other

abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

**D. Policy to be Included in Handbooks (or disseminated by other means)**

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACAAA-Harassment and Sexual Harassment of Students JLF-Reporting Child Abuse and Neglect

FIRST READING: January 14, 2010

SECOND READING: January 28, 2010

ADOPTION: January 28, 2010

**MSAD No. 75 Reporting Child Abuse and Neglect**

**I. Definitions**

**A. Child abuse or neglect.** Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A” (specifically when a child who is at least seven (7) years of age and has not completed grade six, has the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during a school year).

**B. Person responsible for the child.** A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

**II. Employees’ Duty to Notify and/or Report**

**A.** Any employee of the school unit (hereinafter referred to as the “notifying employee”) who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify an administrator.

- The notifying employee may request consultation with a health or mental health professional employed by the district (eg. social worker, school counselor, nurse) prior to or following notification to the administrator.

- In addition to notifying the administrator, the employee may also make a report directly to the Department of Health and Human Services (DHHS), and the District Attorney if required (see Section III.B).

- When the notifying employee receives written confirmation from the administrator within 24 hours of his/her notification (on the Suspected Child Abuse and Neglect Form (see JLF-E)), he/she shall sign the form as acknowledgement that the report was made and return it to the administrator.

**B.** If the notifying employee does not receive written confirmation from the administrator within 24 hours of his/her notification that a report has been made to DHHS (and the District Attorney if required), the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Form (see JLF-E), and submit it to the administrator. The reporting employee may request consultation with a health or mental health professional employed by the district (eg. social worker, school counselor, nurse).

**III. Administrator Reporting and Confirmation Duties**

**A.** After the administrator has been notified, the administrator or a designee shall complete the Suspected Child Abuse or Neglect Form in consultation with the notifying employee (see JLF-E).

**B.** The administrator/designee shall make an immediate report by telephone of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the administrator/designee shall also make a verbal report to the District Attorney.

**C.** The administrator shall provide a copy of the Suspected Child Abuse or Neglect Form to the notifying employee within 24 hours of the employee’s initial report. The notifying employee shall sign the report and return it to the administrator.

**D.** Any time a report of child abuse or neglect is made, the administrator notifies the Superintendent by forwarding the completed form (JLF-E). The form shall be retained by the District for ten (10) years, along with any other information relevant to the case.

**E.** The form will additionally be forwarded to DHHS, and to the District Attorney, if requested by these agencies.

**IV. Internal Investigations and Discipline**

**A. Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws. (see ACAAA – Harassment and Sexual Harassment of Students)

**B. Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws. (see ACAAA – Harassment and Sexual Harassment of Students)



**V. Interviews of Child and School Personnel** DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school, as provided in this section. The building administrator/designee may:

A. Require the DHHS employee to provide identification;

B. Require the DHHS employee requesting to interview the child provide written certification that in the Department's judgment, the interview is necessary to carry out its duties; and,

C. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance, school nurse, social worker or building administrator as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview. The building administrator or designee shall: A. Not place conditions on how the interview is conducted, including, but not necessarily limited to: requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian; B. Provide an appropriate, quiet and private place for the interview; and, C. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

**VI. Confidentiality of Information and Records** All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law. The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

**VII. Good Faith Immunity From Liability** Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA Chap. 1071, Child and Family Services and Child Protection Act 20 USC § 1232g, Family Educational Rights and Privacy Act 20-A M.R.S.A. §§ 5051-A(1)(C); 5051-A(2)(C) Cross Reference: ACAA – Harassment and Sexual Harassment of Students GBEB – Staff Conduct with Students JLF-E – Suspected Child Abuse and Neglect Form

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