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August 2017

Dear Spruce Mountain High School Parents and Students:

Welcome to the 2017/18 edition of the Spruce Mountain High School Student/Parent Handbook! The purpose of this handbook is to provide students and parents with general information about Spruce Mountain High School's procedures, policies and expectations that will be in place for the 2017/18 school year.

Students and parents should read the information in this handbook thoroughly and become familiarized with its contents. You may notice some changes to the student handbook and please contact the main office if you have questions.

The Spruce Mountain High School community invites all parents to get involved at the school. I wish our students and parents a successful and productive year and look forward to meeting and working with you.

GO PHOENIX!!

Sincerely,

Thomas J. Plourde II, Principal

# SPRUCE MOUNTAIN HIGH SCHOOL

## CORE VALUES FOR STUDENT LEARNING

### VISION STATEMENT

Spruce Mountain High School graduates will be academically prepared and culturally enlightened citizens who are confident and self-reliant, economically and socially responsible, resilient and ready to face the changing demands of a global society.

### MISSION

To achieve our vision, our mission is to provide diverse and authentic experiences, rigorous and relevant core and elective coursework, co-curricular activities, and community partnerships that:

- Prepare students academically for a variety of postsecondary opportunities requiring critical thinking, problem-solving, communicating, and knowledge of technology.
- Promote knowledge of individual, local, and global financial management and understanding the impact of one's personal values on fiscal responsibility.
- Provide opportunities to explore diverse perspectives through the arts and multicultural appreciation.
- Foster accountability, independence and ownership of education, in order to promote lifelong learning.
- Promote responsibility, respect, empathy and compassion throughout the school and greater community.
- Support individuals in achieving and maintaining comprehensive wellbeing and health
- Encourage perseverance and celebrate success

**Core Values of Regional School Unit 73 Central to all RSU 73** policies and Spruce Mountain High School rules and procedures are the following Core Values: **Respect, Responsibility, Fairness, Honesty, Compassion, and Courage**

Through adherence to these core values, Spruce Mountain High School endeavors to create a community climate:

- where students are welcomed and involved,
- where cooperative partnerships develop between the school and parents,
- where all adults model ethical behavior,
- where teachers are expected to teach and enforce ethical and responsible behavior,
- where behavior is an integral part of the curriculum,
- where good behavior is actively promoted and recognized, and
- where the discipline process is impartial, consistent and educational.

## 2017-18 Bell Schedule

### Including Phoenix Time

**First Bell**                      **7:30 - 7:38**                      (8 min)

- All students will report to their Phoenix Time Advisors for attendance and a morning face-to-face meeting. **Morning Announcements** will take place at 7:35am.

**Period 1**                      **7:40 - 8:53**                      (73 min)

- The **Pledge of Allegiance** will take place at the beginning of period 1

**Breakfast Break**                      **8:53 - 9:04**

**Period 2**                      **9:08 - 10:21**                      (73 min)

**Phoenix Time**                      **10:21 - 11:07**                      (46 min)

**Period 3**                      **11:11 - 12:49**

**Group 1**    **11:11 - 11:38 1st Lunch***(1st Floor Academic Wing, Tech Wing & Middle School Classrooms)*

**11:41 - 12:49**                      (70 min) CLASS

**Group 2**                      **11:11 - 12:23**                      (70 min) CLASS

**12:23 - 12:49 2nd Lunch***(2nd Floor Academic Wing, Gym, & FTC Students)*

**Period 4**                      **12:53 - 2:05**                      (73 min)

## **Student Rights and Responsibilities**

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

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

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

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

## **Code of Conduct**

Maine State Law requires, and the RSU 73 Board of Directors have established, expectations regarding ethical and responsible student behavior. Considerable effort has gone into identifying core values, expectations and policies that define specific areas of concern. Harassment, hazing, violence, weapons and the sale or use of drugs are considered particularly serious because of their potential to disrupt the educational experiences of numbers of students. Policies addressing these are included in this handbook.

## **Academic Information**

At Spruce Mountain High School, each student is viewed as an individual with unique needs, interests and abilities. We believe that each student's learning experience is linked directly to the personal, social, emotional, educational and cultural needs of the student.

Our primary goal is to assist students in the acquisition of knowledge and skills that will enable them to achieve greater independence and self knowledge in the areas of academic and career planning, decision making, self exploration, and interpersonal and social skills. Our focus is to assist the students in formulating ideas, goals and objectives needed to explore and achieve the quality of life that they desire.

We believe that all students should be working toward the creation of a learning plan that will enable them to successfully compete in today's competitive job market. This plan may include some type of college, military experience, apprenticeship, training and/or direct entry into the labor force. We also believe that students need to realize that the demand for unskilled labor has been drastically reduced over the years, and in order for them to be competitive, most high school graduates will need some type of additional training beyond and/or supplemental to their high school experience.

### **Performance Based Education (Process)**

Class of 2021 (Current 9th grade students) will be graduating from Spruce Mountain High School with a Proficiency Based Diploma. The Students, Parents and Faculty will participate in PBE consultation meetings throughout the school year outlining the requirements for a diploma. Please refer to the program of studies outlining the standards connected to the course offerings.

### **Guidelines for Course Selection**

Students should select courses based on their ability, interest, future plans and the admission requirements at postsecondary schools that they are interested in attending. Students should also keep in mind, as a first priority, to schedule all courses during their four years that are needed for graduation from Spruce Mountain High School. Students are also encouraged to explore as wide a range of course offerings as possible. When selecting courses, students should consult with and seek assistance from their parents, teachers, academic advisors and their guidance counselor.

Spruce Mountain High School is dedicated to the idea that education involves, among other things, the development of critical skills for effective lifelong learning. These skills include problem solving, decision making, critical and creative thinking, communication, organization, cooperation, collaboration, financial management, leadership, independent learning and documentation. These skills are integral to the courses offered and provide a basis on which content is taught and learned. Students and parents should use this information as they plan an appropriate academic program. Please recognize that these courses are possible offerings for the coming year, and the number of students enrolled in a given course may determine whether it is offered or not.

### **Planning Your Spruce Mountain High School Program**

When selecting courses, students should tentatively outline the remainder of their high school program. Planning can ensure a meaningful program that reflects the student's individual needs and increase their options upon graduation. Careful planning will also help with:

- Making sure that all graduation requirements are met
- Insuring preparation for admission to college and other postsecondary programs/training opportunities
- Developing additional interests
- Gaining as many skills as possible while in high school

## **Core Requirements**

English	4 credits
Social Studies	3 credits
Science	3 credits
Math	3 credits
Physical Education	1 credit (Two semesters of .5 credit each)
Health	1 credit (Two semesters of .5 credit each)
Fine Arts	1 credit

**Total number of credits required for graduation** (including core and electives) = 24.0

Students entering their fourth year of high school will not be eligible for senior status unless they have attained eighteen credits or have created a realistic plan for graduation that has been approved by the Principal. If a student does not have eighteen earned credits by the end of their junior year, they must meet with guidance to be assisted in the creation of such a plan, which must be submitted to the Principal for approval before the start of their senior year. Students who do not have enough credits and/or have not submitted a plan for graduation will remain classified as juniors.

**Please refer to the SMHS Program of Studies for course descriptions.**

**(This is ONLY an outline of courses offered)**

## **Academic Load**

All students must schedule a minimum of six academic courses per semester.

## **Schedule Changes**

There will be an initial add/drop period at the beginning of the school year and a second add/drop period prior to the start of the second semester when students will be allowed to request changes to their schedules. Add/drops must be completed by the second week of the semester.

## **Course Change**

Requests After the Add/Drop Period Students requesting a course change **after the add/drop period** must first speak to the teacher of that class regarding their request to change. If the change does not involve moving to a different level or moving to a completely different course, the change may take place with teacher permission. If the change request involves changing phase level, moving to a completely different course or dropping a class, please refer to the procedures available in the guidance office from your counselor.

## **Course of Study**

All students at Spruce Mountain High school are encouraged to explore and pursue some type of postsecondary education. Students who plan to apply to a four year college or university need to follow the college preparatory curriculum outlined below. Students applying to community or technical colleges, two year business colleges/programs, or other professional training schools need to check specific admissions requirements of those schools and programs. Community and some technical college programs fill up quickly, and admission to them can be very competitive. Students are encouraged to start the college planning process early, and consult with their guidance counselor regarding planning and specific college admission criteria. All students are encouraged to explore as many different educational course opportunities as their schedule will allow. (Primarily 10th, 11th, & 12th Grades)

## **Response To Intervention RTI (Protocol for credit/standard recovery)**

The purpose of the protocol for credit/standard recovery for students at SMHS, is to ensure successful completion of required credits/standards toward graduation. Seniors with serious credit/standard discrepancies will be handled in a case by case basis. Any exceptions must be brought forth and approved by the department head team including the Principal.

\* (Please contact the guidance office for assistance with the Credit/Standard recovery process) \*\*(Teacher Recommendations for Credit/Standard recovery will be following a meeting with student and parent)

\*\*\*Students will have the opportunity to receive support during the “Phoenix Time”.

### **Possible Options**

Computer/Web base program Alternative Education (Application Process and Interview) Retake the entire Course Vacation School Adult Education (16 years of age or older)

### ***English All courses must be taken in the appropriate sequence below:***

English 9

English 10

English 11

English 12

1. Any student who scores a 55 or below will need to repeat the class.
2. Students earning between 55 and 64 may make up work to a 65% via any combination of the following:
  - i. Vacation School during the closest term
  - ii. Summer School in the summer immediately following the failed course
  - iii. Students may make up English Credits with an approved Adult Education course that meets the SMHS graduation standards
3. If a student should fall below a 60% then students should have to attend the Block 5 until they are passing at Quarter End. If students are failing at the end of the quarter they will remain in Block 5 for the next quarter.
4. Students recommended by their current English teacher will be allowed to enroll in Springboard Recovery course for the following academic year.
5. All Springboard Embedded Assessments Must be completed for successful course credit/Standards

### ***Math All courses must be taken in the appropriate sequence below:***

Algebra 1 Geometry Algebra 2

1. Any student who scores a 64 or below will need to repeat the class.
2. Students earning between 60 and 64 may make up work to a 65% via any combination of the following:
  - i. Summer School in the summer immediately following the failed course
  - ii. If students have completed and failed the course during regular school time and meet the other requirements they may make up credit in Adult Ed provided the course matches the one failed
3. If a student should fall below a 70% then students need to attend Block 5 until the end of the quarter. If students are failing at the end of the quarter they will remain in Block 5 for the next quarter.



## ***Science, Social Studies & Unified Arts***

Science progression= Earth/Physical, Biology, Chemistry Social Studies= Civic & World Geography, World Studies, US History

1. Any student who scores a 55 or below will need to repeat the class.
2. Students earning between 55 and 64 may make up work to a 65% via any combination of the following:
  - i. Vacation School during the closest term
  - ii. Summer School in the summer immediately following the failed course
  - iii. If students have attempted and failed the course during regular school time and meet the other requirements they may make up credit in Adult Ed provided the course matches the one failed
3. If a student should fall below a 60% then students should have to attend the period 5 until they are passing at the end of the quarter.

## **Four Year College Preparatory Courses**

Most four year colleges and universities require high school students to successfully complete a demanding high school curriculum for admission. Though the standards of admission vary from school to school, it is generally expected that students complete the following minimum criteria.

The standard college preparatory curriculum includes:

- Four years of College or Honors English
- Four years of College or Honors Science
- Three or four years of math, including Algebra I & II and Geometry
- Three years of social studies
- At least two years of a foreign language (the same language for both years)
- The most challenging curriculum the student's ability and interests support
- A rigorous academic program throughout the senior year This course of study requires a high level of scholarship. Courses and the workload are challenging.

## **Community & Technical College Preparatory Courses**

Community and technical college admissions criteria vary from one school to another. Many of these schools have open admission, requiring a high school diploma or GED. However, many of the technical colleges have prerequisite courses for some of their programs (Algebra I, Algebra II, Geometry, Chemistry, Physics, etc), and may also be very competitive with regard to admission to the program. Students interested in pursuing a community or technical college program should still plan to pursue college preparatory courses and should also meet with their guidance counselor prior to scheduling classes for their junior and senior years to ensure that they have the necessary coursework for admission.

## **Course Level Descriptions**

In selecting courses, you and your parents should consider the course levels listed below.

General Options:

Academic courses at this level are intended at best for technical or community college programs. Students should pursue the curriculum that best prepares them for postsecondary education. [Back to Table of Contents](#)

College Preparatory:

Courses designed for four year college or university preparation.

Honors/Advanced Placement:

Highly demanding courses designed for the motivated student who is willing to be significantly challenged academically. Advanced Placement Courses Classes that prepare high school students to take the College Board Advanced Placement Test. A qualifying score on that test can enable a student to waive introductory college courses and earn credit at the college level.

Courses include:

AP Calculus AP English AP U.S. History AP Environmental Science

### **Rank in Class/GPA & Weighted Grades**

A student's grade point average is determined by averaging grades in all subjects, with the exception of pass/fail courses. Advanced placement classes are weighted at 1.05% and honors classes at 1.025%. Grading System

#### **Marking Standards**

**92 100 = A (High honors)**

**83 91 = B (Honors)**

**74 82 = C (Passing)**

**65 73 = D (Low passing)**

**0 64 = F (Failing)**

#### **Ranking procedure**

The daily attendance and participation in class by students are important aspects of learning and may carry weight in the grading of students' performance. Class rank will be calculated yearly, not quarterly and will not appear on report cards.

Class of 2021 will have new guidelines for class ranking purposes and will be made aware of them during their 9th grade school year.

#### **Progress Reports**

Grades may be viewed online at <http://ps.rsu73.org>. Progress reports will be mailed by request only. Report cards will be mailed at the end of each quarter.

#### **Honor Roll**

Spruce Mountain High School has three levels of Honor Roll, and students who qualify for Honor Roll will be recognized quarterly.

**Highest Honors – Grades of 95 or better in all classes**

**High Honors – Grades of 92 or better in all classes**

**Honors – Grades of 83 or better in all classes**

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## **Senior Academic Recognition**

There will be one (1) valedictorian and one (1) salutatorian designated for the graduating class, as per graduation requirements. Guidance will maintain a “rank in class” list for college purposes. Students will be honored at graduation as follows:

Seniors who have a grade point average (GPA) of 90 and above are listed in the following categories:

**Cum Laude (with Honors) 90 92.99**

**Magna Cum Laude (with High Honors) 93 95.99**

**Summa Cum Laude (with Highest Honors) 96 – and above**

(Note: Averages will not be rounded up to the next highest whole number.)

The members of the Senior class with the ten highest weighted GPAs are designated as the “Top Ten.”

\*Juniors who are graduating early will be recognized with accordance to the Latin Honors requirement and will wear the appropriate colored cords during graduation.

## **National Honor Society Nominee Information**

What it takes to be considered for NHS Membership:

- Sophomore Standing
- Enrolled at SMHS at least 1 semester (Transfer students in good standing who provide recommendations from their former school may be considered for membership.)
- Scholarship: Students who have a cumulative grade point average of 92 percent meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.
- Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of the school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

## **NHS Selection**

Your information will be reviewed by the NHS Faculty Council

### **Materials Requested:**

- Information forms

Obligations: If you are selected, this is what will be expected of you as a member:

- Maintain high standards as listed above

- Attend regular meetings and other brief meetings as needed
- Participate in planning and implementation of NHS services activities
- Participate in an individual service activity throughout the year

NHS Dismissal : A NHS member can be dismissed when his/her performance falls below the standards by which the student was selected. Local NHS bylaws contain a full description of dismissal procedures and are available for review.

## **Parent Annual Notice – Inspection of Student Records – FERPA Notification of Rights Under 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:**

A. The right to inspect and review the student’s education records within 45 days of the day

RSU #73 receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) 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.

B. The right to request the amendment of the student’s education records that the parent of eligible student believes are inaccurate or misleading. Parents or eligible students may ask RSU #73 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 RSU #73 decides not to amend the record as requested by the parent or eligible student, RSU #73 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.

C. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, RSU #73 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSU #73 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office U.S. Department of Education**

**400 Maryland Avenue, S.W.**

**Washington, DC 202024605**

E. RSU #73 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Superintendent of Schools RSU #73 9 Cedar Street Livermore Falls, ME 04254 Under Maine law, the RSU #73 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parent's' names.

RSU #73 maintains a more extensive policy on education records. That policy can be obtained by contacting Superintendent of Schools.

Legal Reference: 34 CFR § 99.7 Federal Register,  
Vol. 61, No. 226, at 59297 (Nov. 21, 1996) 20A MRSA § 6001

**Policy code: NEPN/NSBA Code:** JRAE Adopted: February 28, 2002; May 15, 2003 (Revised notification letter July 27,2011 to reflect changes to school unit (RSU #73). RSU 73 Student

**Educational Records Release of Personal Information Spruce Mountain High School** may release personally identifiable information on students to local newspaper, radio stations, school publications, college admissions counselors, local service organization, industry, military and the like.

The information publicizes student achievement and student participation in recognized school functions. This information called "directory information" includes such items as student name and address, student's parents names and addresses, student's place of birth and date of birth, major curriculum area, participation in recognized activities and sports, heights, weights of athletic team members, dates of attendance in RSU 73 schools, awards and honors received (i.e. scholarships, National Honor Society, etc.), the most recent school attended, and other similar information.

Parents or guardians who do not wish to have directory information released by school may prohibit it. Students eighteen years of age or older or students who are attending postsecondary institutions may also prohibit the release of directory information on themselves. Anyone wishing to do so should contact the building Principal.

## **Attendance Policy and Procedures**

The faculty, administrators, and school board of the Spruce Mountain High School community believes that regular attendance in the classroom is important and essential to the education of our students.

An absent student does not benefit from nor contribute to class activities and discussion. Students should make every effort to minimize class and/or school absences.

### **Spruce Mountain High School Basic Policy Regarding Absences**

When a student has accumulated more than five (5) absences per 1/2 credit (semester length) course OR ten (10) absences per 1 credit (yearlong) course, the student may not receive credit for the course.

When a student exceeds more than 50% of the allowable number of absences in a course, a warning notification in the form of a letter will be sent home regarding each course. When a student exceeds the above totals, a letter will be sent home notifying the student and parent that no credit may be granted for the course. Approximately 3 weeks prior to the end of the school year an attendance letter will be sent home informing both parent and student that an appeals meeting must be arranged. The meeting will be with the principal. (Please provide appropriate documentation of the absences).

### **Excusable Absences**

The following types of absences are considered excused. Excused absences count towards a student's total number of absences, but makeup work will be permitted and graded for excused absences. Maine law designates five reasons why a school may excuse a student's absence. These are:

1. Personal illness;
2. An appointment with a health professional that cannot be made outside the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency (verification may be requested);
5. A planned absence for personal or educational purposes that has been approved by the school. (Approval must be secured in advance. Forms are available in the main office.)
6. Death in the immediate family Parents and students please note:

*Absences not noted above will be reviewed by the administration. Despite the fact that an absence may be considered excusable by law and the school, it still counts toward a student's total absences. A student is allowed up to 5 excusable absences in a semester course and 10 in a year long course.*

### **Attendance Credit**

A credited absence will not be counted as part of the student's absence total. Credited absences are defined as those absences that are caused by participation in school sponsored events. Credited absences include but are not limited to: field trips, college fairs, testing, band, drama, sports, college visits arranged through the guidance office (3 approved), meeting with school administration or counselors, and district transportation problems. **Students are, however, responsible for completing any missed assignments within a reasonable amount of time.**

### **Excused Absence Documentation Notes and Procedures**

Parents/guardians are responsible for notifying the school of the reason for the student's absence.

Parents/guardians should call the school either prior to, or on the day of, an absence, or send a note in with the

student upon his/her return. In cases where a student is marked absent and no call has been received, the school administration may call the parent to verify the absence. Because Maine School Law is specific, parents need to be aware that calling the school to report an absence may not necessarily result in the absence being classified as an excused absence. (see above)

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Students who have doctor's notes or other documentation for long term absence should submit them to the Principal upon receipt of such information. Should excess absences occur, the Attendance Appeal Committee will require this information.

### **Unexcused Absences**

Any student absence for a reason other than those approved by Maine Law will be considered an unexcused absence. Any absence that is not accompanied by parent notification and/or verification will be considered an unexcused absence.

During the school day, if a student does not report to any assigned class or study hall as scheduled (without administrative authorization or prior knowledge of an extenuating circumstance), the absence will be designated as unexcused. Excuses for missing classes or study halls that are provided after the fact may not be accepted. In cases where an unauthorized class or study hall absence has been verified, no credit will be awarded for missed class activities, and two office detentions will be assigned.

### **Grading During Absences and Suspensions**

When a student returns to school following an absence, the student must first report to the Main Office prior to the first bell. At that time, the student must present a note from a parent/guardian documenting the absence in order for the absence to be considered an excused absence. The student will have 48 hours to do this before the absence is noted as "unexcused". The student will be responsible for checking with each classroom teacher for makeup work as soon as possible to ensure credit for the missed work. When a student is suspended (All assigned homework must be completed during the term of suspension). If the homework is not completed the grade will be a ZERO "0". \*Please refer to your course syllabus for late work/makeup work which is directed by the teacher. \*\*Students who miss instruction during their suspension or absence must meet with the specific teachers when they return to school.

### **Makeup procedures for assignments missed during an absence will be allowed as follows**

It is the responsibility of the student upon entering school after an absence to get his/her assignments and any other make up work from each teacher. The "Teachers' Course Expectations" guides distributed at the beginning of the course will inform students how long they have to submit missed work. Parents can request that missed work be available for office pickup at the end of the day. This is the responsibility of the student, and negligence in this area will adversely affect both learning and the course grade.

### **Unexcused Tardiness to Class**

Students are expected to arrive on time for every class. Failure to arrive on time will be addressed by the teacher. If a student has a note from the office or other staff member they will not be considered tardy to class.

First Tardy= 15 min teacher detention

Second Tardy=30 minute teacher detention

Third and Subsequent tardy= Office detention (Student should be sent immediately to office)



### **Tardiness to School**

Unless approved for late arrival, students who arrive at school after the first period bell are tardy. Students who are tardy must report directly to the Main Office to secure an Admit slip, which will be needed in order to be admitted to class. A student arriving late with a parent or medical related note for the tardiness should also report directly to the Main Office. Students with approved excuses will be issued an Admit slip designating the tardiness as “excused.” Students arriving without a parent or doctor’s note or without an approved excuse will receive an Admit slip designating the tardiness as “unexcused.” Reasons for tardiness that are considered “unexcused” include, but are not limited to: oversleeping, missing the bus, car problems, etc., and these will be considered unexcused whether or not a parental note is provided.

If the reason for being late is one of those previously noted as approvable reasons under Maine Law, a note from the parent will be accepted to excuse the student. A student will receive one detention for every three (3) tardies to school that is accrued during each (quarter). Each school tardy thereafter will result in the assignment of an additional detention. At six (6) tardies, 3 days of 1 hour detentions (or other consequence) will be assigned.

### **Dismissal from School during the Academic Day**

Students who need to be dismissed for an appointment during the school day should present a parent/guardian note to the office before school on the morning of the dismissal. This makes it possible to list the student on the daily attendance sheet so that teachers will know that the student will be dismissed at a particular time. In cases where notes are presented, the school administration reserves the right to verify the note and/or confirm appointments. Students who leave school without being officially excused will be assigned disciplinary consequences, and in these cases, excuses provided after the fact will not be accepted.

Any student who will be leaving the school building during the school day for any reason must report to the Main Office prior to leaving.

Any student who is determined to be ill who needs to be dismissed should report to the Main Office. The school cannot dismiss any student without the permission of the parent/guardian, or without the permission of an adult that the parent designates. In order for a student to be released to such an individual, the individual must be listed by the parent on the student’s Emergency Card. At or before the beginning of the school year, parents should fill out and submit an updated Emergency Card designating several people who can release or transport the student. Students will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. If the building Principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building Principal/designee has the authority to deny the release of students to any unauthorized or unknown person.

### **Appeals Related to Attendance Policy**

After receiving written notice of exceeding allowable class absence limits, students have a right to appeal any action taken as a result of this policy. A student requesting an appeal will be scheduled to meet with the Principal to present reasons why any of his/her absences should be considered as exceptions to the attendance policy. The student may be accompanied by his/her guidance counselor and may also be accompanied by a person of his/her choice. Further appeals will be decided by the Principal. In all cases of appeal, the student must submit a letter to the Principal requesting an appeals meeting.



## **Detention Procedures Spruce Mountain High School recognizes two types of detention:**

1. Teacher (classroom) detention;
2. Office detention.

### **Teacher Detention**

Teachers may assign detention(s) for violations of classroom rules and/or expectations. Students must attend the detentions when it is assigned unless arrangements are made ahead of time with the teacher or in a case of an emergency or extenuating circumstance, with the principal. The length of teacher detentions may vary. In most cases, teacher detention time is used to assist students in catching up on assignments, to remediate lesson material, or to reinforce class expectation. Teacher assigned detentions will have precedence over office assigned detentions. Teacher assigned detentions will be served with the assigning teacher in his/her room. Serving a teacher detention in the office detention room is not an option. Failure to report to teacher detention will result in one (1) office detentions in addition to the teacher detention.

### **Office Detention**

Administrators and teachers may assign office detentions for student indiscretions, violation of general school rules or conduct expectations. Students will be given twentyfour (24) hour notice and are expected to stay for the assigned detention regardless of after school work, athletic events and practices, or other extracurricular activities. Sufficient notice is given so plans can be made.

The only legitimate excuses for appeals to reschedule teacher assigned or office detentions are:

1. Severe illness. (Verification required)
2. Professional health appointments that cannot be made outside the regular school day.
3. Observance of recognized religious holidays, when the observance is required during the school day.
4. Emergency family situations. (Verification required)
5. Personal or educational leaves which the Principal has approved.

## ***Spruce Mountain High School***

### ***Behavior Protocol***

#### **Minor Misbehavior Documentation & Definition of Minor v. Unmanageable Misbehaviors**

### **Teacher Procedures**

#### **Step 1: Warning**

**Clear verbal warning telling students to stop behavior and informing of next step**

#### **Step 2: Teacher Detention**

**Assign teacher detention for repeated behavior (Recommended 30 min.)**

#### **Step 3: Office Referral**

**If student continues behavior after being assigned detention they should be removed to the office**

#### **Contact Home**

**If detention or office referral occurs, the teacher will contact the student's guardian by phone to**

inform them of the misbehavior and consequence.

### **Defining Misbehaviors (*minor versus unmanageable*)**

#### **Minor Student Misbehavior**

- o Students being disrespectful to other students
- o Students refuse to work
- o Students make inappropriate jokes
- o Students disrupt with verbal outburst
- o Students use sign out privileges inappropriately
- o Student initially refuses to follow classroom rules or procedures (minor insubordination)
- o Students use inappropriate language

#### **Unmanageable Misbehaviors: (cause for immediate removal from the classroom)**

- Students use vulgar/directed inappropriate language
  - o Students are in violation of the dress code
  - o Students make racially or sexually inappropriate jokes (harassment)
  - o Students physically harm teacher/other student
  - o Student threatens to physically harm teacher/other student
  - o Student skips class

#### **Repeat Offenders**

- o Teachers will repeat classroom procedure twice
  - In the second parent/guardian notification the teacher will inform parent/guardian of immediate office referral for next offense
- o Third classroom incident with same student
  - Clear warning
  - Remove student to office if behavior continues and notify office staff
  - Schedule staffing or parent/teacher/admin meeting, to reiterate clear expectations for students and to establish consequence for failure to meet those expectations

#### **Examples of behaviors (but not limited to) that result in detentions are:**

Cut class	Two office detentions
Cut teacher detention	Two additional office detentions
Cut office detention	Two additional office detentions
Cut Three Hour detention	Three day suspension
Unauthorized use of cell phone	One office detention and confiscation
Students sent from class	Two office detentions

Dress Code Violation (uncorrected after warning) One office detention

Leaving school without permission Three hour detention

Tardy to school (three times or more in a quarter) One office detention

Tardy to school (six times or more in a quarter) Three hour detention

As noted, other behaviors that could warrant the assignment of detentions include wearing hats or head wear, possession of squirt guns, loud or inconsiderate hall behavior, etc. Students are expected to display cooperation and good judgment at all times while at school or while attending school sponsored events, whether on or off campus. The above examples are minimum consequences. Repeat offenses may result in greater consequences.

### **Rules for Detention Detention**

is an extension of the student's regular school day as a result of some infraction. Regular school expectations still apply while on detention. Students must arrive on time and sign in upon arrival.

- Students may not eat or drink while serving detention.
- Students are to be engaged in academic pursuit.
- Students may not leave the room without permission.
- Students are responsible for their own transportation after detention or with prior approval from the principal a student may use the late bus.
- Uncooperative or disruptive behavior will result in removal of the student from detention.
- If removed from office detention a 3 day in or out of school suspension may be given. The detention will be doubled or the student may be suspended

In cases where the school administration confirms that violations of the Code of Conduct have occurred, the Principal (or designee) will assign appropriate disciplinary consequences. When assigning consequences, the school administration will strive to be fair and consistent, and will base the severity of any assigned consequence on factors that consider the nature, severity and frequency of the behavioral occurrence. The school administration reserves the right to use administrative discretion when assigning disciplinary consequences.

Disciplinary consequences assigned may include, but are not limited to, any of the following:

- Oral/verbal warning or reprimand;
- Written warning;
- Removal from a particular class or activity;
- Teacher Student conference;
- Parent Notification (in writing or by telephone call);
- Student Administrative conference;
- Student Parent Teacher conference;
- Student Parent Teacher Administrative conference;
- Teacher assigned detention;
- Office assigned detention;

Extended detention; In school suspension; and Out of school suspension.

### **Social Restriction**

Social restriction means that the student may not attend/participate in any events after school hours. This includes dances, games, concerts, and any other events that takes place on school grounds within the RSU 73 Department. The Principal may place students on Social Restriction in order to maintain the peace and usefulness of the school. The student may engage in the after school academic program with the permission of the Principal or his/her designee. Students who receive two or more suspensions from school may be placed on Social Restriction. Before the student may again participate in any activity, satisfactory evidence must be demonstrated to the Principal or his/her designee that the individual's behavior has changed. In order to maintain the peace and usefulness of the school, the school administration reserves the right to make decisions regarding situations which do not rise to the level of criminal activity. Finding of criminal activity or violations of conduct and any impositions of appropriate discipline shall be made by the Principal or his/her designee.

### **Prohibited Conduct Disrupting Education Process or Endangering Safety**

The RSU 73 School Board believes that students and staff are entitled to learn and work in a school environment free of violence threats and disruptive behavior. These prohibitions apply to any student who is on school property, who is in attendance at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. Students may be suspended for actions away from school if in the determination of the administrator, that misconduct would adversely impact the discipline and welfare of the school community. The school staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

### **Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, KungFu stars and nunchucks;

B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort or replicas of weapons (including toys), laser pointers, spiked necklaces, or bands and heavy chains;

C. Violent, threatening, harassing behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against property or any student(s), and/or staff (e.g., verbal or written threats, threats of bodily harm, bomb threats);

D. Verbal or written statements or bomb threats (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence &/or disrupt the school.

The RSU 73 School Board recognizes that bomb threats are a significant concern to the school unit. Whether

real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats proved to be false.

- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies; (includes paraphernalia possession)
- I. Violations of state or federal law; and any other conduct that may be harmful to persons or Property.

### **Bullying (Will not be tolerated)**

#### **RSU 73 Policy JICK**

The Board believes that bullying, including cyber bullying, is detrimental to student wellbeing and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying, including "cyberbullying," is not acceptable conduct in RSU 73 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views 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 directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

#### **Definition of Bullying**

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

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

- A. Has, or a reasonable person would expect it to have, the effect of:
  - 1. Physically harming a student or damaging a student's property; or Regional School Unit 73 Board of Directors
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
  - 1. Creating an intimidating or hostile educational environment for the student; or
  - 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
  - 1. A student's actual or perceived characteristics identified in 5 MRSA §4602 or 4684A

(including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or

2. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

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

**Application of Policy** This policy applies to bullying that:

A. Takes place at school or on school grounds, at any school sponsored or school related activity or event or while students are being transported to or from school or school sponsored activities or events; or

B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying."

### **Consequences for Policy Violations**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties.

### **School Employees and Others**

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements. Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties. Any school affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

### **Disciplinary Action**

The Principal, or acting Principal, may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct that violates this policy, including being, deliberately disobedient and/or deliberately disorderly will be grounds for suspension or expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of law that specifically prohibit the use and possession of weapons, infractions of violence and harassment, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless the superintendent on a case by case basis modifies this requirement. All firearm violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the superintendent.

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

## **Suspension Procedure**

School suspension is administered for serious school offenses. Students will be informed of the charges and given a chance to respond to the charges. Length of suspension will be determined by the school Principal and will reflect the offense committed. Parents or guardians will be called and will be notified in writing of the action taken. A further conference may be requested by either the parents or administrator. It is the student's responsibility to make arrangements with individual teachers to make up work and tests missed during suspension. While suspended, students are ineligible to attend any school functions or be on school grounds except by expressed, prior permission from the Principal. The administration reserves the right to determine that part or all of a suspension may be served in house. Days of suspension do not count toward a student's maximum allowable total.

Some examples of serious offenses include:

Offenses	Disciplinary Action
Vulgarity or verbal/physical abuse to a staff member	5-10 days suspension
Fighting (includes pushing, shoving, punching) use/possession	5-10 day suspension Smoking/tobacco 10 days suspension
Harassment	3-10 day suspension
Theft (charges filed with local authorities)	3-10 day suspension
Vandalism (charges filed with local authorities)	3-10 day suspension
Violation of RSU 73 Drug/Alcohol Policy (includes possession of paraphernalia)	(as per policy)
Insubordination (refusal to cooperate with school official)	3-5 day suspension
Detention violation	3 day suspension
Forgery of absence documentation	2 day suspension
Leaving School Without Office permission	2 day suspension

### **Repeat offenses may result in greater consequences**

Please note: The above consequences are examples and guidelines only. A longer suspension and/or recommendation for expulsion may occur when and if the school administration determines the offense warrants such.

## **Use of Tobacco Products**

The RSU 73 Board of Directors believes that the use of tobacco products is injurious to the health of both those who use tobacco and, in the case of smoking, those who must inhale air filled with smoke.

Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. Tobacco is the number one killer and leading cause of preventable death in Maine. The school district curriculum teaches the health risks associated with the use of tobacco. Because of those beliefs, and to support and model a healthy lifestyle for our students, and because of state and federal laws, the RSU 73 Board of Directors, hereinafter referred to as the Board, adopts the following tobacco free policies:

In order to promote the health, welfare and safety of students, staff and visitors and to promote the



cleanliness of RSU 73 facilities, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. RSU 73 shall be tobacco free 24 hours a day, 7 days a week, 365 days a year. This includes all days when school is not in session and all functions taking place on school grounds. Smoking and/or the use, sale or distribution of tobacco products by anyone is prohibited at all times on the school campus. This shall include school buildings, the community building, gymnasiums, bus garages, grounds, athletic fields, tennis courts, driveways, roadways, parking lots, and school owned vehicles. All individuals on school premises share in the responsibility for adhering to and enforcing this policy.

### **Prohibition against Tobacco Use – Student**

In addition, students are further prohibited from possessing, using, selling, distributing or dispensing tobacco products (including e cigarettes) in school buildings, facilities and on school grounds and buses during school sponsored events away from school property and at all other times.

Maine law prohibits possession or use of tobacco products by anyone less than 18 years of age. Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

### **Communicating the Policy**

This policy will be printed in both the student handbooks and adult education booklets on a yearly basis. Tobacco free signs will be posted in highly visible places both inside and outside all school buildings, including the Central Office. Signs will be posted at all entrances of school buildings, school playgrounds and athletic fields. The maintenance staff will be responsible for maintaining signage. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco free policy community wide.

An announcement of the tobacco free school policy will be made at all school events, including but not limited to, athletics and drama.

Instruction on Avoiding Tobacco Age appropriate tobacco prevention education will be incorporated into the RSU 73 Kindergarten High School comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the RSU 73 policy.

### **I. Prohibited Conduct**

#### **A. Students**

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

#### **B. Employees and All Other Persons**

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school sponsored events on or away from school property, and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and this Board of Directors' policy/administrative procedure, from selling, dispensing or distributing tobacco products to students.



## **II. Enforcement**

The procedure to follow in case of suspected possession and/or use of tobacco is as follows: A. Administrative Procedures

1. Any staff person who has reason to suspect the possession and/or use of tobacco shall:

a. If possible, obtain the tobacco b. Immediately inform the principal of such possession or use.

2. The principal shall:

a. Interview the student b. Notify parents c. Notify local law enforcement authorities if the underage student has been using or is in possession of tobacco. d. Take all necessary action to insure that any violation of policy is terminated and that appropriate disciplinary action is taken with due process for students.

3. The penalties in this policy will be the minimum imposed for the following infractions for grades 5-12.

a. Records

1. Records will be kept of all tobacco use/possession violations and records will be cumulative by building (K5, 68, 912).

2. Violations pertaining to tobacco issues shall remain confidential and will not be forwarded if the student leaves the RSU 73 district. The records will be destroyed upon graduation. In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

### **A. Student Violations**

#### First Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by the parent/legal guardian and returned to the school.

2. Local law enforcement authorities will be notified if the student is under 18 years of age.

3. Ten (10) day suspension – 5 of these days may be rescinded if the student agrees to and attends a tobacco cessation program approved by the school administrator and guidance counselor. Proof of satisfactory completion of the cessation program and a followup interview with the school counselor is required.

4. The student will not be allowed to participate in any extra or co curricular activity, except practice, for ten (10) school days following the suspension.

#### Second Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by the parent/legal guardian and returned to the school. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.

2. Local law enforcement authorities will be notified if the student is under 18 years of age.

3. Ten (10) day suspension

4. Suspended from all extra and cocurricular activities for the remainder of the season, or duration of the

activity, loss of award.

5. Student will receive a nonclinical assessment by an RSU 73 Student Counselor.

### Third Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by the parent/legal guardian and returned to the school. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.

2. Local law enforcement authorities will be notified if the student is under 18 years of age.

3. Ten (10) day suspension

4. The student will be excluded from all extra and cocurricular activities for a twelve month period.

5. Student will be required to complete a tobacco cessation program.

Failure to complete a cessation program will result in recommendation for expulsion. Fourth Violation

1. Recommendation to the Board of Directors for expulsion.

2. Student Referral to Law Enforcement Agency.

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case by case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

### **Prohibitions Against Tobacco**

Advertising The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications.

### **Access to Cessation Programs**

#### **Maine Tobacco Helpline – (18002071230)**

Welcomes youth to call for confidential counseling to help them quit.

“Not on Tobacco” (NOT) – Youth cessation program through the American Lung Association.

Website: <http://www.lungusa.org/site/pp.asp?c=dvLUK90OE&b=39866>

Alternative to Suspension Program – “Intervening with Teen Tobacco Users” (TEG),

A research based program for ages 12-18. Website: <http://www.communityintervention.org/category/s&>

### **Drug and Alcohol Use by Students**

Policy The School Committee and the staff of RSU 73 support a safe and healthy learning environment for students, which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school aged youth.

In order to promote the safety, health and wellbeing of students, the RSU 73 School Committee endorses a

three pronged approach to address the issue of drug and alcohol use; prevention/education, intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula, and programs to implement this policy.

### **Prohibited Conduct**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance defined in federal and state laws/regulations, any lookalike substance, or any substance that is represented to be a controlled substance. This shall include any performance enhancing or mind altering over the counter drugs.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

### **Disciplinary Action**

Principals will suspend and may recommend expulsion of student who violates this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students will be referred to law enforcement authorities for investigation and/or prosecution if a violation of the law occurred.

### **Prevention/Education**

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

### **Intervention**

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, and aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

## **Policy on Pupil Use and/or Possession Of Alcohol or Illegal Drugs RSU 73 Policy JICH Rules**

- A. This will be in effect on school property and at school sponsored functions (including transportation provided by the RSU 73 Department to and from facilities).
- B. Students and their parent/guardian in grades 5-12 who are involved in interscholastic activities will sign a contract, a section of which will require them to abide by the provisions of this policy.
- C. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

### **Procedures**

#### **I. Administrative Procedures**

A. The staff person who has reason to suspect the possession and/or use of prohibited mood altering substance shall:

1. Take whatever immediate action necessary to secure the health and safety of any involved student.
2. If possible, obtain the alleged prohibited substance.
3. Immediately inform administration of such possession or use.

B. The Principal shall:

1. Interview the student for verification and schedule a meeting with his/her parents/guardians.
2. Make reasonable efforts to obtain the alleged prohibited substance.
3. Obtain a written report of the incident from the reporting staff member and supplement that report with any additional information which the Principal may develop. Notify the superintendent.
4. Notify the appropriate law enforcement authorities if a violation of the law Occurred.
5. Take all necessary action to insure that any violation of policy is terminated and that appropriate disciplinary action is taken with due process for students.
  - a. For disciplinary/corrective action in grades K-4 emphasis usually will focus on guidance, parental contact, and education efforts whenever the incident is minor and/or the age/maturity of the child indicates a need for a counseling approach to the problem. This is not intended to prohibit disciplinary action if appropriate.
  - b. The penalties in this policy will be the minimum imposed for the following infractions grades 5-12

#### **6. Records**

- a. Records will be kept for all substance abuse violations and will be forwarded if the student leaves the RSU 73 school system. The records will be destroyed upon graduation.
- #### **II. Disciplinary Referral**

## **A. Possession/use of Prohibited Substances**

### **First Offense**

1. Ten (10) day suspension
2. Student will receive nonclinical assessment by RSU 73 Substance Abuse Counselor
3. Student will be referred to meet with the Superintendent of Schools who will decide if the student will be brought to an expulsion hearing

### **Second Offense**

1. Ten (10) day suspension
  2. The student will be referred to the Superintendent of Schools for expulsion.
- B. Furnishing/Selling of Prohibited Substances

## **Furnishing/Selling of Prohibited Substances**

### **First Offense**

1. Ten (10) day suspension
  2. Recommended to the RSU 73 School Committee for expulsion from school.
- C. Additional Consequences

## **For Students in Co and Extra Curricular Activities**

For those who violate the contract by possessing, using or furnishing any prohibited substance/item listed in policy JICH under Prohibited Conduct, while engaged in a co or extracurricular activity at any time on or off school grounds during the season or duration of a school co or extracurricular activity. The season is defined as the first day of practice through the awards banquet or the last scheduled event for that activity, whichever comes last.

### **First Offense**

1. Suspended from the sport/activity season. With respect to yearlong co-curricular activities such as Drama, the student will be suspended from participation in the activity for 30 calendar days.
2. Loss of any eligibility award for which the student may otherwise be eligible.
3. Student will receive a nonclinical assessment by the RSU 73 School Department Substance Abuse Counselor

### **Second Offense**

1. Referral to the School Committee for expulsion

## **III. Concerned Personal Referral**

The intent of a concerned person referral is to offer the opportunity to address a student's substance use/abuse concerns confidentially without risk of discipline to the student. A concerned person referral made

AFTER any observation/report pertaining to the student's use of the abovementioned substances will not preclude disciplinary procedures. The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program by providing them with appropriate information to aid them in obtaining assistance from school and community resources. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

- A. The concerned person shares his/her concern with the Substance Abuse Counselor.
- B. The Substance Abuse Counselor consults with others who know the student to assess behavior if applicable (student's right to confidentiality is protected).
- C. The Substance Abuse Counselor meets with student, if appropriate, to share concerns and review information and policies. (if student acknowledges problem follow Self Referral Procedures and omit steps DF below; if not proceed to step D).
- D. The Substance Abuse Counselor begins nonclinical assessment if appropriate.
- E. Substance Abuse Counselor notifies parent(s) if appropriate.
- F. If appropriate, and with student's consent, Substance Abuse Counselor helps to develop a plan with the student.

#### **IV. Self Referral**

A student may, in confidence, seek assistance with substance abuse problems and will be referred to appropriate resources without risk of discipline or punishment; however, a self referral made AFTER any observation/report concerning a student's use of the abovementioned substances will not preclude disciplinary procedures. A staff member who is approached by a student seeking help is expected to maintain confidentiality of the student and refer him/her to the Substance Abuse Counselor. Staff members may respond to students seeking help with dependency or abuse problems without being compelled to use the information in a disciplinary manner. Students shall be informed that they continue to be responsible for their actions and behaviors exhibited under the influence.

- A. The Substance Abuse Counselor evaluates the student.
- B. The Substance Abuse Counselor develops a plan with the student.
- C. The substance Abuse Counselor follows up to determine if the student is utilizing resource effectively, and if not, meets with the student to review the plan.
- D. Substance Abuse Counselor will recommend student for outside treatment with a State of Maine Licensed Alcohol and Drug Abuse Counselor at student's expense.
- E. Student shall be informed he/she continues to be responsible for his/her actions and behaviors exhibited under the influence.

## **V. Procedures for School Functions**

### **A. Use or Possession**

#### First Offense

1. Remove the student from the school function and return the student to school grounds when appropriate.
2. Call parent(s) or guardian to pick up student
3. Notify police or sheriff's department of offense and ask them to transport the student home if parent or guardian is not available.

#### Second Offense

1. Same as First Offense
2. Refer to Disciplinary Referral, A, Second Offense

### **B. Selling or Furnishing**

#### First Offense

1. Notify Police
2. Remove student from the school function and return the student to the school grounds when appropriate.
3. Refer to Disciplinary Referral, B, First Offense.
4. Call parent or guardian to pick up student

## **VI. Medical Emergency**

A. In the case of a medical emergency, the normal administrative procedures for Medical emergencies will be followed.

B. Once the medical emergency has been dealt with, the appropriate policy provision will be implemented.

### **Breathalyzer Regulation**

It is the intent of the RSU 73 School Committee to discourage and eliminate the use of alcohol by students attending RSU 73 school functions and activities. Functions shall be defined as any activity sponsored by the RSU 73 School Department and conducted on or away from school property. The following steps will be adhered to during the administration of the policy:

1. Students may be tested if they exhibit any signs of alcohol consumption
2. Refusal to submit to the breath analyzer procedure will be considered to be a positive test for the presence of alcohol and the student will be disciplined in accordance with the RSU #73 School Departments drug and alcohol policy
3. Breathalyzer tests will be administered by school administrators.
4. All breathalyzer tests will be conducted in a secure location away from student traffic
5. It is NOT the intent of this regulation to conduct random testing of students

6. Parents and/or guardians will be contacted and instructed to come to the school/activity and transport their child home if that student tests positive
7. Students who test positive following a breathalyzer test will be suspended from school in accordance with the RSU 73 School Department's policies on alcohol consumption and suspension.
8. The results of all breathalyzer tests will be forwarded to the school Principal, The Superintendent, The coordinator for the Student Assistance Team and the parent/guardian of the student tested.

## **GENERAL INFORMATION**

The following is a listing of Spruce Mountain High School information, procedures, and guidelines that will assist students and parents.

### **Phoenix Time (Advisory Period)**

All faculty will be assigned groups of students and will serve as the advisors to that group. Advisors will meet periodically with their students to discuss various issues dealing with all components of the student's four years at Spruce Mountain High School. The advisor advisee program was created to ensure every student has at least one adult who knows him or her both personally and academically. Generally, advisors stay with that group of students throughout the student's high school careers. The advisor's role is to monitor the student's academic progress.

If parents have questions or concerns, the advisor is a person to contact.

### **Assembly Conduct**

Assemblies are an extension of Spruce Mountain High School's overall educational mission. Positive recognition of student's and faculty's accomplishments and sharing of important information are major purposes of assemblies.

Students are expected to display attentive, respectful behavior at all assemblies. Disruptive behavior results in disciplinary action and/or suspension from further assemblies.

### **Book Bags**

Students are allowed to bring backpacks, book bags, etc. to school. They are not allowed to carry them to classes/study halls.

### **Bus Conduct**

Notice of bus rules is distributed to parents and students at the start of each year. Riding the school bus is a privilege. It can be lost for failure to adhere to general rules of courtesy and cooperation, and respect for property and/or safety. The bus driver has authority over the bus and may issue warnings and/or dismissal notice. If bus privileges are lost, both parents and student must meet with the Transportation Director or designee.

### **Cancellation of School**

Announcements regarding unforeseen school cancellations are posted on the school website. Announcements for school cancellations are also on the following TV/Radio Stations:

TV Channels 5 and 13 (WGME), 6 (WCSH), and 8 (WMTW) and Radio WKTJ 99.3 FM (Farmington) and WBLM 102.9 (Portland)



## **Cell phone /Electronic devices**

Cell phones are not consistent with the SMHS vision and mission. To keep them from being a disruption to the teaching and learning environment, all cell phone use is prohibited during the school day, from the first morning bell until school dismissal. The only exception to this is during breakfast and lunch periods when students may use silenced electronic devices during their scheduled breakfast or lunch time.

This means that if a cell phone is seen in hand or heard by a staff member outside of the cafeteria, it will be confiscated and turned into the office, and the student must serve one detention. Second Offense Phone will be confiscated and turned into the office. Student will serve two (2) detentions and the parent must come to the school and pick up the phone. Parents will be notified by the main office when the phone is available for pickup.

All other electronic devices may be used in the classroom only with teacher permission.

## **Academic Dishonesty**

Academic dishonesty is inexcusable, and confirmed incidents will result in consequences. The offense will result in a grade of zero for the work involved and written notification sent to parents explaining the incident.

Continued academic dishonesty will result in no credit being awarded for the course. There is a clear expectation that all students will complete assignments with honor and integrity. There is no tolerance for students caught being academically dishonest.

Academic Dishonesty includes:

- Copying or duplicating assignments that will each be turned in as “original”;
- Exchanging assignments by printout, computer transfer, or modem and then submitting work as “original”;
- Looking at another student’s answers during testing
- Allowing or providing access to your answers for other student(s)
- Accessing unpermitted formulas, codes, key words, etc. or for use in a test;
- Using hidden reference sheets during a test;
- Using programmed material in watches, calculators, cell phones, or computers when prohibited;
- Exchanging answers with others (either giving or receiving answers);
- Submitting someone else’s assignment as one’s own;
- Not following specific guidelines on academic dishonesty as established by department, class, or teacher.
- Submitting material (written or designed by someone else) without giving the name of the author/artist and/or source;
- Plagiarism of any type. Plagiarism is passing off, or attempting to pass off as one’s own work that of another. Students must be very careful researching a project that they do not copy the work of another and turn it in for credit. A common example of plagiarism is copying the literary work of others and including it in assignments without proper attribution to the author or notation of such.

If there is any question in your mind, please consult your teacher. Plagiarism is academic dishonesty.

In the event that a student is caught or suspected of academic dishonesty or plagiarizing, the following will occur:

Teacher will consult Dept. Head for a second opinion on the work. If both agree that the work is questionable a student will have an opportunity to convince the teacher that the work in question is his/her own.

If this is not done to the teacher's satisfaction, the following will occur:

### **First Offense**

1. Zero for the work done, assignment, and/or test
2. Conference with teacher
3. Written parental notification by teacher
4. Three hour detention
5. Notification to the student's current teachers
6. Two Weeks Ineligible for any Co-Curricular activity

### **Second Offense**

1. Zero for the work done, assignment, and/or test
2. Conference with teacher, administration, and parent
3. Suspension from school for three days
4. Written notification to parent
5. Notification to the student's current teachers
6. **One Month Ineligible for Co-Curricular activities.**

### **Third Offense**

1. **No credit for the class**
2. **Removed from the class**
3. **One full year, Ineligible for Co-Curricular activities.**
4. Notification to the student's current teachers

**\*All violations are cumulative for that academic year**

### **Classroom/ Building Conduct Expectations**

- Students are expected to display mutual respect for person and property at all times.
- Students are expected to report on time for all classes or study halls.
- Students may not loiter in the cafeteria, halls or restrooms.
- Students may not leave the building during the school day for any reason without administrative permission.
- Students are to refrain from sitting on the hall floors.

## **Closed Campus**

Spruce Mountain High School is a closed campus. Once students have arrived at school, they may not leave the building unless granted prior approval from the school administration. Senior Privileges allow seniors in good standing (and with parent approval) to arrive for their first academic class and to leave following their last. Under certain conditions some seniors may also qualify for the Work Release option. (See "Senior Privileges" for more specific information.)

## **Computer Use**

The use of computers at SMHS is a privilege that can be lost. Before using school issued computers or the Spruce Mountain High School Network, students and parents must have attended an information meeting and sign and submit the Student Computer and Internet Use Form. This policy and permission form will be distributed at the beginning of the school year. Failure to abide by the computer use guidelines will result in loss of computer use privileges for a period to be determined and/or may result in disciplinary action. The cost of repairs to computers resulting from careless use or the loss of a computer is the responsibility of the student and parent. (please refer to Computer Policy elsewhere in this handbook).

### **Violation of Computer Use Policy will result in the following**

1. First offense= 2 weeks in-school computer use only. The student will return computer to the main office at the end of the school day and pick it up at the beginning of the school day.
2. Second offense = 2 weeks without computer/internet access + following 2 weeks computer/internet access during school
3. Third offense = 4 weeks without computer/internet access. (All offenses after third offense will be a case by case consequence determined by administration)

### **Dances and Social Functions Expectations** for student conduct at school social functions are as follows:

1. Once a student is admitted to a dance or social function, he/she is not to leave and then be readmitted. No one will be admitted to dances after 8:00 PM, except by prior arrangement;
2. School social functions are open only to SMHS students. However, a guest accompanied by a student of Spruce Mountain High School is welcome if that student has obtained a permission form and received prior approval from the Principal. When a student brings a guest, he/she is responsible for that guest and should remain with that guest as long as the guest is in attendance;
3. Any student who becomes a behavior problem will be asked to leave; this includes inappropriate dancing, eg. grinding.
4. Any student found to be under the influence of, or in possession of alcohol or other drugs will be turned over to the officer on duty, and the name will be recorded. If an officer is not present, dance supervisors will call and request an officer to come to the event. All school policies and procedures are in effect. Students have the same expectations as if they were at school during the school day;
5. All SMHS school rules also apply to students transported on school buses to all school functions/activities.

6. School dances must have adequate supervision. Chaperones must include at least two staff members, two parents, one law enforcement officer (if available), and a custodian on duty.
7. Dances end no later than 10:30 PM unless prior approval of the building Principal is granted for a later time.

### **Deliveries/Gifts to SMHS Students/Staff**

Students and staff are only allowed to accept delivery of small gifts, small floral arrangements and Mylar balloons at school. Mylar balloons are preferred in schools as latex is known to cause severe allergic reaction in some people. School deliveries should be made on a very limited basis (home deliveries are preferred) as they may cause disruptions in both the school office and the classroom. Deliveries will be held in the school office until the end of the day and students will not be called out of class to accept gifts.

### **Displays of Affection**

Displays of affection between students can become offensive to students and staff. Please show respect for yourself and others by refraining from hugging, kissing or petting at school. Failure to adhere to this expectation will result in disciplinary action. (Students will be referred to the office for possible disciplinary actions)

### **Dress and Personal Grooming**

Generally, we are impressed with the pride that SMHS students take in their daily appearance. Student dress for school must appropriately reflect the expectations of the workplace, and clothing should not distract or detract from the educational process. The following are some guidelines:

- Shoulder and torso coverage
- No underwear showing
- No excessively torn clothing
- No hats, **hoods**, or other headwear (Except on designated school events such as, hat day)
- No outerwear except by teacher permission
- No logos or accessories suggesting drugs, alcohol, tobacco, sexual subjects, gang affiliations or illegal acts
- No jewelry or accessories that may cause harm to others or damage property
- No pajamas, slippers or sleepwear of any kind
- No Trench Coats (or other clothing that could conceal contraband)

Clothing for the upper body must cover the torso. Clothing deemed inappropriate includes (but not limited to) revealing shirts,, or tank tops.-Shirts must have shoulder straps at least two inches wide and must not be revealing. Shorts and skirts must not be revealing. Tattered clothing, heavy chains worn around the neck or attached to wallets, spiked necklaces or bands, and T-shirts expressing drugs, alcohol, or sexually suggestive or offensive language must not be worn in school. Proper foot apparel must be worn at all times.

Additionally, students are expected to maintain appropriate personal cleanliness and hygiene for the school's social setting.

## **Emergency or parent/guardian calls to get information to students**

Emergency or important calls for students must be directed to the school office, not to students' cell phones. During school hours, parents should not attempt to contact students via text messaging or phone calls to student cell phones. In the event that a student needs to be contacted, a secretary will notify the student in question. It is very important that the atmosphere and culture of the class time and the academic day at SMHS not be infringed or adversely affected by distractive or upsetting phone calls.

## **Emergency Fire Pagers**

Emergency pagers for junior firefighters will be allowed on vibrate mode. A letter from the fire department will identify the SMHS student firefighters. Emergency requests for student firefighters at SMHS will come from the fire department to the SMHS main office. Junior firefighters will then be summoned from class by the main office personnel.

## **Field Trip Behavior**

Field trips are an extension of the classroom. Students are expected to act accordingly.

## **Fire Drills**

Periodically, SMHS will have fire drills to practice evacuating the building in an emergency. A fire drill evacuation sign is posted in each room. Students are expected to familiarize themselves with proper exits in each of the classrooms. The teacher in each classroom will give instructions on proper evacuation procedures. Students will evacuate the building in a quick, quiet, and orderly fashion. Running and loud disturbances will not be tolerated. All driveways, roads, and parking areas are to be kept clear of any obstructions so that emergency vehicles may move freely. Students should be directed to stay away from the building and parking lots to assure the safety of emergency vehicles to travel.

## **Food Services**

Spruce Mountain High School will again participate in the School Nutrition Program allowing meals at free or reduced prices to students who qualify. Information and applications will be sent home with every student the first week of school. If you are not sure whether you qualify, please submit application. Our staff can quickly and accurately determine qualification. Even if your child regularly brings lunch from home, please fill out a lunch form anyway. It will create an account for your child and the data may help us qualify for certain educational grants.

All Students will have ONE FREE BREAKFAST Per DAY during the 2017/18 school year

## **Fundraising at SMHS**

Fundraising activities by any group or organization at SMHS must adhere to district policy guidelines. No fundraising may be conducted by employees or students without prior approval being granted by the Principal and the Superintendent.

The Principal will maintain and coordinate calendars to avoid excessive overlapping of campaigns which could prove burdensome to students and the community. The collection and distribution of all funds raised must be carried out in accordance with the procedures for high school student activity funds.

## **Harassment/Civil Rights RSU 73 Policy JICK**

Harassment of anyone because of race, color, gender, sexuality, 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 includes but is not limited to verbal abuse based on race, color, gender, sexuality, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in RSU 73 Board policy.

**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 students 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 or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with 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.

Harassment Response/Procedures Students should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to seek assistance from a counselor, teacher or school administrator at the earliest opportunity.

Students who have been harassed will be informed of their legal options. Students alleged to have been harassing students will be informed of the allegations. They could be subject to legal action and court orders.

The primary goals of the school's administrative response to student harassment incidents are to extinguish the harassing behavior and to work to restore acceptable social interaction between the involved students.

Substantiated harassment is a serious matter that warrants stern disciplinary response. The severity of the disciplinary response will be based on the nature and extent of the substantiated harassment and the willingness of the involved students to cooperate in restoring appropriate social interaction. Responses will vary from assigned detentions and required counseling to suspension or expulsion.

## **Students must realize that harassment is AGAINST THE LAW.**

### **Hazing**

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school". It is the policy of the RSU 73 School Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the RSU 73 Department who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with the RSU 73 Department which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action (or lack of action) on the part of the Superintendent as s/he carries out the provisions of this policy, that individual or organization may appeal to the school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

### **Health Services**

The school health program is designed to improve and promote the health and well being of the school population.

1. Direct health services are provided when needed. The health room is available to students for first aid treatment. Students may remain in the health room while arrangements for transportation are made. Students too ill to remain in class must make arrangements in the office or health room to go home.
2. The school nurses are available in the district. SMHS nurse's hours and days will be posted in the first week of school.

### **Hours of the School Day**

Spruce Mountain High School doors open each day at 7:05 AM. Students needing to enter the building prior to that may do so under teacher supervision. Buses routinely will begin unloading students at the doors of the high school at 7:25 AM each morning.

Once on school grounds, students are considered to be "at school" and all school related expectations will apply. Upon arrival on school grounds, students must directly enter the building, and students may not leave school grounds after arriving on campus unless given permission to do so. Following dismissal at the end of the academic day, students without a school related afterschool activity should plan to depart from school grounds.

### **Illness/Injury at School**

Should a student become ill or injured at school, the Student Emergency Sheet will be referenced. Every attempt will be made by our office staff to contact parents or the designated contact person(s). The school nurse may also be contacted. In addition, several staff members are trained in first aid procedures. If school personnel are unable to contact parents or designated relatives or neighbors and the illness or injury appears serious, the local ambulance service will be contacted.



## **Insurance for students**

Accident insurance is available to all students. Serious thought should be given to purchasing this insurance unless you are already adequately covered. Information on insurance is furnished to the student during the first few days of school. Students participating in athletics are required to furnish proof of insurance coverage.

## **Library & Media Center Information**

The library is open daily. occasionally we close for whole class visits or testing. Students who use the library are expected to respect the learning needs of other students and maintain an atmosphere conducive to quiet study and research. The library should be used for educational purposes such as homework, gathering information, and reading. Students not using the library appropriately will lose the privilege of coming to the library.

### **Borrowing Library Materials:**

- Circulating library materials may be checked out for three weeks at a time.
- Videos are limited to one item at a time and for one week only.
- These items can be renewed as needed unless someone is waiting for that item.
- Nook ereaders will be loaned after a parental permission form is signed. It can be borrowed for three weeks, but must return or renewed on time or a \$5.00 a day fine will be given.
- Overdue notices will be given to students to remind them to return or renew their library materials.
- There are no fines for overdue materials, but students will be required to pay for lost damaged items.
- Students will be called down to the library to be reminded to return overdue items. If a student does not respond and return the item(s) within 5 school days, the library will notify the Principal and a detention will be issued until the material is returned. Library Passes:
  - Students who want to come to the library, and are passing all subjects, should obtain a library pass from the library, check in with their study hall teacher and have their library pass signed before coming to the library.
  - Students should state a specific reason for coming to the library, and are expected to bring work with them. Laptop/Computer Use in the Library:
    - Students using computers in the library must abide by the Student Computer and Internet Use & Internet Safety, IJNDB.

## **Lockers**

At the beginning of the year each student is assigned a school locker. Students are urged to keep their lockers locked to avoid theft. Only school issued locks may be used. Outside decorations on lockers are not encouraged but are allowed for the temporary promotion of school spirit or celebrations. These temporary displays must not damage or deface the lockers. Inside decorations must be in good taste and must not damage or deface the lockers. Lockers remain school property and are subject to search at any time. Random searches (including canine searches) may be conducted as a result of "reasonable suspicion" at any time. Any illegal item discovered will be turned over to law enforcement authorities. Students are responsible for their locker contents and condition. Students must keep the locker assigned to them at the beginning of the school year. Any repairs or vandalism will be billed to the student and parents. Students will be subject to school discipline if illegal items are found or vandalism occurs.



## **Lunchroom Expectations and Procedures (Electronic Devices Permitted)**

1. Students should go directly to the lunch area after being dismissed by the teacher.
2. Once in the lunch area, students needing to use the bathrooms must check in with the lunch duty teachers and must use the designated bathrooms.
3. During their lunch time, student are prohibited from entering the Academic Wing without prior approval from the teacher they wish to meet.
4. Seniors only may eat their lunch in the senior lounge.
5. Students should properly discard dirty trays and sort refuse correctly.
6. Students must keep the tables and floors clean for the next lunch.

## **Medication at School**

Medications will be given at school only when it is absolutely necessary. We encourage medications to be given at home. For example, if a medication is to be given three times per day, please give before school, directly after school, and at bedtime.

When it becomes necessary to take medication during the school hours, the following routine shall be followed:

1. There shall be written orders from the physician naming the drug, dosage, time to be given;
2. The parents/guardians shall sign a permission form requesting that the school comply with the physician's orders;
3. Medication shall be in a proper container, labeled by the pharmacy;
4. The school nurse shall inform appropriate school personnel of the potential side effects of the medication;
5. At no time should a student have medication in his/her possession in school.
6. All medication needs to be delivered to the school office in its original container by the parent or designated adult.
7. Students are allowed in public schools to carry and self administer the specific emergency medications of asthma inhalers and epinephrine autoinjector. Epinephrine auto injectors are used as an immediate emergency response to a potentially severe allergic reaction (e.g. allergy to insect bites or to peanuts)

## **Parent/Teacher Conferences**

Spruce Mountain High School has established the Monday and Tuesday just prior to Thanksgiving as our designated annual parent/teacher conference times. Check the current school calendar for this year's dates. Appointments for these days should be made in advance by emailing or calling the main office. Information is sent home and posted on the web site allowing ample time for parents to schedule teacher visits.

Additionally, parents should feel free to contact teachers or their child's guidance counselor to make conference arrangements whenever they feel it would be helpful and/or necessary. All teachers have phone extensions with voicemail and all teachers have email addresses which can be found on the school website. If you have trouble contacting any teacher, please call the main office.

## **Parking and/or Driving by Students on School Grounds**

Students wishing to bring a legally registered car, truck or motorcycle on school property must register the vehicle with the SMHS office, fill out and have parents sign a "Parking Privilege Contract", and agree to follow all guidelines set forth in the contract. When registering a vehicle, the student must show proof that the vehicle is registered. As part of the agreement to bring a personal vehicle onto school grounds, students agree to display safe and prudent driving practices at all times. Failing to display a parking permit, speeding, racing, squealing tires, skidding, excessive noise and/or failure to cooperate with parking lot duty teachers are all examples of imprudent driving practices. The speed limit on school grounds is 10 mph. Violators of these expectations will lose their driving and parking privileges on school property for a period of time to be determined by the school administration.

Students attending Kenneth Foster Technical Center are required to take the bus unless granted permission to drive by the Principal and Program Director.

***Please note: Students may not drive ATV's to school at any time, and during the winter, students may not drive or bring snow machines onto school grounds.***

## **Transit/Hall Passes**

In order to promote an orderly and a safe school climate, students who leave a class or any assigned area are required to obtain and possess a classroom designated hall pass from a teacher authorizing their activity. Students without passes or who are in unauthorized areas of the school are subject to discipline up to and including suspension. Students wishing to visit the Guidance Office must obtain a pass from the Guidance Secretary (Prior to the start of school or upon request of the guidance counselor). Unless it is an emergency, students should not be in the Guidance Office during class. Students should be dismissed from study hall only if they have a pass from Guidance.

## **Pest Management**

RSU 73 uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Nonchemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management Policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records.

## **Physical Education Expectations**

Freshmen and sophomores are scheduled for physical education classes at some time during the year. All students are required to change into standard gym clothes. Generally this consists of shorts, a Tshirt, sneakers and socks. Clothing that is worn to other classes is not acceptable. Dress code guidelines must still be followed. (The clothing must also follow the Student Dress Code) Gym passes will not be issued to excuse students from classes.

## **Search and Seizure and Interrogations**

Students When law enforcement officials find it necessary to question students during the school day or hours of extracurricular activities, every effort will be made to notify parents and obtain their presence.

The RSU 73 Board recognizes its responsibility to ensure that discipline is maintained and that a safe, orderly environment conducive to learning is preserved. Therefore, school officials may conduct reasonable searches of students when, in their judgment, there are reasonable grounds to believe the search will show that the student is violating the law, school regulations or school board policies.

School lockers and desks are school district property and remain at all times under the control of the school. Students may not place private locks on school lockers. Periodic searches of school lockers will be made when deemed necessary for the general welfare of the school.

Students are permitted to park on school property as a matter of privilege, not of right. The school retains the authority to make routine patrols of parking lots and inspections of the exteriors of automobiles on school property. The interior of a student's car may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

## **Senior Privileges**

To qualify for senior privileges, a senior must meet the following criteria. (A form to apply for senior privilege is available in the Guidance Office.)

1. Have an 83 average for preceding quarter with no grade below 74.
2. Must have earned a minimum of 18 credits toward graduation.
3. No detentions or suspensions during the current quarter.
4. Good attendance.
5. Not participate in senior skip day.
6. Parental permission.
7. Must carry a minimum of six (6) courses.
8. Senior Privilege may be used for first or last period. Seniors who qualify for Senior Privileges and have a study hall 1st period must report to school for 2nd period of the day. Senior privilege students who have study hall 4th period may sign out and leave school.
9. Students with senior privileges must leave the school during period 1 or 4 of both green and black days (Or be supervised by a faculty member)
10. Senior Privileges may be taken away if the student violates school rules
11. Senior Privilege students will have the option to use the privilege during "Phoenix Time" (Only with sign consent from parents)

## **Study Halls**

Students may likely have at least one study hall. Study halls are held throughout the building. Freshman, sophomores, juniors, and seniors must report to the assigned room for quiet study hall. Seniors with Senior Privileges earn the privilege to use the senior lounge. Study halls must be quiet. Students will have assigned seats. No passes will be written by the study hall teacher with the exception of 15minute specific passes to students to the Media Center to get reading material(s). Games, cards, hacky sacks, electronic listening devices, etc. should not to be brought to study halls. Only specific passes from subject matter teachers, Guidance and Administration will be honored. These passes must be obtained prior to the start of the study hall.

## **Textbooks Lost or Damaged**

All textbooks must be covered throughout the school year. Students are responsible for the care of books loaned to them by the district. All assigned textbooks are to be returned in good condition at the end of the course.

Excessive damage done to textbooks and any lost books must be paid for in the office. Payment shall be established based on the age of the book, the original cost or replacement cost, and the difference in return condition compared to issued condition.

Maine State Law also allows for the following: "If a public school student loses, destroys or unnecessarily injures a schoolbook or appliance furnished to the student at the expense of the school administrative unit (and the student's parents do not make good the loss within 45 working days)...the board shall report the case to the assessors of the municipality (who shall)...include in the next municipal tax of the delinquent parent the replacement costs of the book or appliance..."

## **Visitors to the School**

Students are not to have visitors other than parents or guardians in school. Visitors must report to the office, secure approval, and sign the visitor record upon arriving and departing from the school building. A visitor's pass will be issued.

## **Web Site/Electronic Mail System**

Spruce Mountain High School maintains a comprehensive web page. At our web address visitors can access information about schools' programs and curriculum, district policies, student activities, student recognition, and department activities. There are also links to many valuable educational sites. Additionally, all teachers email addresses are accessible from this site. The link to Spruce Mountain High School is available at <http://www.rsu73.org>

Work Permits Minors under 16 years of age are required to have a work permit, which is issued by the superintendent of schools for the district where the child is enrolled. Employers must keep the permit on file. Minors are allowed only one permit during the school year, two during summer vacation. Minors are not allowed to work until Bureau of Labor Standards approves the permit.

The secretary in the RSU 73 central office has the designated authority to issue a work permit to SMHS students.

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## **Spruce Mountain High School Athletic and Co-Curricular Information Last Modified 6/20/2017**

It is the intent of the RSU 73 School Board to provide a wide array of activities to supplement the educational programs. Because the academic programs take priority, in order to participate in these co-curricular activities, students must be passing a minimum of 6 (six) classes to remain academically eligible to fully participate in those activities. (Students must also be passing all core courses required for graduation)

Co-curricular activities include, but are not limited to, athletics, clubs, drama, and school affiliated service organizations. The Principal shall identify which activities beyond those listed are considered co-curricular for the purposes of this policy. This portion of the policy applies to all students attending RSU 73 schools in grades 9-12 who choose to participate in school sponsored co-curricular activities.

### **1.) Academic Eligibility**

Expectations and Procedures A minimum of 6 (six) creditable courses must be scheduled each semester to qualify for activity eligibility except for extenuating circumstances approved in advance by the Principal. Students participating in extra/cocurricular activities in grades 9-12 are expected to be passing a minimum of 6 (six) classes to remain academically eligible to fully participate in those activities. (Students must also be passing all core courses required for graduation) Students who meet the academic eligibility requirements at the grade checks will remain (or will become) eligible until the next grade check.

### **2.) Academic Probation**

Grade checks will be conducted at Progress Report and End of Quarter. If a student is passing the required 6 courses (and required graduate core courses) but they are not passing electives, they will become ineligible and need to apply for probation. This probation will require the student to meet with the teacher(s) to set a plan of action. The teacher(s) will need to sign the plan of action for the student to be eligible. The student will then need to meet with Administration and explain the plan of action, and the plan of action will need to be signed by the principal for the student to become eligible. The student will then need to meet with the athletic administrator and explain the plan of action. Communication with home regarding the grades and the plan of action will occur. Parents can remove the student from athletics at any time. See school calendar for Progress Report and End Quarter Dates

The **administration** will check the list of students who have failing grades against the active co-curricular rosters.

- During the probation period, students will be allowed to attend and participate in practices, games, rehearsals and meetings.
  - Once a student is passing and confirmed by the teacher and administration the student may fully participate in co-curricular activities.

- If a student is ineligible they will be allowed to participate in practices but will be ineligible to participate in games. This includes all co-curricular activities.

Coaches/Advisors will be informed by the principal or designee when a student's eligibility is restored. Coaches/Advisors must await confirmation from the principal or designee before allowing students on academic probation to resume participation in competition or performances.

### **Eligibility at the start of the Fall Sports Season**

A freshman entering SMHS will be allowed to participate in fall activities. Continued eligibility will be determined at the first progress report grade check.

Students entering grades 10-12 who failed to pass 6 courses at the end of the 4th Quarter as defined in the above policy may tryout for the team, but once tryouts are finished, they become ineligible for the remainder of their two week ineligibility period.

### **Ineligibility or Probation at Quarter 4 and Summer Credit Recovery**

A student who enrolls in an approved summer credit recovery course and successfully completes (passing grade and credit earned as determined by the instructor) and, who submits documentation of this to the principal or designee prior to the beginning of the fall season, will be allowed to participate fully in a fall activity. Students in this circumstance will still have their grades checked at the first progress report. At that time, 6 passing grades must exist, or the student will be placed on academic probation.

### **General Information for participants and parents**

No special privileges such as extra examinations, delayed marks, makeup opportunities, delayed disciplinary action or other favors shall be granted to athletes unless they are already part of a practice for all students.

A suspension from school means that the student cannot practice or play for the duration of the suspension.

Upon entrance into grade 9, students will have no more than eight (8) consecutive semesters in which to be eligible to compete in interscholastic and/or other school related competitive events.

Upon enrollment, all transfer students in grades 9, 10, 11 and 12 are subject to all MPA rules and regulations pertaining to eligibility. (All members of grade 9 will be eligible for the first quarter of grade 9.)

All participants of interscholastic sports and co-curricular activities will be held accountable to the same standards for eligibility/participation.

In order to try out and/or participate in any co-curricular activity, students must be enrolled as a fulltime student. RSU 73 authorized Home School students are also eligible to participate.

## **II. Conduct Eligibility**

Consequences for unacceptable behavior at school will take priority over any co-curricular activity.

### **A. Suspension**

A student serving a school suspension (out of school or in school) will not be eligible to participate in any co-curricular activities until the period of suspension concludes. Once this period concludes, the student will be eligible to participate fully in co-curricular activities unless the Principal specifically identifies a different course

of action. Students suspended from school are prohibited from entering RSU 73 property during their period of suspension.

### B. Detention

Detention will take priority over extracurricular activities. A student serving detention must serve on the day prescribed by the Principal or designee. If detention conflicts with any extracurricular activity, the student will not participate on that day. Students who miss travel with their team, club, or organization because of detention may not participate with that team, club, or organization on that day. The student is not permitted to travel to the away game in a private vehicle after detention has been served to be eligible to play that day. Students transported by private vehicles to away games on days when a detention or suspension has been served may not sit with the team on the team bench during the competition.

### **III. Attendance Eligibility**

Students must be present for the entire day in which extra/co-curricular activities, including practices, rehearsals, or competitions are taking place. A student who is unable to attend school and classes on the day of an cocurricular activity will not be eligible to participate in that activity on that day. The only exceptions to this expectation would be compelling circumstances, such as a family emergency, a physician's visit, a pre approved educational leave, or an observation of a recognized religious holiday. Such matters will be considered by the Principal on a case by case basis if they are verified by a note from parents, doctors, colleges etc.

### **Physical Examination for Sports**

Athletes in grades 9-12 shall have an initial physical examination prior to participation in an interscholastic sport and EVERY OTHER YEAR, thereafter. Physical examinations are to be done by their own physician. A school physical form should be filled out by the student's physician, returned to the school nurse, and kept in the student's health record. The school nurse will report any identified medical problems to the Principal responsible for that student. Information regarding a student's wellness, precautions, and restrictions during physical education or school athletics should be given to the coach, athletic director or physical education teacher in writing.

### **Insurance**

All athletes must present evidence of insurance prior to the first practice of the sport in which they wish to participate. Students will be provided the opportunity to purchase an accident insurance plan.

### **Standards of Conduct & Citizenship**

The high school participant must always keep in mind that an athletic contest and activity is designed and conducted to promote the physical, mental, social and emotional well being of the individual. The participant must also realize that it is a privilege to participate in his/her school's activities program and he/she must remember that they are representing the school, his/her family, school and community both on and away from the athletic and activity venues.

When participants are removed from activity for unacceptable or unsportsmanlike conduct they will not be allowed to participate in the next in dismissal from the team for the remainder of the season.



## **Transferring to Another Sport**

Within ten practice days of the beginning of a sport and after an athlete coach conference, an athlete may transfer to a different athletic team provided the initial coach approves the transfer. Participation in two (2) athletic teams simultaneously is not allowed.

## **Practice Attendance**

An unexcused absence from practice will suspend the student/athlete for the next contest. Student/Athletes must notify the Athletic Director or Head Coach before the end of the day if tardiness or absence from practice is anticipated.

## **Dress Code**

All Team Members making trips will dress appropriately. Each varsity coach will determine the appropriate attire for team travel. The administration recognizes that each sport season varies in travel attire and appropriate dress.

## **Gambling**

When an athlete is found to be wagering on the outcome of high school athletic teams he/she will be suspended for the remainder of that sport season, and will face disciplinary and/or legal action.

## **Team Transportation**

Co-curricular students are expected to travel to and from all contests with their respective teams on the school provided transportation. Coaches/Advisors may release students only to the Parent/Guardian after the Parent/Guardian has submitted a written request to the coach/advisor. Examples of approval will be for extenuating circumstance such as family vacations/excursions following contests, college visits, injuries, or attendance at other school related functions.

## **Below is a list of interscholastic athletic teams and Co-Curricular Activities**

Baseball V, Sub V Basketball V, SubV

National Honors Society One Act Theater

Bowling Club

Cross Country V

Chorus Civil Rights Team

College Access Program (Allowing students to go to college NOW)

Drama Engineering (Pre)

Envirothon Team

Fall Cheering V

Field Hockey V, SubV

Football V, SubV

Golf – V  
Jazz Band  
Jobs For Maine’s Graduates JMG  
Marching Band  
Math Team V, SubV  
Peer Tutoring  
Rock of Ages  
Band Robotics (SMART)  
Skiing V  
Soccer V, SubV  
Softball V, Sub V  
Student Council  
Student Senate  
Student School Board Representative  
Tennis V, SubV  
Track & Field V  
Vocal Ensemble  
Winter Cheering V, SubV  
Work Release Program

### **Chain of Authority**

Parents or team members having concerns about operations of any program should address those concerns as they occur according to the following chain of authority. There is the head coach, or director per activity or sport. All assistant coaches are directly responsible to the head coach.

1. The head coach or advisor is responsible for making decisions not previously or specifically delegated to assistants. He or she is directly responsible to the Athletic Administrator.
2. The Athletic Administrator has the responsibility of reporting to the Principal.
3. The Principal is directly responsible to the superintendent.
4. The superintendent reports to the board.
5. The Board of Directors shall be the final authority in all athletic matters.

### **Boys & Girls Participation on Same Athletic Team**

Students of opposite sexes may participate on the same athletic team provided:

1. They meet the same eligibility requirements outlined in the handbook and the Maine Principals’ Association.
2. They may play on the same team provided there is no equivalent sport.
3. All Title IX regulations are met